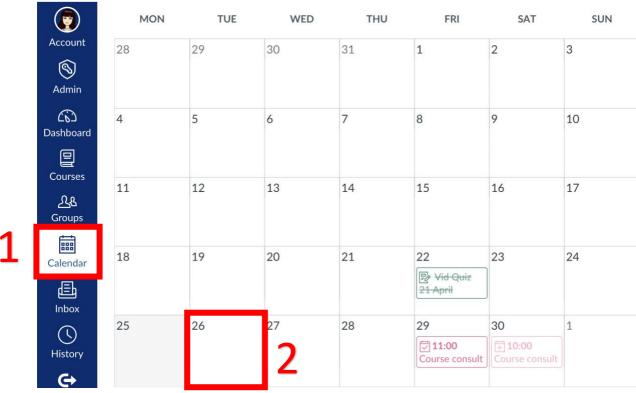


LEARNING AND TEACHING STAFF SUPPORT

Creating an Appointment Group on Calendar in ulwazi

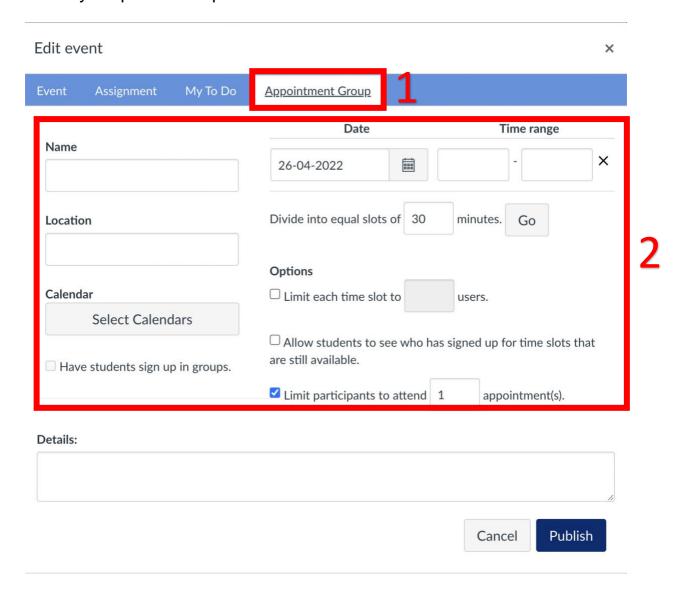
Step 1: Click on the Calendar link from Global Navigation panel [1], double click to select an appointment date [2].





LEARNING AND TEACHING STAFF SUPPORT

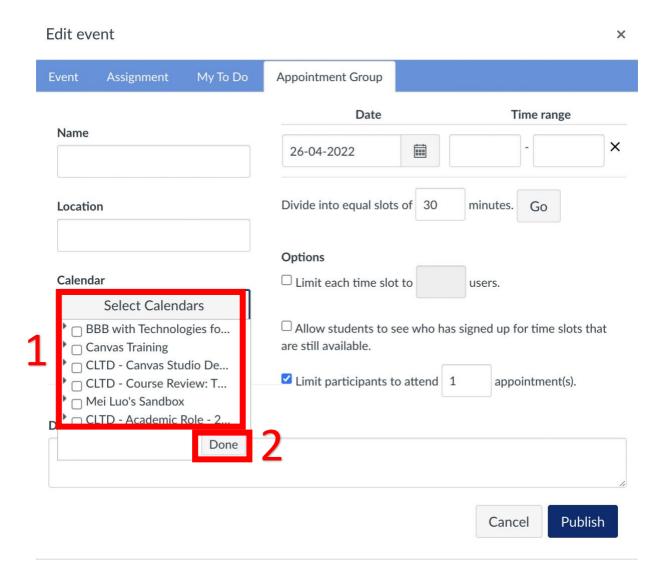
Step 2: Click on Appointment Group tab [1], complete the details and select your preferred options.





LEARNING AND TEACHING STAFF SUPPORT

Step 3: Under **Calender**, click on **select Calendars** to choose your course [1]. Click on **Done** button [2].





LEARNING AND TEACHING STAFF SUPPORT

Step 4: Copy a Teams meeting link, paste it under details should your consultation be held online [1]. Click Publish [2].

dit event						×
vent Assignment My To Do	Appointment Group					
	Date		Time range			
Name Consultations	26-04-2022	000	10:00	-	11:00	×
Consultations	28 Apr 2022	000	10:00	1-	11:00	×
Location	29 Apr 2022	000	10:00]-[11:00	×
Online						
Calendar	Divide into equal slot	s of 30	minutes.	Go		
Mei Luo's Sandbox	Options					
☐ Have students sign up in groups.	✓ Limit each time slo	t to 1	users.			
	Allow students to sare still available.	see who ha	as signed up f	or time	slots tha	t
	Limit participants t	o attend	1 арро	ointmer	nt(s).	
etails:						
nttps://teams.microsoft.com/l/meetupoin/19%3ameeting_YWNjYWM4ZD		GUtNzQ1Z	jUzMThiNmU	Jy%40t	hread.v2/	©?
			Cano		Publish	

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