

HOW TO CREATE SIGN-UP EVENTS

CREATE NEW CALENDAR EVENT

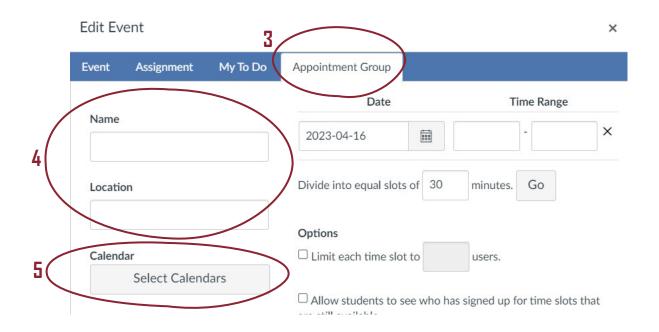
- ☐ 1 Go to the 'Calendar' tab on the far left-hand side.
- 2 Click on the 'Add Event' (+ icon) button in the upper-right corner.



CONFIGURE EVENT DETAILS

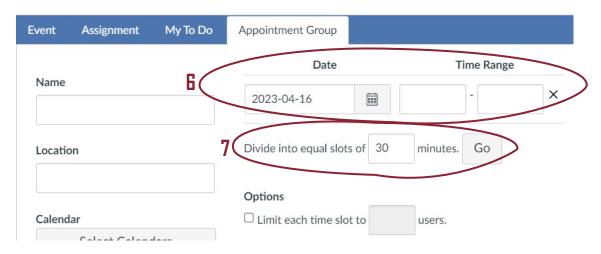
3 Go to the	'Appointment	Group'	tab.

- 4 Give your event a name and specify the meeting location in the 'Name' and 'Location' windows respectively.
- 5 Select the appropriate calendar for the event, using the 'Select Calendars' button.

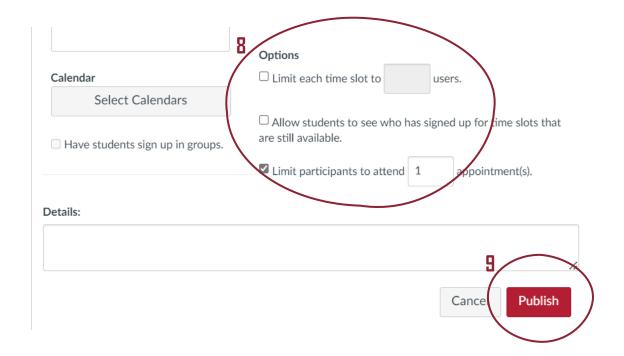


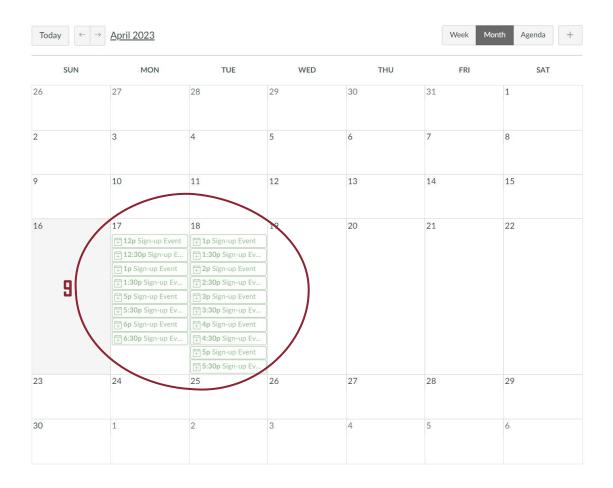
- ☐ Input possible meeting times in the 'Date' and 'Time Range' windows. Note that if you wish to list multiple time ranges in a given day, each time range must be entered as a separate entry (e.g., 4/16 from 12pm − 2pm and 4/16 from 5pm − 7pm must entered as two separate entries).
- (7 If you wish to break larger time windows of time into smaller time slots, use the divide feature by identifying the appropriate length in minutes and click the 'Go' button.)

Edit Event ×



- Under the 'Options' section, identify how many students (users) may attend each time slot (e.g., '1' for a one-one-one meeting), if you wish meetings to be public knowledge, and how many meetings each student may join.
- Glick the 'Publish' button to place the time slots on your calendar and make them available to students.





NOTIFY STUDENTS

10 After creating the sign-up event, it is recommended that you notify students that time slots are available via a course announcement. To create a course announcement, go to the 'Announcement' tab on the left-hand side and click the '+Announcement' button in the upper-right corner.

