



Setting up Advising and Office Hours In Canvas calendar



Another Providence College TLT Creation

**Log into your
Canvas
Dashboard
and click the
calendar.**

Dashboard

Published Courses (7)

DEVELOPING AN ONLINE COURSE

Developing an Online Course 2023
Developing an Online Course...

CANVAS
&
PROVIDENCE COLLEGE

TLT Canvas Training
TLT

TLT 2023 Winter Institute
TLT 2023 Winter Institut

TLT 2023 Summer Institute
TLT 2023 Summer Institute

Course Title

PACT 22 Integrative Seminar
PACT 22

On the right-side menu, choose the course you want to schedule

The image shows a calendar interface with a grid of dates. The dates visible are 8, 9, 15, 16, 22, and 23. To the right of the calendar is a vertical menu with several items, each with a checkbox and a three-dot menu icon. The items are:

- revera Lisaia Sandbox
- New Faculty at PC: Teaching with Technology Guide
- Courses
- PACT 22 Integrative Seminar
- PACT 23
- PCSB Retreat 12/12/2022
- Roger Echols Sandbox
- TLT 2023 Summer Institute
- TLT 2023 Winter Institute
- TLT Canvas Training

Below the menu items is a section labeled "UNDATED" with a right-pointing arrow. At the bottom of the menu is a link labeled "Calendar Feed" with a calendar icon.

A red arrow points from the bottom right towards the "TLT Canvas Training" item in the menu.

**Click the + sign
at the top of the
calendar to add
a new
appointment or
office hours**

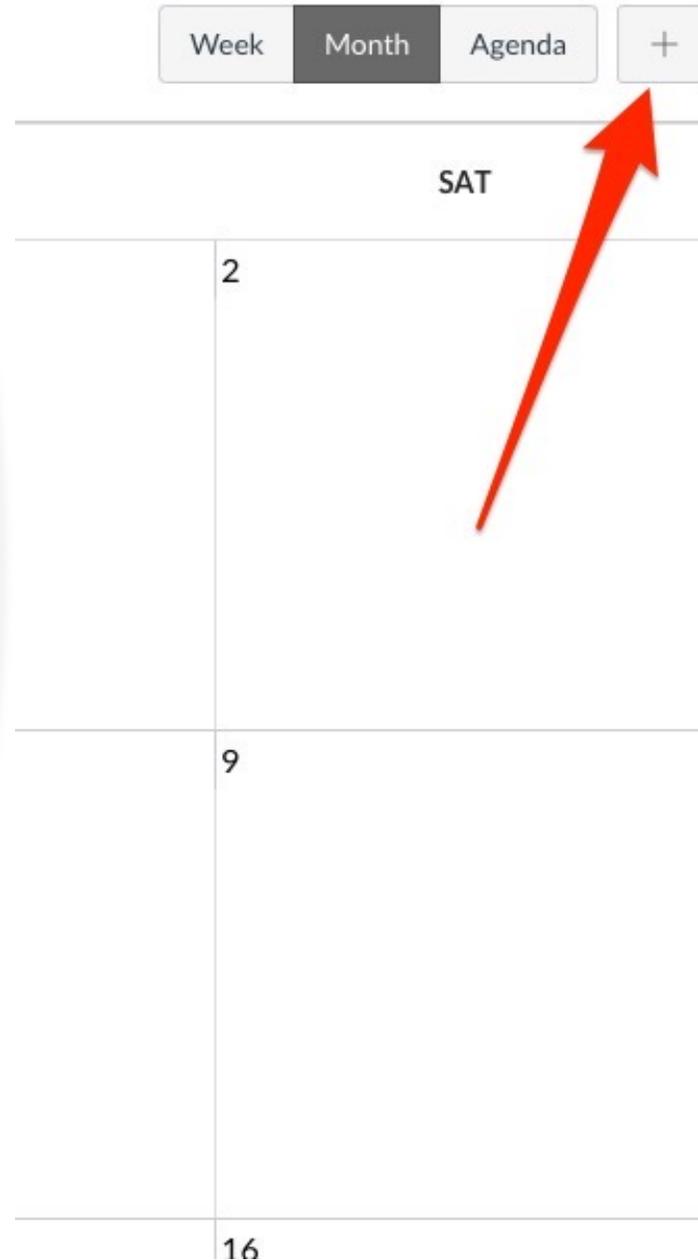
Week Month Agenda +

SAT

2

9

16



< September 2023 >

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

▼ CALENDARS

- nevena Disala Sandbox
- New Faculty at PC: Teaching with Technology Guide
- Courses
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- PACT 23
- PCSB Retreat 12/12/2022
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- TLT 2023 Winter Institute
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**From the pop
out window,
choose
Appointment
Group**

Edit Event ✕

Event **Assignment** Appointment Group

Title:

Date:
 

From:  **To:** 

Location:

Conferencing:

Calendar:
 



In this window you will set up the specific details

- Enter the Name of the student
- Enter the location, physical or virtual
- Select the calendar that you will schedule
- Add the date, time and duration of each Advising or Office hour
- Divide into equal slots of your preferred time
- Click Publish when finished
- Choose how many participants can attend per appointment
- Be sure to click Publish

Edit Event



Event

Assignment

Appointment Group

Name

Location

Calendar

Have students sign up in groups.

