

Creating an Appointment Group on Calendar in uwazi

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

The screenshot shows the uwazi interface. On the left is a dark blue Global Navigation panel with icons and labels for Account, Admin, Dashboard, Courses, Groups, Calendar, Inbox, and History. The 'Calendar' icon and label are highlighted with a red box and the number '1'. To the right is a calendar grid for the month of April. The date '26' (Tuesday) is highlighted with a red box and the number '2'. The calendar shows dates from 28 to 30. There are event cards for 'Vid Quiz 21 April' on the 22nd, '11:00 Course consult' on the 29th, and '10:00 Course consult' on the 30th.

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

Edit event ×

Event Assignment My To Do **Appointment Group** 1

Name

Location

Calendar

Have students sign up in groups.

Date 26-04-2022

Time range - ×

Divide into equal slots of minutes.

Options

Limit each time slot to users.

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

Limit participants to attend appointment(s).

Details:

2

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

Edit event ×

Event Assignment My To Do **Appointment Group**

Name


Location

Calendar

Select Calendars

- BBB with Technologies fo...
- Canvas Training
- CLTD - Canvas Studio De...
- CLTD - Course Review: T...
- Mei Luo's Sandbox
- CLTD - Academic Role - 2...

Date **Time range**

26-04-2022  - ×

Divide into equal slots of minutes.

Options

Limit each time slot to users.

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

Limit participants to attend appointment(s).

2

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

Edit event ×

Event Assignment My To Do Appointment Group

Name

Location

Calendar

Have students sign up in groups.

Date	Time range
26-04-2022	10:00 - 11:00 ×
28 Apr 2022	10:00 - 11:00 ×
29 Apr 2022	10:00 - 11:00 ×

Divide into equal slots of minutes.

Options

Limit each time slot to users.

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

Limit participants to attend appointment(s).

Details:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWNjYWwM4ZDUtMGFkOC00ZjRjLWFjNGUtNzQ1ZjUzMThiNmUy%40thread.v2/?...

1

2