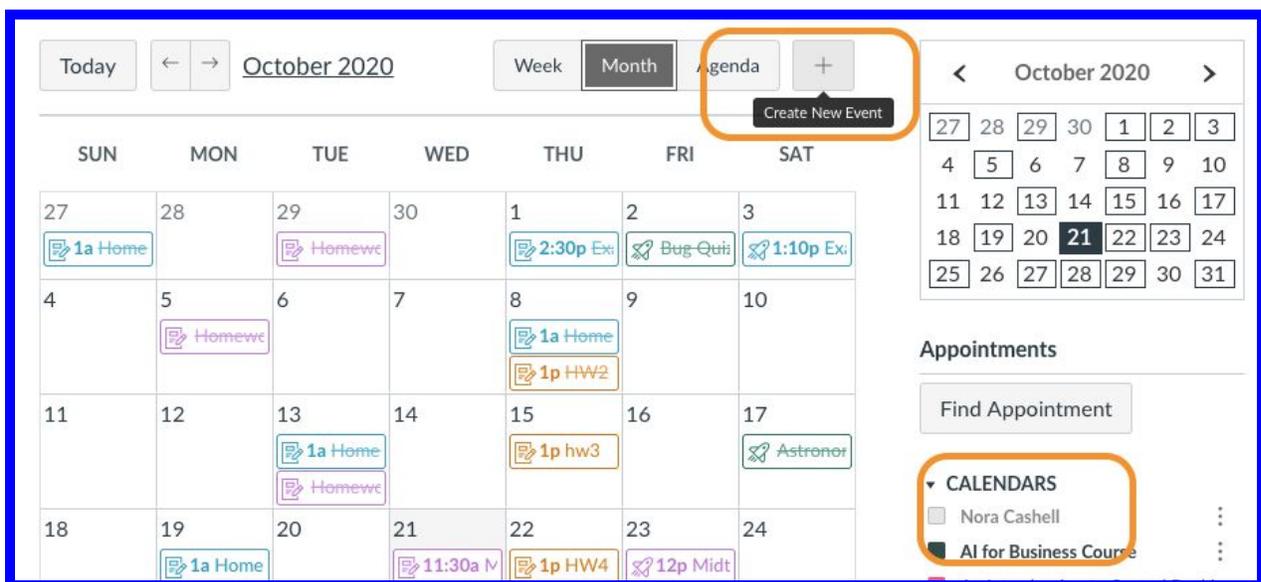


Faculty Guide to use the Scheduler Feature on Courseworks

1. Select the Calendar icon on the left side of the Courseworks menu.



2. On the Calendar page, make sure the course you need is selected under the **Calendars** drop down. Then select the + button to create your meeting.



3. The event pop-up will show up.

Click the **Appointment Group** tab, then enter the **Name** of your meeting.

Enter the **location**, which can be a Zoom link.

Make sure the correct course is selected under **Calendar**.

Set up the **Date** and **Time Range**. Then divide the meeting slots into the amount of time you would like each meeting to last and click on **Go**.

The screenshot shows the 'Edit Event' interface with the 'Appointment Group' tab selected. The form contains the following elements:

- 1**: Appointment Group tab
- 2**: Name field containing 'Follow-Up on Group Work'
- 3**: Location field containing 'Zoom'
- 4**: Calendar dropdown menu showing 'CVN Test Course'
- 5**: Table with columns 'Date' and 'Time Range' containing four rows of appointment slots:

Date	Time Range
2020-10-27	1pm - 1:15p
2020-10-27	1:20pm - 1:35pm
2020-10-28	1:45pm - 2pm
2020-10-28	2pm - 2:15pm

At the bottom, there is a field 'Divide into equal slots of' with the value '15' and a 'Go' button.

6: Go button

4. You can select if you want **students to sign up in groups** and **limit the amount of users per time slot**. (Limit to one user if you will be meeting with students individually). You can **let students see who has signed up** for slots that are still available. Then you can also **limit the number of appointments** a student can make. You can add details to the description, and then publish the meeting.

