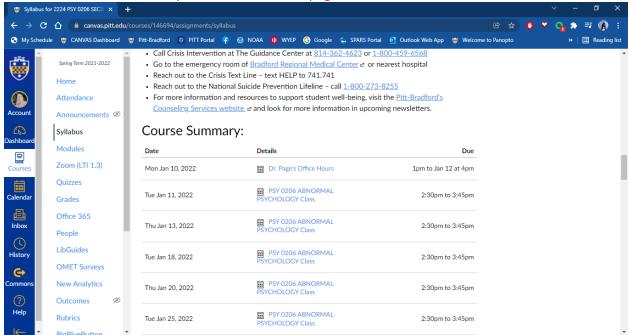
Scheduling Office Hour Meetings On Canvas for Dr. Page's Classes Spring 2022

The screen captures below are the steps to schedule office hour meetings on Canvas. The steps are the same regardless of the class.

The scheduling blocks in the calendar are for 30 minutes. You can schedule the amount of time you feel you need—as long as the blocks are available. For instance, if you have a quick question/issue, you can schedule one block (30 min). However, if you have a more complicated question/issue, you can schedule multiple, contiguous blocks (60+ min).

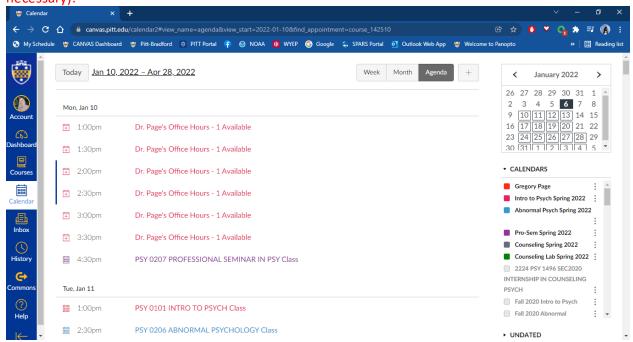


Scroll to the Course Summary at the bottom of the page.



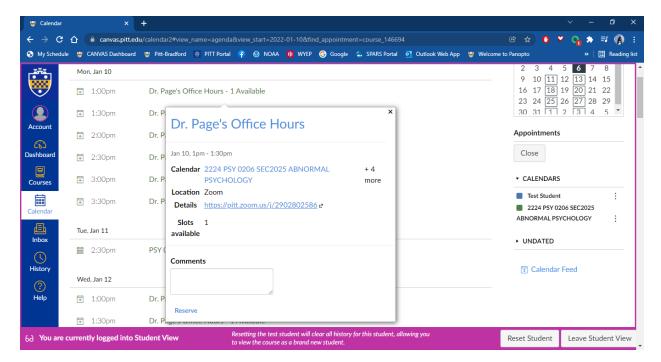
Select the "Dr. Page's Office Hours" link.

You will be directed to a general course summary—select the "Today" button in the upper left corner (if necessary).



All of my available office hour times are shown (you will also see calendar events for your other classes).

Select a time and click "Reserve" to schedule an appointment.



You have now reserved an office hour meeting.

Out of courtesy, I request you also email me that you have scheduled an appointment through Canvas (and when it is). The canvas calendar does not communicate with Outlook—I am more attentive to my Outlook Calendar (linked to Office email) than Canvas Calendar. This courtesy email will make sure that I am aware of the meeting and so I can look for you in my Zoom Room. https://pitt.zoom.us/j/2902802586