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**.

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

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