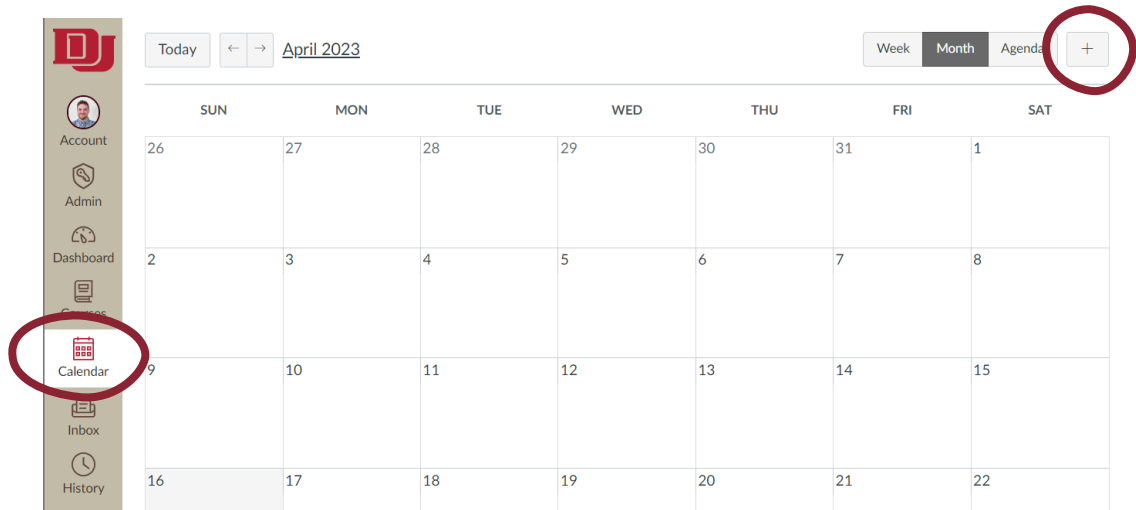




HOW TO CREATE ONE-ON-ONE MEETINGS

CREATING A NEW CALENDAR EVENT

- STEP 1:** Go to the **'Calendar'** tab in the global navigation bar and click on the **'Add Event'** (+ icon) button in the upper right-hand corner.



CONFIGURE EVENT DETAILS

- STEP 2:** Go to the **'Appointment Group'** tab.

- **STEP 3:** Give your event a name in the **'Name'** box. (If your meetings are online, paste the URL address(es) in the **'Location'** box.)
- **STEP 4:** Select the appropriate calendar for the event, using the **'Select Calendars'** button.

Edit Event ×

Event	Assignment	My To Do	Appointment Group
Name <input type="text"/>		Date 2023-04-16 <input type="calendar"/>	
Location <input type="text"/>		Time Range <input type="text"/> - <input type="text"/> <input type="close"/>	
Calendar <input type="button" value="Select Calendars"/>		Divide into equal slots of <input type="text" value="30"/> minutes. <input type="button" value="Go"/>	
Options <input type="checkbox"/> Limit each time slot to <input type="text"/> users. <input type="checkbox"/> Allow students to see who has signed up for time slots that are still available.			

- **STEP 5:** 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).

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 clicking the **'Go'** button.)

Event Assignment My To Do Appointment Group

Name

Location

Calendar

Date: 2023-04-16

Time Range

Divide into equal slots of 30 minutes. Go

Options

Limit each time slot to [] users.

- STEP 6:** Under the **'Options'** section, identify how many students (users) may attend each time slot (e.g., '1' for a one-on-one meeting), if you wish meetings to be public knowledge, and how many meetings each student may join.
- STEP 7:** Click the **'Publish'** button to place the time slots on your calendar and make them available to students.

Calendar

Select Calendars

Have students sign up in groups.

Options

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 1 appointment(s).

Details:

Cancel Publish

Available time slots will automatically be added to the course calendar, visible to you and students.

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 	18 	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6