Making Appointments

Here are the directions for scheduling an appointment.
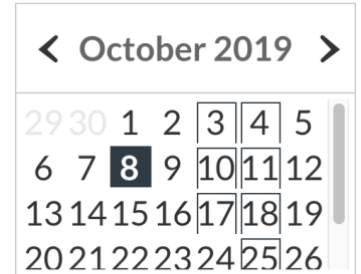
1. In your **CHILD**'s Canvas account,   click on Calendar.
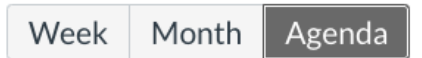
Courses

#1

Calendar

Inbox

‹ **October 2019** ›

29 30 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

2. On the right side of the calendar,   beneath the month, click on Calendars and make sure the class   is chosen.

Appointments

3. Then click on "Find Appointment", select Tutoring, and click "Submit"

4. Change the view at the top to "Agenda".

Week	Month	Agenda

#3

Find Appointment

Math Tutoring

5. Scroll to find the date and time you would like.

Dec 6, 12pm - 12:10pm

Fri, Jan 10

⊞	10:00am	English Tutoring - 2 Available
⊞	10:10am	English Tutoring - 2 Available
⊞	10:20am	English Tutoring - 2 Available
⊞	10:30am	English Tutoring - 2 Available
⊞	10:40am	English Tutoring - 2 Available
⊞	10:50am	English Tutoring - 2 Available
⊞	12:00pm	Math Tutoring - 2 Available
⊞	12:10pm	Math Tutoring - 2 Available

6. Click the **+** sign next to the time slot you would like.

7. Click Reserve and you are done. Your teacher will know you have a conference at that time.

8. When it's time for your appointment, go to **your child**'s Adobe Connect and Join like normal.
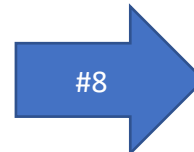
Calendar Tutoring
Location https://fpeusa.in
Slots 2
available

Comments

I am having trouble with Alg II Lesson 56 #7

#8

Reserve