Date

2023-09-28



Time Range

 - 

Divide into equal slots of minutes.

Options

Limit each time slot to s.

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

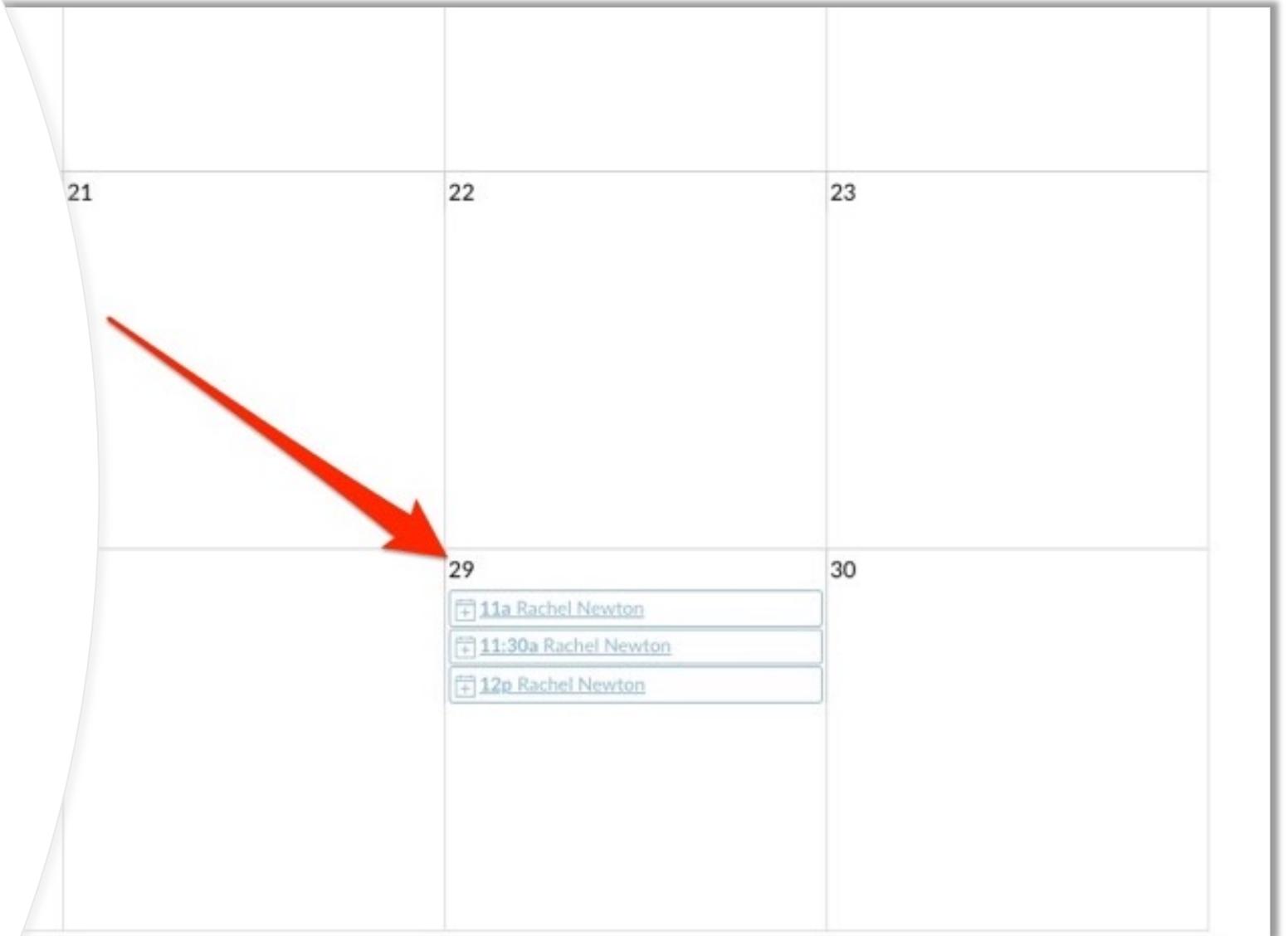
Limit participants to attend appointment(s).

Details:

Cancel

Publish

**Your new
Advising/Office
hours will be
created and
displayed in your
Canvas Calendar.**



21	22	23	
	29	30	

11a Rachel Newton
11:30a Rachel Newton
12p Rachel Newton



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