# Booking appointments

## A STUDENT CANVAS GUIDE

JÖNKÖPING UNIVERSITY

This guide describes the following steps

- Finding time slots for appointments
- Booking an appointment
- Cancel an appointment

## Finding time slots for appointments

Time slots available for booking appointments can be found from the **Calendar(A)** in the global navigation. To the right you will find the button **Find Appointment(B)**.
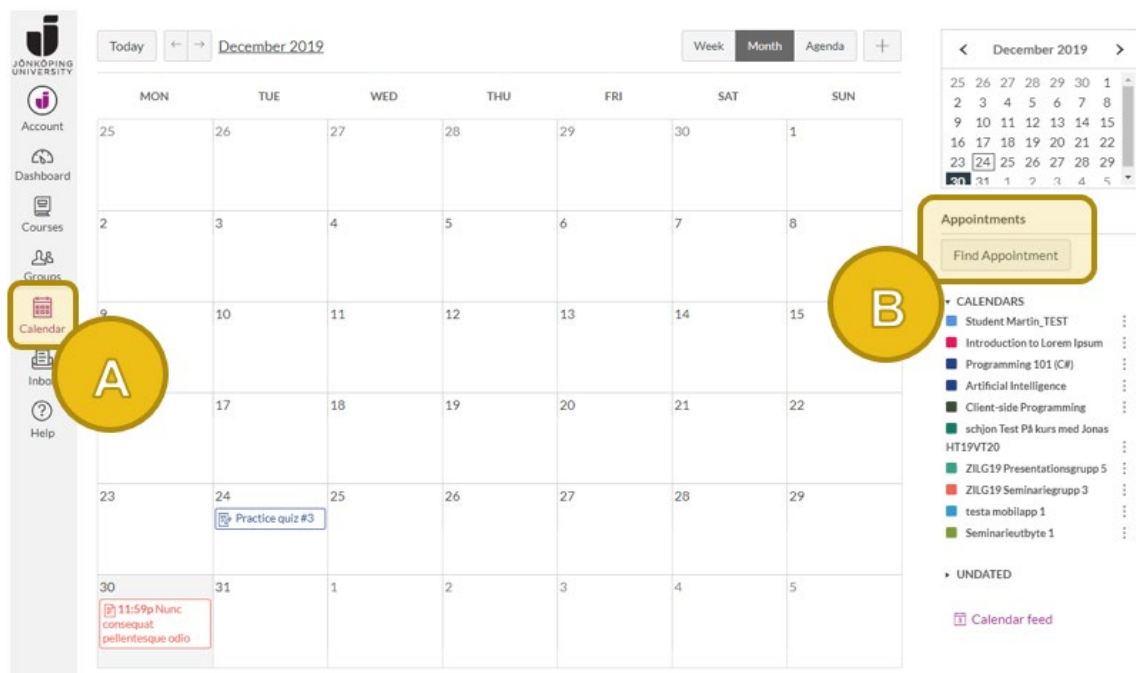


**Figure 1: Canvas calendar.**

Once you have clicked Find Appointment you must choose which course to browse (regardless of what courses are displayed or hidden in the calendar view). Choose your course(**C**) and click **Submit(D)**.
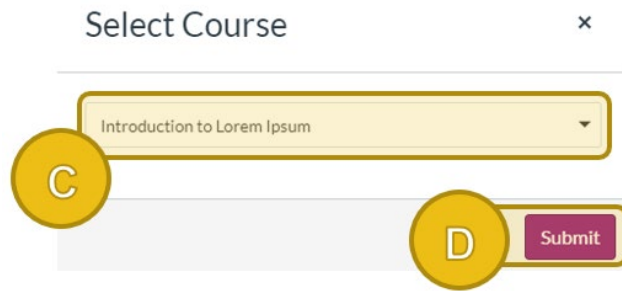
Figure 2: Select the course to search for appointments in.