Have students sign up in groups. **1**

Options

Limit each time slot to 1 users. **2**

Allow students to see who has signed up for time slots that are still available. **3**

Limit participants to attend 1 appointment(s). **4**

Details: **5**

6 Cancel Publish

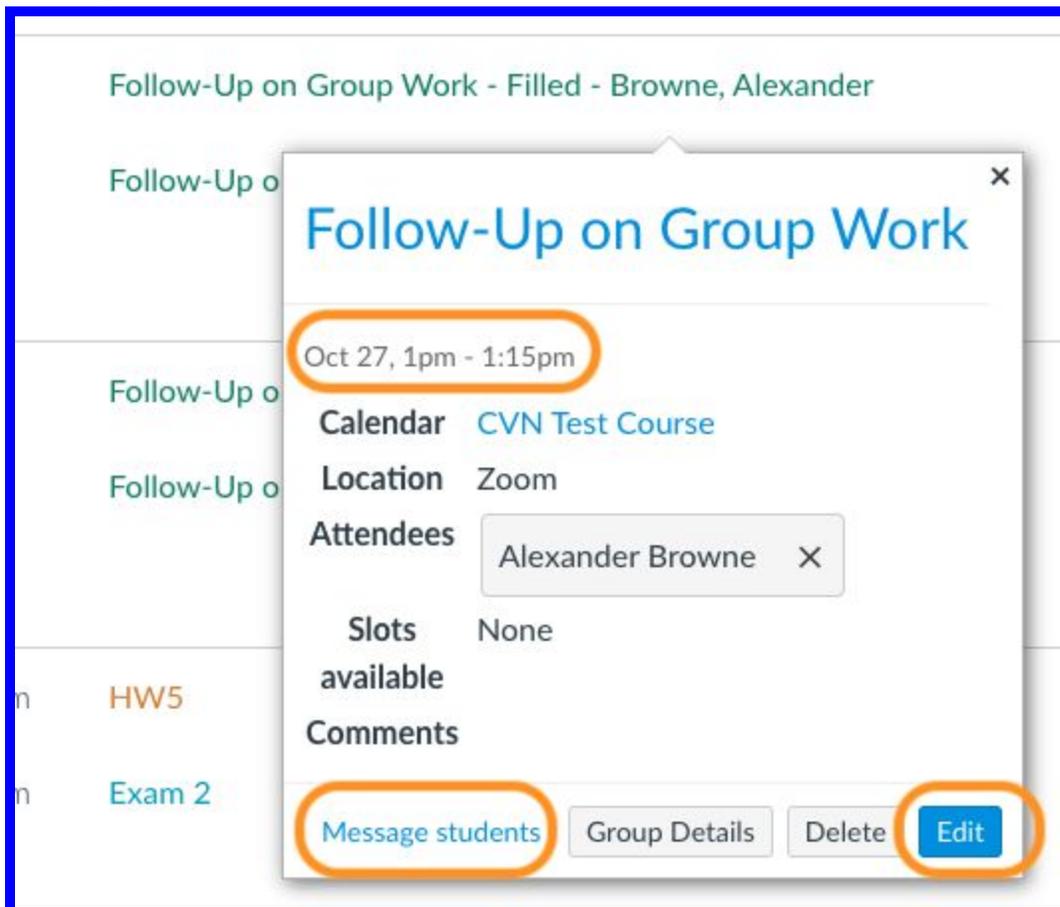
5. On the Calendar page, click the **Agenda** view.

Week Month **Agenda** +

6. You will be able to see who filled up for reservations there.

Tue, Oct 27		
	1:00pm	Follow-Up on Group Work - Filled - Browne, Alexander
	1:20pm	Follow-Up on Group Work - 1 Available
Wed, Oct 28		
	1:45pm	Follow-Up on Group Work - 1 Available
	2:00pm	Follow-Up on Group Work - 1 Available

7. You can also hover over the reservation to see the **time that is reserved**, if you would like to **message** students and then **edit** the reservation.



The screenshot shows a calendar interface with a popup window for a reservation titled "Follow-Up on Group Work". The popup contains the following information:

- Title:** Follow-Up on Group Work
- Time:** Oct 27, 1pm - 1:15pm (circled in orange)
- Calendar:** CVN Test Course
- Location:** Zoom
- Attendees:** Alexander Browne (with a close icon)
- Slots available:** None
- Comments:** (empty field)
- Actions:** Message students (circled in orange), Group Details, Delete, Edit (circled in orange)