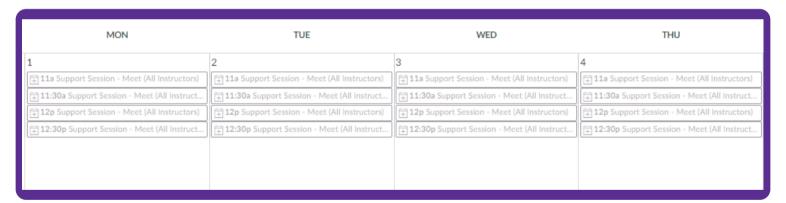


## HOW TO: SIGN UP FOR MAKE UP HOURS, TUTORING OR STUDENT SUPPORT SESSIONS

- SIGN INTO <u>CANVAS</u>.
- SELECT THE <u>Calendar</u> ICON on the <u>Left side</u> of the purple bar.
- SELECT THE "FIND APPOINTMENT" WHITE RECTANGLE BUTTON ON THE RIGHT-HAND SIDE.
- CLICK "SUBMIT" FOR YOUR PROGRAM-SPECIFIC STUDENT SUPPORT SESSION AND THE CALENDAR WILL FILL WITH ALL OF THE AVAILABLE APPOINTMENTS FOR THE TERM.
- PLEASE NOTE: ANY "SUPPORT SESSIONS" ARE ALSO CONSIDERED MAKE UP HOURS.



- CLICK ON THE APPOINTMENT YOU WOULD LIKE TO SCHEDULE,
   THEN CLICK THE PINK "<u>RESERVE</u>" BUTTON AT THE BOTTOM OF THE WINDOW.
- PLEASE SPECIFY WHAT CLASS YOU ARE MAKING UP OR WHAT YOU NEED TUTORING ON IN THE COMMENTS SECTION.





| Support Session - Ms. Maria (On<br>Campus)                                      | × |
|---|---|
| Apr 24, 5pm - 6pm  Calendar MA Student Support (Las Vegas)  Slots 10  available |   |
| Comments  |   |
| Reserve   |   |