HOW TO: Use the Scheduler in Canvas

598 Faye Buckley August 3, 2017 [Calendar](#)

Using the Scheduler

You can create appointment groups using the Scheduler that allow students to schedule time to meet with you from their own calendars.

1. Click on **Calendar** in the **Global Navigation**.
2. Click the **Scheduler** button at the top of the **Calendar**.
3. Click the **Create an appointment group** button.
4. Enter a name for the group in the **Name** box.
5. Click the **Calendar** button on the **Date** box and select a date from the resulting calendar.
6. Enter a range in the **Time Range** boxes.
7. Enter a location in the **Location** box.
8. Click the **Select Calendars** button and check the boxes next to the calendars you want to add the group to. Click the **Done** button when you are finished.
9. Make additional selections for the group as desired.
10. Click the **Save** or **Save & Publish** button when you are finished.

Online URL: https://hdkb.clemson.edu/phpkb/article.php?id=598