



# 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.

The screenshot displays a web application interface for a calendar. On the left, a vertical sidebar contains navigation icons for Account, Admin, Dashboard, Courses, Calendar, Inbox, and History. The 'Calendar' icon is circled in red with a '1' next to it. The main area shows a calendar for April 2023, with days of the week (SUN to SAT) and dates (1 to 31) visible. In the top right corner, there are tabs for 'Week', 'Month', and 'Agenda', and a '+' button circled in red with a '2' next to it.

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

## 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.

The screenshot shows the 'Edit Event' interface with the 'Appointment Group' tab selected. The interface includes a navigation bar with tabs for 'Event', 'Assignment', 'My To Do', and 'Appointment Group'. Below the navigation bar, there are input fields for 'Name' and 'Location', a 'Date' field with a calendar icon, and a 'Time Range' field with a range selector and a close button. There is also a 'Divide into equal slots of' section with a '30' minute input and a 'Go' button. An 'Options' section includes checkboxes for 'Limit each time slot to' and 'Allow students to see who has signed up for time slots that'. Red circles and numbers 3, 4, and 5 highlight the 'Appointment Group' tab, the 'Name' and 'Location' input fields, and the 'Select Calendars' button, respectively.

- 6** 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 be 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.)

Event Assignment My To Do Appointment Group

Name **6** Date: 2023-04-16  -  X

Location **7** Divide into equal slots of  minutes.

Calendar Options

Limit each time slot to  users.

- 8** 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.
- 9** Click the 'Publish' button to place the time slots on your calendar and make them available to students.

Calendar **8**

Have students sign up in groups.

Limit each time slot to  users.

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

Limit participants to attend  appointment(s).

Details:

**9**

Today ← → April 2023 Week Month Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 12p Sign-up Event 12:30p Sign-up E... 1p Sign-up Event 1:30p Sign-up Ev... 5p Sign-up Event 5:30p Sign-up Ev... 6p Sign-up Event 6:30p Sign-up Ev...	18 1p Sign-up Event 1:30p Sign-up Ev... 2p Sign-up Event 2:30p Sign-up Ev... 3p Sign-up Event 3:30p Sign-up Ev... 4p Sign-up Event 4:30p Sign-up Ev... 5p Sign-up Event 5:30p Sign-up Ev...	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

## 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.

123456 > Announcements Student View |←

**10** Home All Search **10** +Announcement External Feeds

- Announcements
- Assignments
- Quizzes
- Discussions
- Grades
- People
- Outcomes
- Rubrics
- Pages
- Files

  
No Announcements  
Create announcements above