Time slots will now be displayed in your calendar, but the first available date is not automatically shown to you. Instead you this green notification at the top of the page.
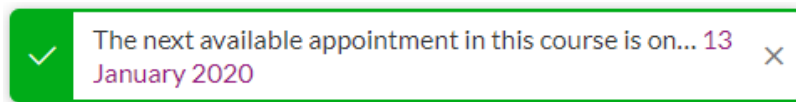


Figure 3: Notification on the next available appointment.

You can skip to the correct date by stepping through the months with the **arrows** at the top left(**E**) or using the **mini calendar** at the right(**F**). Another option is to switch to the **agenda view(G)**, then only the dates with events will be show to you.
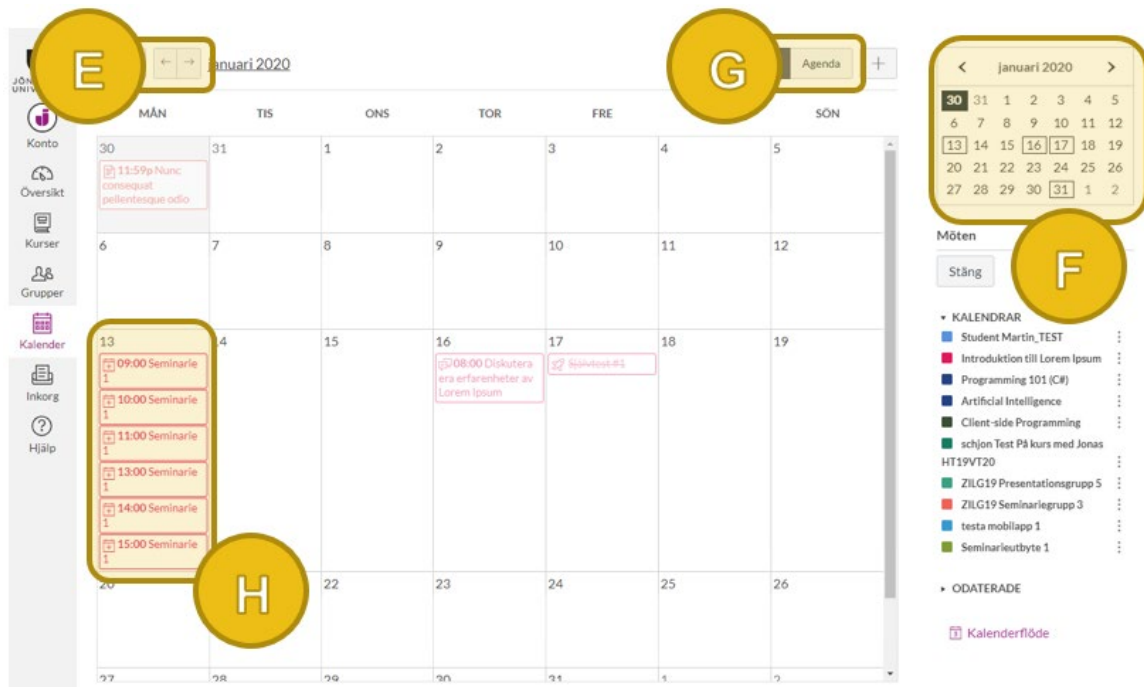


Figure 4: Find the date(s) you are looking for.

The **available time slots** are shown as events on each date(**H**).

