

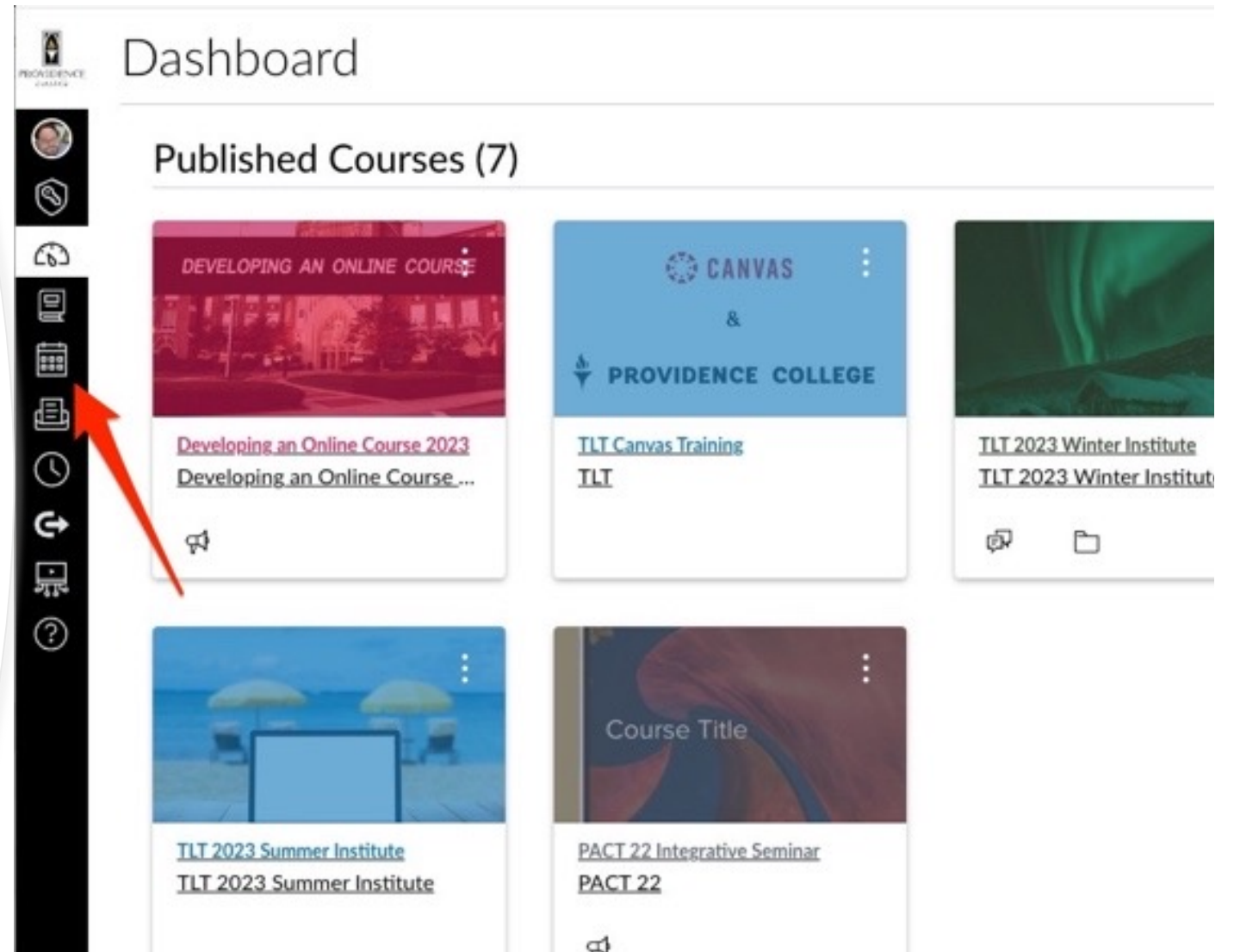


Setting up Advising and Office Hours In Canvas calendar

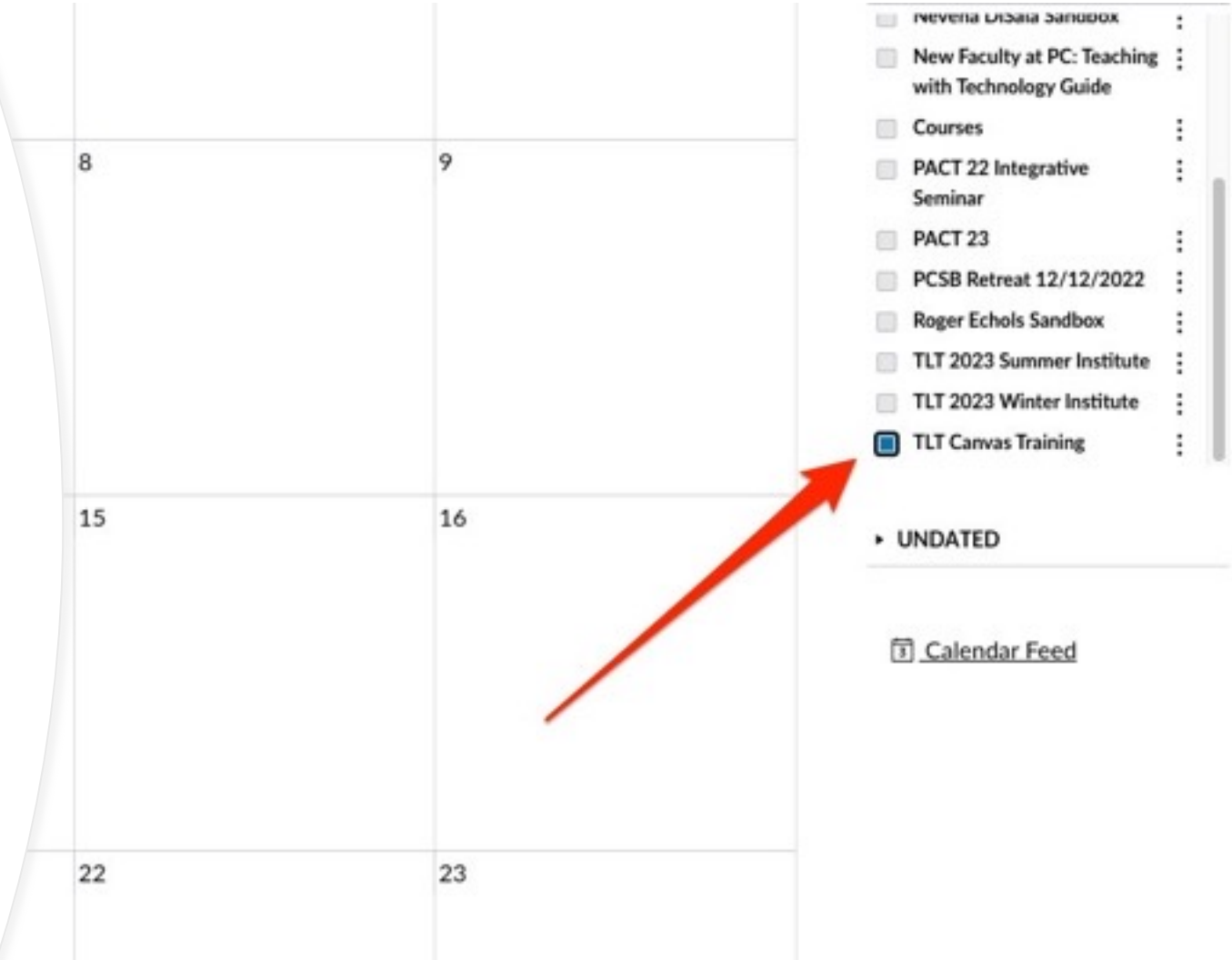


Another Providence College TLT Creation

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



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



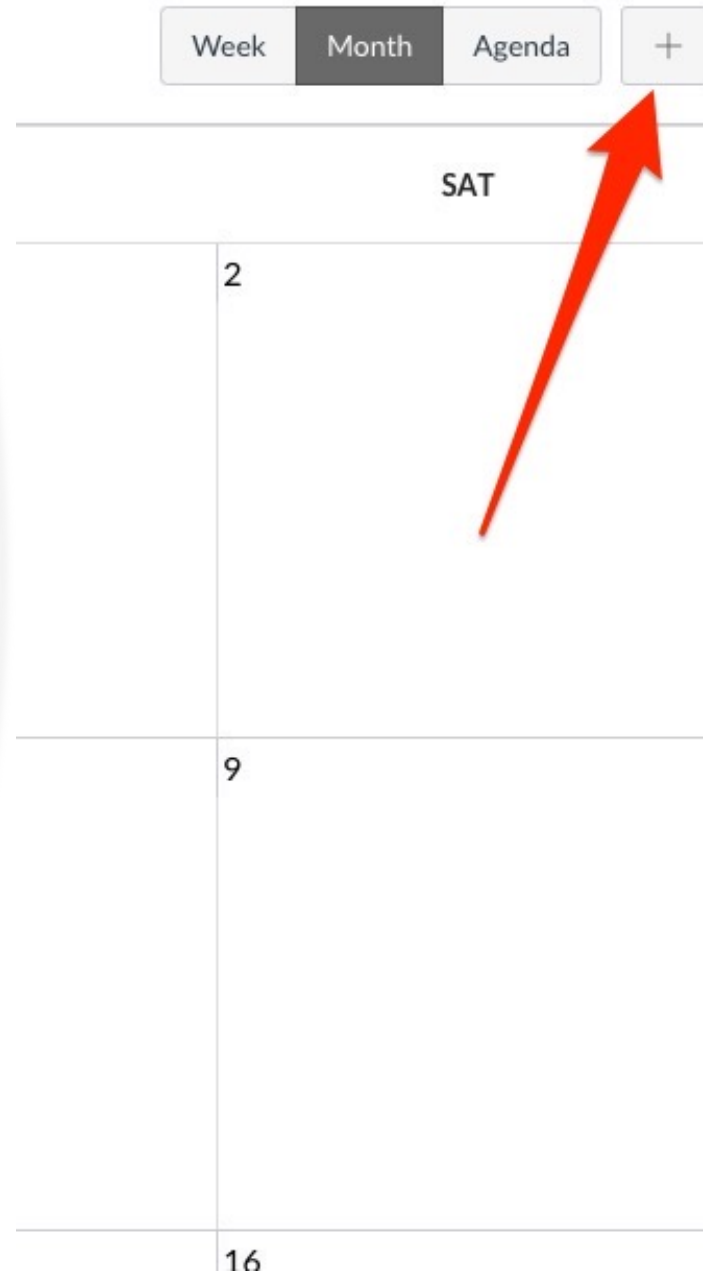
The image shows a calendar interface with a grid of dates. The dates 8, 9, 15, 16, 22, and 23 are visible in the grid. To the right of the calendar is a vertical menu with a list of items, each preceded by a small square icon and followed by a vertical ellipsis. A red arrow points from the date 16 to the 'TLT Canvas Training' item in the menu. Below the menu is a section labeled 'UNDATED' and a link labeled 'Calendar Feed'.

Calendar Item	Selected
revera LMS 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	☒

UNDATED

[Calendar Feed](#)

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



< 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

- ☐ revena Disala 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 :

**From the pop
out window,
choose
Appointment
Group**

Edit Event

Event

Assignment

Appointment Group

Title:

Input Event Title...

Date:

Thu, Sep 28, 2023

From:

Start Time

To:

End Time

Location:

Input Event Location...

Conferencing:

Add BigBlueButton

Calendar:

Developing an Online Course 2023

More Options

Submit

In this window you will set up the specific details

- Enter the Name of the group
- 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 

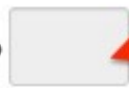
Calendar 

Select Calendars

Date  2023-09-28  Time Range ×

Divide into equal slots of 30 minutes.  Go

Options

☐ Limit each time slot to  s.

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

☐ Have students sign up in groups.

☒ Limit participants to attend 1 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		



Setting up Advising and Office Hours In Canvas calendar



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