

1. Go to people -> groups

Home

Discussions

Grades

People

Syllabus

Collaborations

Chat

My Media

Media Gallery

Everyone Groups

Search groups or people

► Group1 Group Visit 1 student Leave

► Group2 Group 1 student Switch To

+ Group

2. Open your assigned group

3. Click "View Calendar"

Home

Announcements

Pages

People

Discussions

Files

BigBlueButton

Collaborations

Recent activity in Group1

No recent messages You don't have any messages to show in your stream yet. Once you begin participating in your courses, you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

+ Announcement

Coming up View calendar

Nothing for the next week

4. Click Find Appointment

5. Select SSY081 and click "Submit"

Today < > September 2022

Week Month Agenda +

MON	TUE	WED	THU	FRI	SAT	SUN
29	30	31	1	2	3	4
5	6	7	8	9	10	11

< September 2022 >

29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Appointments

Find Appointment

6. Select your desired time slot

7. Click "reserve"

Today
← →
September 2022
Week
Month
Agenda
+

t
20 Sep, 10:00 - 11:00
Calendar [Silvias testkurs](#)
Location t
Slots 1 available
Comments
Reserve

	THU	FRI	SAT	SUN
1	1	2	3	4
5	8	9	10	11
1	15	16	17	18
1	22	23	24	25
26	27	28	29	30
			1	2

- The appointment will not be visible in your course calendar, but you will see it in your Group Home screen and Calendar

Recent activity in Group1

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No recent messages You don't have any messages to show in your stream yet. Once you begin participating in your courses, you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.

+ Announcement

Coming up [View calendar](#)

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20 Sep at 10:00