# Booking an appointment

Once you have found a time slot you click the event to show the following window.
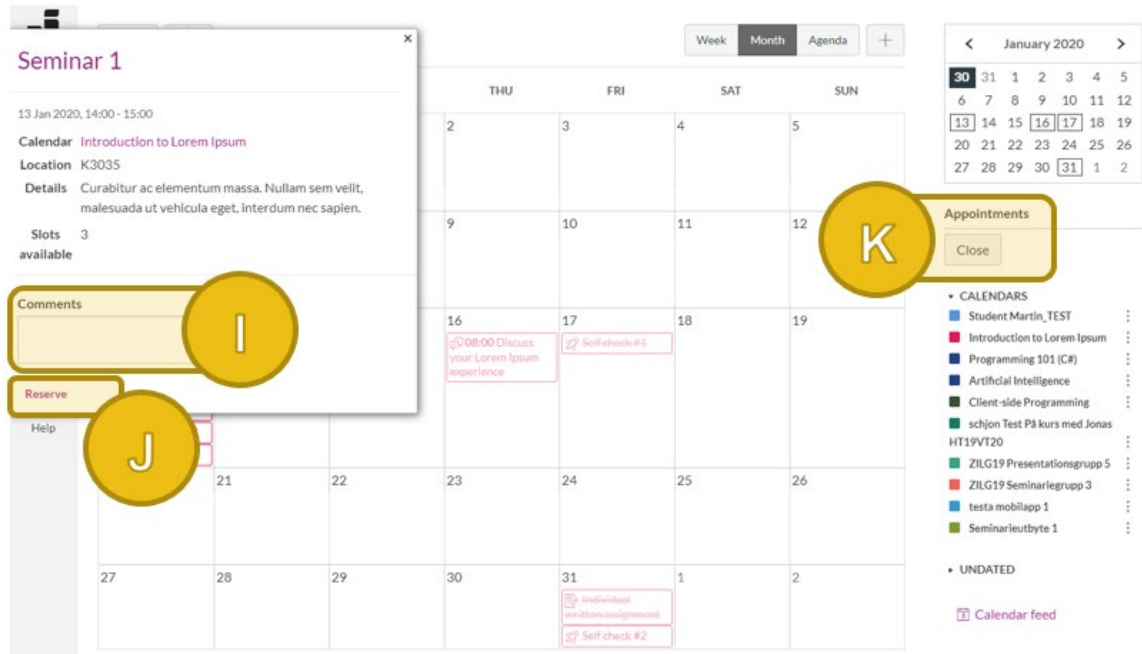


**Figure 5: Reserve a time slot.**

Writing a **comment** (to the teacher) is optional(**I**) but you must click **Reserve**(**J**) to book the appointment. You can then click the **Close** button to the right(**K**).

You can confirm that your appointment has been booked by making sure that it appears in your calendar after clicking Close(**L**).
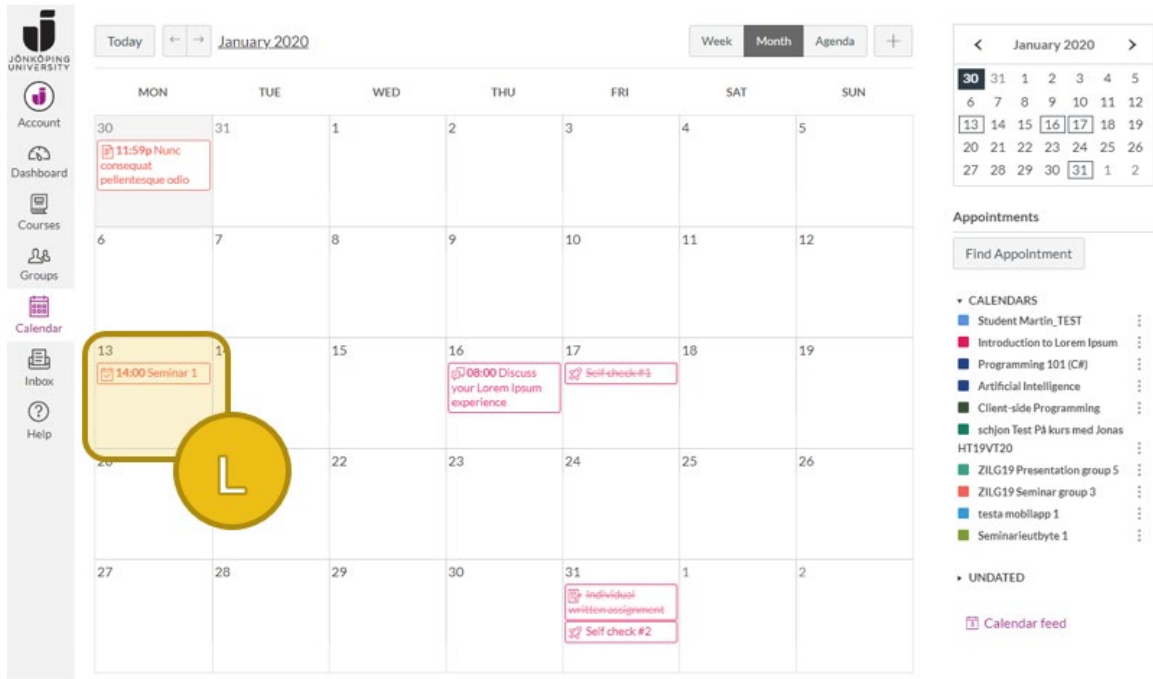
Figure 6: A booked appointment.

