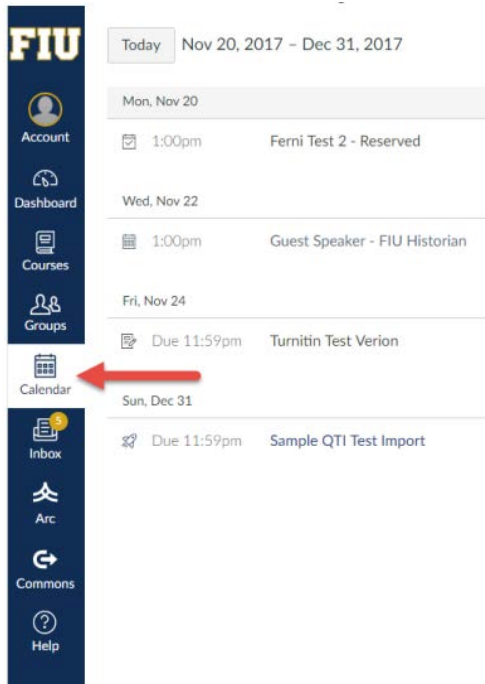


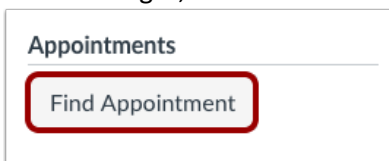
How to sign up for an appointment in Canvas

Signup via Canvas Calendar

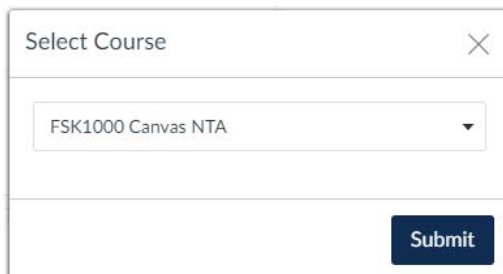
1. Please sign in to Canvas at <http://canvas.fiu.edu/login/>.
2. Click on Calendar on the main navigation menu.



3. At the far right, click on the “Find Appointment” button.



4. In the “Select Course” box, find the course FSK1000 Canvas NTA. Then click submit.



- View the appointments available for the course. Faded time slots indicate the time slot has been reserved by you.

Today		← → July 2017		Week		Month		Agenda		+	
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
25	26	27	28	29	30	1					
				Biomes	mr. bill's event						
2	3	4	5	6	7	8					
	11a Articles of 6p Plant Genet	Holiday - No C	11a Biology 10	Laboratory Fiel	12p History Stu 6:59p Bill of Rig						
9	10	11	12	13	14	15					
	Project Sign-up 2:05p The Bill-e 5:29p Course-h 7:59p Revisioni	Class Readings Field Trip 5:59p Safety-in	10a Class Readi 1p History Con	10a Class Read 3p Declaration 9:29p Research	1p History 101 1:30p History 1 2p Study Group 2p History 101 2:30p History 1 3p History 101 3:30p History 1 4:59p Group-A 7:29p Patriotisr To Sign or Not						
16	17	18	19	20	21	22					
		Class Readings	Road to Revolu	Current Events							
23	24	25	26	27	28	29					
	The Articles of	Bill of Rights Ri	3p Revolution 1	Debunking the							

- If your calendar is set to either the Week or Month view, and there are no available appointments in the visible date range, the Calendar will let you know the date of the next available appointment. You can click the date in the window to view available appointments.

✓

The next available appointment in this course is on

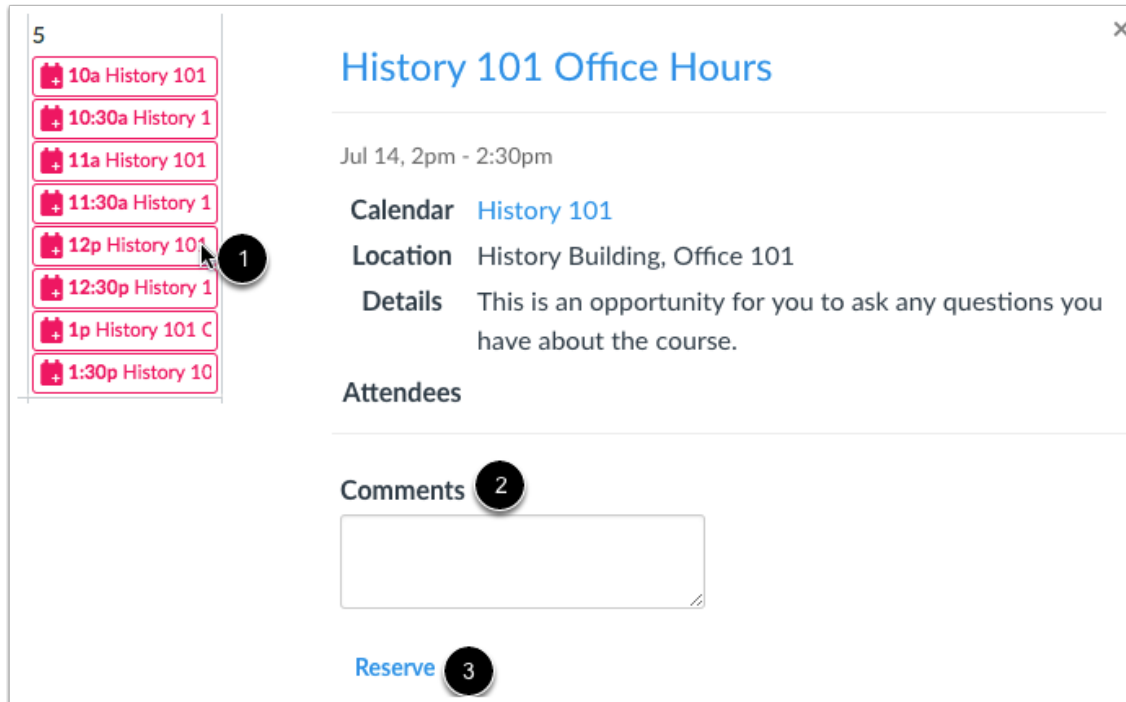
[July 14, 2017](#)

✕

Reserve an Appointment

In the calendar, click the time slot you want to reserve [1]. In the appointment window, you can view the appointment time, calendar, and details. If you want to leave any comments for your instructor, you can type them in the **Comments** field [2].

To sign up for the time slot, click the **Reserve** link [3].



The screenshot shows a calendar interface with a list of appointment slots on the left and a detailed view of a selected slot on the right. The left sidebar shows a list of slots for 'History 101' on July 14th, with the '12p History 101' slot highlighted and a callout '1' next to it. The main window is titled 'History 101 Office Hours' and shows the date and time 'Jul 14, 2pm - 2:30pm'. Below this, there are sections for 'Calendar' (History 101), 'Location' (History Building, Office 101), and 'Details' (This is an opportunity for you to ask any questions you have about the course.). There is also an 'Attendees' section. At the bottom, there is a 'Comments' section with a callout '2' and a text input field. At the very bottom, there is a 'Reserve' button with a callout '3'.

For additional details with signing up for an appointment, please refer to this Canvas Documentation. <https://community.canvaslms.com/docs/DOC-10580-4212716665>.