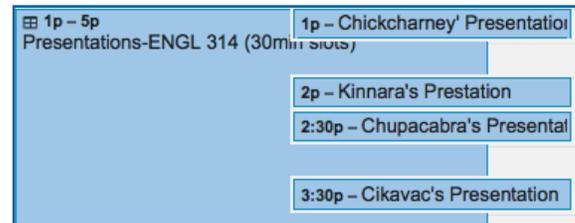


Appointment Slots

Google Calendar

Having students sign up for individual appointments has become easier with the **Create Appointment** option in Google Calendar. Creating a group of available time slots can be very useful for your students, graduate assistants, staff, and colleagues. Set up appointment slots for:

- Consultations
- Class presentations
- Department evaluations
- Office hours
- Resource management (rooms, labs, or equipment)



The option to create **Appointment slots** is only available to UA Google App institutional users and isn't available with consumer accounts. Your users, however, can sign-up for an appointment with either their UA Google accounts or their consumer accounts.

1. Create appointment slot

Event | Appointment slots

- In your Google Calendar, pick a block of time you want to offer to others and instead of creating an event, create Appointment Slots.
- Choose to create a single appointment or split the block up into segments; don't worry, you can always change it later.
- Select "Repeat" if this will be a recurring event (ex. weekly throughout the semester).
- Add additional Guests or Rooms if you want either to be added to *all* the appointment slots.

2. Share your appointment page

- You'll be provided with a URL (a very long one) and this is the link to your public appointment page. Anyone who has this link can book an appointment slot.

3. Guests book appointment slots

- Once slots are booked they appear as regular events along with your original appointment block. This gives you an idea of whom to expect and what slots are still open.
- When an appointment slot is booked, the creator will receive an email invitation to confirm attendance.

INSTRUCTIONS FOR YOUR STUDENTS:

- Go to this link [provide link] and sign up for one of the available appointment slots.
- Click on the appointment slot that fits your schedule. A pop-up window will appear on the screen.
- Add a logical title to your appointment slot (ex. "Your Name's Presentation") Note: if the student forgets to edit this field, it will automatically add the a default title and their name in parentheses.

To cancel an appointment, go to the link.

- Locate and select the appointment slot you want to cancel. A pop-up screen will appear.
- Click on "Cancel" appointment link. Select "Delete" and notify guests.
- NOTE: On the instructor's side, you won't be notified of cancelled appointments. Look for this icon in your calendar:



RESOURCES

Google Gooru Tutorial:

<http://www.googlegooru.com/how-to-create-and-reserve-appointment-slots/>

Lynda.com free tutorial:

<http://www.youtube.com/watch?v=YJ97hx8-mdA>