# Cancel an appointment

If you would like to cancel an appointment you must first find it in your calendar and then click it. A summary will then be shown, and you can cancel the appointment by clicking **Unreserve(M)** at the bottom.
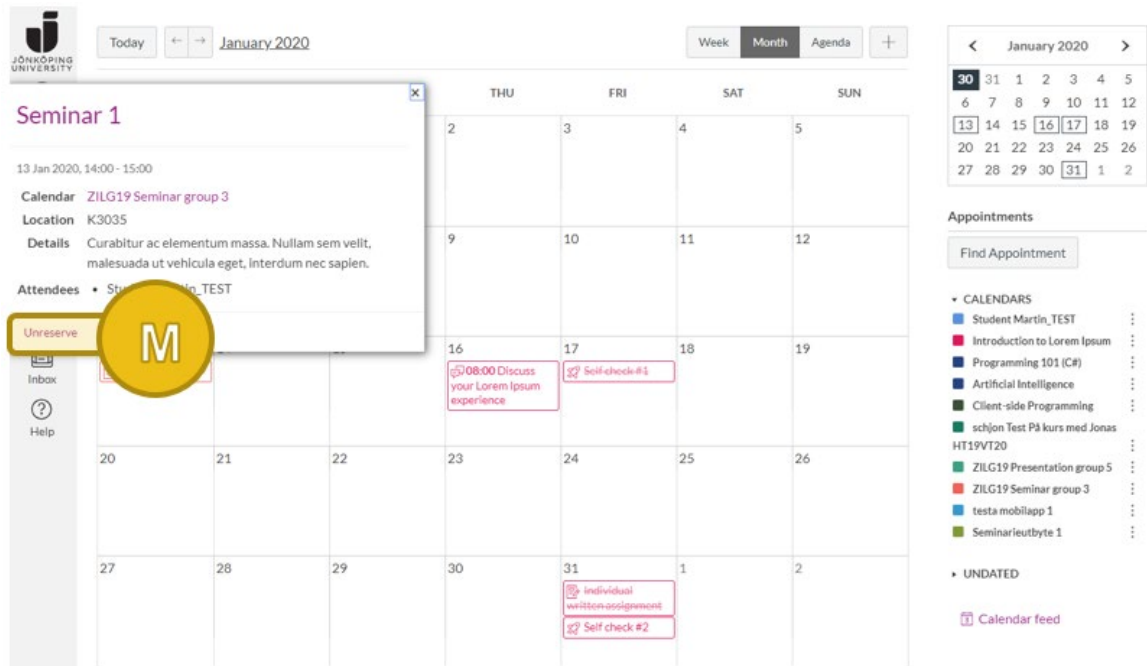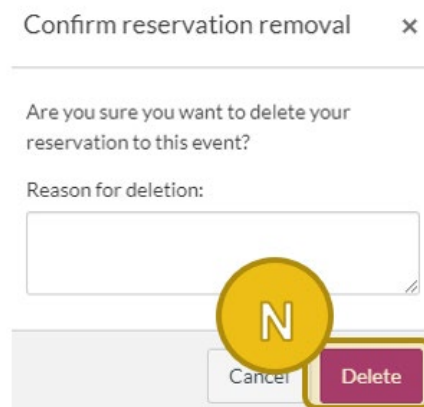


Figure 7: Cancel an appointment.

Finally, you must confirm your cancelation by clicking **Delete**(**N**) in the next window. Leaving a comment (to the teacher) is optional.



**Figure 8: Confirm your cancelation.**