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## How do I sign up for a Scheduler appointment in the Calendar?

If your institution has enabled the Scheduler tool, you can sign up for any appointments that are created for your course using the Calendar sidebar. Appointments can include office hours, group presentation time slots, and lunch with an alumnus.

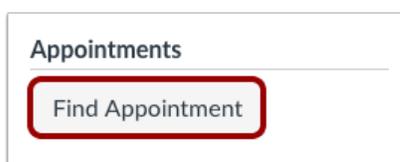
Scheduler is an optional feature that may not be available to you in the Calendar.

## Open Calendar



In Global Navigation, click the **Calendar** link.

## Find Appointment



In the Calendar sidebar, click the **Find Appointment** button.

# Select Course

Select Course ✕

History 101 1

2 Submit

If a course includes an appointment, the name of the course displays in the Course drop-down menu. Select the course where you want to look for an appointment [1], then click the **Submit** button [2].

# View Appointments

Today ← → June 2018 Week **Month** Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29 A-Cleser-Lee	30 Tools and M	31	1	2
3	4 4:29p Article	5 10a Project S 10:30a Proje 11a Project S 3:59p To Sigr	6 10a Museum 2p Class Rea	7 1:59p Hister	8 4:59p Chapte	9
10 Revolution T	11 Declaration	12 Major-Biome	13 12:59a Cell-E 2p Class Rea	14 Book Fair 12p Project S 12:30p Proje 1p History 10 1p Project Sig 1:30p Project 2p Project Sig 2:30p Project	15	16
17	18	19	20	21 Bill-of-Rights	22	23

View the appointments available for the course. Faded time slots indicate the time slot has been reserved.

# View Next Available Appointment

✓ The next available appointment in this course is on **July 14, 2017** ✕

If your calendar is set to either the Week or Month view, and there are no available appointments in the visible date range, the Calendar will let you know the date of the next available appointment. You can click the date in the window to view available appointments.

# Reserve Appointment

5

History 101 Office Hours

Jul 14, 2pm - 2:30pm

Calendar [History 101](#)

Location History Building, Office 101

Details This is an opportunity for you to ask any questions you have about the course.

Attendees

Comments **2**

[Reserve](#) **3**

In the calendar, click the time slot you want to reserve [1]. In the appointment window, you can view the appointment time, calendar, and details. If you want to leave any comments for your instructor, you can type them in the **Comments** field [2].

To sign up for the time slot, click the **Reserve** link [3].

## View Updated Appointments

14 15

+ 1p History 101

+ 1:30p History 1

2p Study Group

2p History 101

+ 2:30p History 1

+ 3p History 101

+ 3:30p History 1

4:59p Group Ac

7:29p Patriotisr

To Sign or Not

Once you have reserved a time slot, the time slot fades in the calendar.

If you want to choose another time slot instead, click the new time slot and repeat the reservation process.

## Confirm New Appointment

Cancel existing reservation and sign up for this one? x

You are already signed up for:  
Jul 14, 2pm - 2:30pm  
Would you like to cancel that and sign up for this?

[Do Nothing](#) **2** [Reschedule](#) **1**

If you choose another time slot, the Calendar will confirm you already have a reserved appointment. If you want to reschedule with the new appointment time, click the **Reschedule** button [1]. However, if you want to keep your original appointment, click the **Do Nothing** button [2].

## Close Appointments

14

- 📅 1p History 101 C
- 📅 1:30p History 1C
- 📅 2p Study Group
- 📅 2p History 101 C
- 📅 2:30p History 1C
- 📅 3p History 101 C
- 📅 3:30p History 1C
- 📅 4:59p Group-Ass
- 📅 7:29p Patriotism
- 📅 To Sign or Not t

### Appointments

Close

When you are finished with course reservations, click the **Close** button.

## View Calendar

Today
← → June 2018

Week
Month
Agenda
+

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29 <span>📅 A-Closer-Lee</span>	30 <span>🔧 Tools and M</span>	31	1	2
3	4 <span>📅 4:29p Article</span>	5 <span>📅 3:59p To Sigr</span>	6 <span>📅 10a Museum</span> <span>📅 2p Class Rea</span>	7 <span>📅 1:59p Histor</span>	8 <span>📅 4:59p Chapte</span>	9
10 <span>📅 Revolution Tr</span>	11 <span>📅 Declaration</span>	12 <span>📅 Major-Biome</span>	13 <span>🔧 12:59a Cell-E</span> <span>📅 2p Class Rea</span>	14 <span>📅 Book Fair</span> <span>📅 1p History 1C</span> <span>📅 2p Project Sit</span> <span>📅 Bill-of Rights</span>	15	16
17	18	19 <span>📅 10a Lab Field</span>	20 <span>📅 Read-to-Rev</span>	21	22 <span>📅 Star Gazing</span>	23
24	25	26	27	28	29	30

View the appointment added to your course calendar.

## Change Appointment

Today		← → June 2018		Week	Month	Agenda	+
SUN	MON	TUE	WED	THU	FRI	SAT	
27	28	29 A-Closer-Lee	30 Tools and M	31	1	2	
3	4 4:29p Article	5 3:59p To Sign	6 10a Museum 2p Class Rea	7 1:59p Histor	8 4:59p Chapte	9	
10 Revolution Tr	11 Declaration	12 Major-Biome	13 12:59a Cell E 2p Class Rea	14 Book Fair 1p History 10 2p Project Sit Bill-of-Rights	15	16	
17	18	19 10a Lab Field	20 Read-to-Rev	21	22 Star Gazing	23	
24	25	26	27	28	29	30	

View the appointment added to your course calendar.

## Unreserve Appointment

### History 101 Office Hours

×

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Jul 14, 2pm - 2:30pm

**Calendar** [History 101](#)

**Location** History Building, Office 101

**Details** This is an opportunity for you to ask any questions you have about the course.

**Comments** I would like to discuss the final project.

2
Un-reserve

fere	3p Declaration of I	2p History 101 Off <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">1</span>
	9:29p Research Pat	4:59p Group Assign
	7:29p Patriotism or	

To completely cancel your appointment, click the appointment time [1] and click the **Un-reserve** link [2].

## Delete Reservation