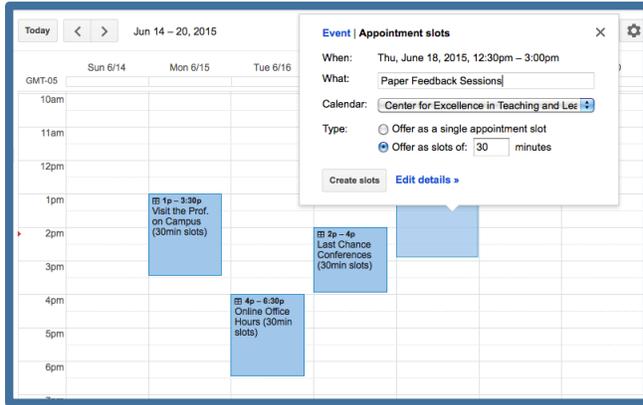


Students Sign Up with Google Appointments

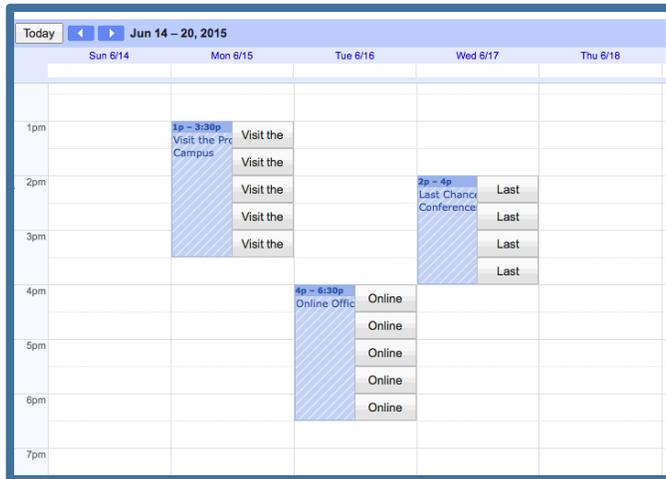
Google Appointments is a calendar feature relevant for student-faculty meetings in the office, elsewhere on campus, or online. It prevents faculty from waiting in the office for students who *might* drop by, as is the case with office hours, and also gives students a way to set up a specific, limited amount of time to discuss specific content.



Making an Appointment

Set up an event on a Google Calendar, but select the Appointment slots option at the top of the settings window. You can name these appointments something specific to the course, a specific type of activity, or just general visiting times. I hold online office hours in the evening during which I meet with students on WebEx, Moodle’s web conferencing assignment tool. You can add a description, location, and

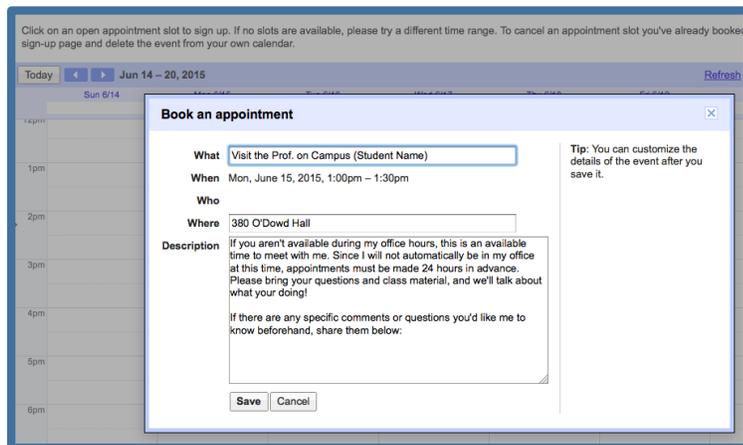
directions.



Accessing Appointment

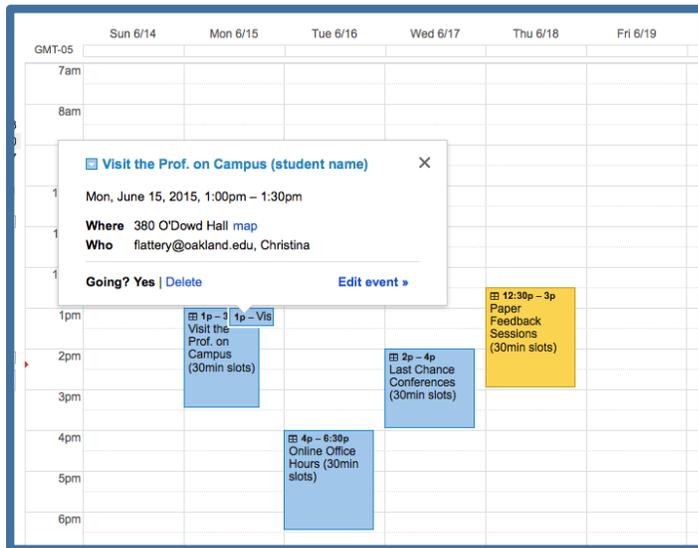
When you click on your appointment event, there will be a share link you can offer students on Moodle or via email. This link will allow students to see all appointments made on that calendar.

When they access this link, they will see your appointments in conjunction with their calendar so that they can easily plan which times work best.



Booking an Appointment

When students click on one of these appointments, they will see the location, description, and their name displayed in the “What” category. They can edit the description if you want them to share what they would like to discuss or any questions. Once saved, it will automatically appear on their calendar and yours.



Seeing Booked Appointments

When a student books an appointment, you will receive email notification, and it will be displayed on your calendar. Even if you delete the remaining appointment slots (by deleting the full appointment event, displayed here as “Visit the Prof. on Campus”), the student’s appointment will still appear on your calendar.

I set rules for how far ahead of time students must sign up: I tell them 24 hours, but I will be flexible for up to 12. This allows me to plan ahead, especially since these are

times I may not be on campus regularly.

Even if not every student uses these hours, they feel a great deal of support knowing that I offer multiple times to possibly meet. And, most of the time, it has not come at any inconvenience to me to offer these hours. As is usually the case, when students do show the initiative to sign up and improve their work with your advice, I am happy to meet with them.

Submitted by:

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