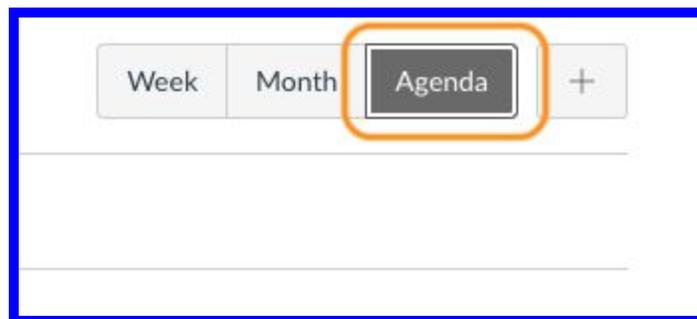


## Student Guide on how to make a Reservation using the Scheduler Feature on Courseworks.

1. After you have received a notification from your professor to have a meeting, you can go to the **Calendar** icon on Courseworks.



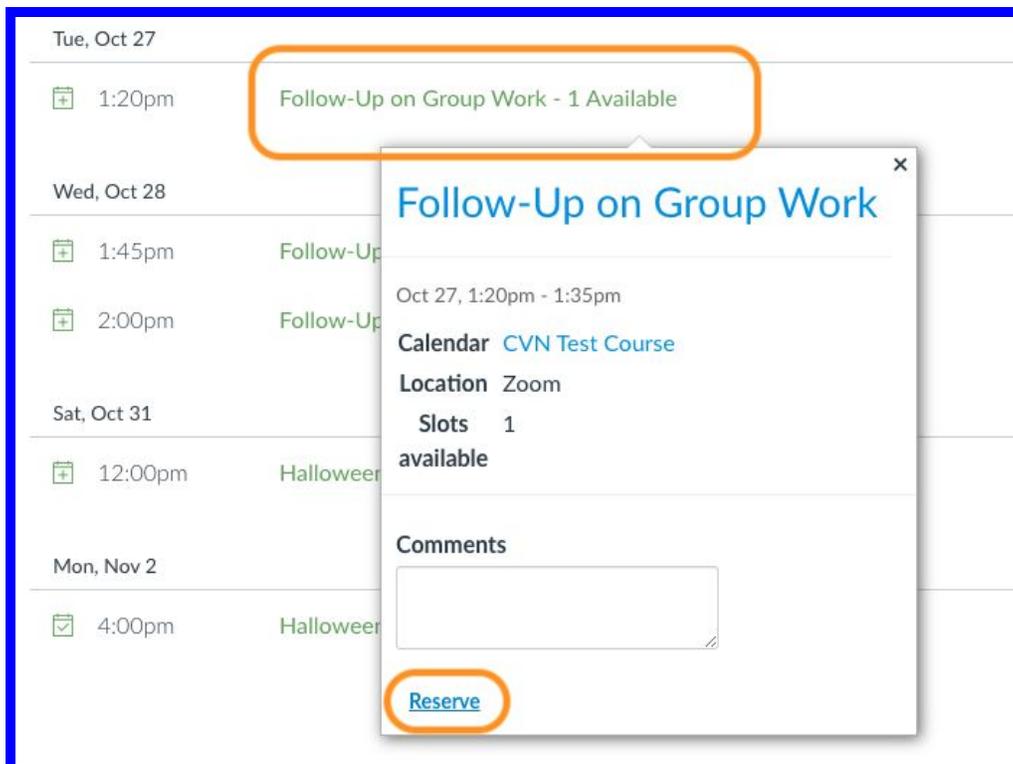
2. Select the **Agenda** view and look at your reservation options.



3. You will then be able to view the reservations that are available.



4. Click on the **Reservation** that works best for you. Make sure that it is available and select **Reserve**.



5. This reservation will now show up on your calendar page on Courseworks.

Tue, Oct 27

 1:00pm	Follow-Up on Group Work - Filled - Browne, Alexander
 1:20pm	Follow-Up on Group Work - Filled - Student, Test