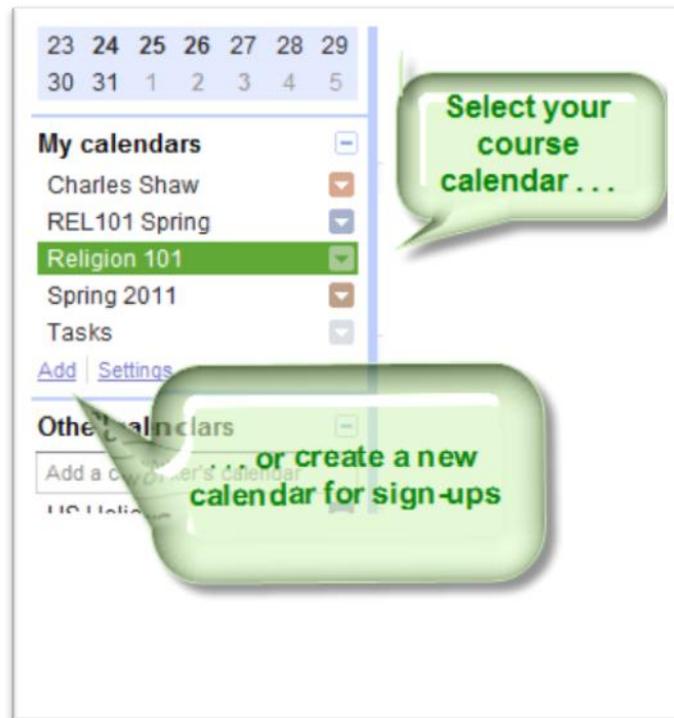


Creating a Sign-up Sheet Using the Google Calendar

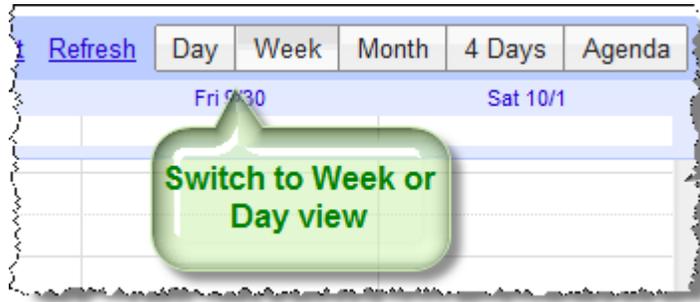
A brand new feature in Google apps allows you to create a sign-up sheet for your students. You can use this calendar feature to have students sign up for appointments during your office hours, present their projects, etc. Moreover, Google makes it easy to copy the link to your sign up calendar and paste it in Blackboard. The following directions will show you how to create the sign up sheet in Google and add it to your Blackboard course.

Part One: Create the Appointment Slots in Google

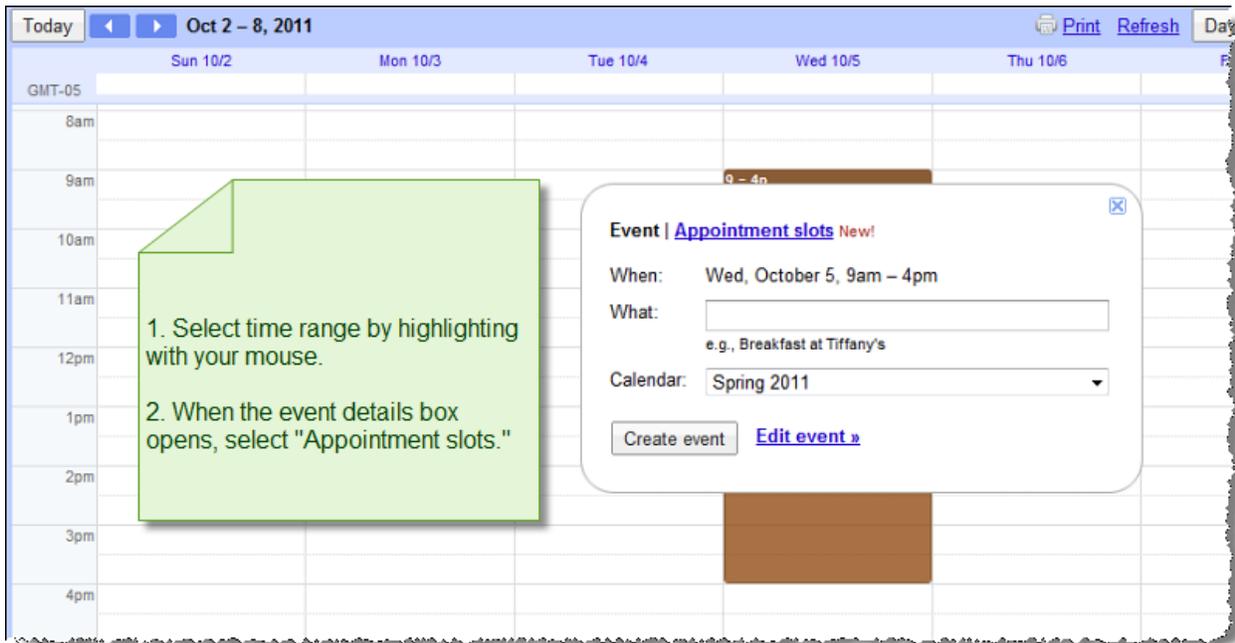
1. Go to your Google apps by clicking the GTC Gmail link at the top of Blackboard.
2. From the calendar list, either select your course calendar or create a new calendar just for sign-ups. It is **not** recommended that you use your personal Google calendar (the one with your name).



3. On your selected calendar, set the display to either Week or Day.

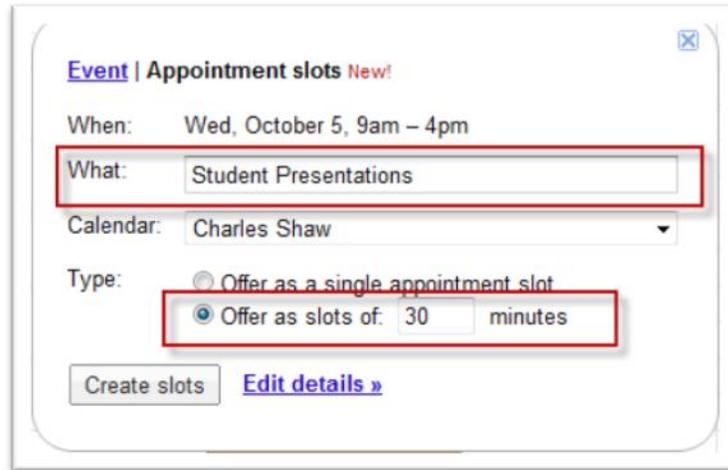


4. Go to the date for the appointments and click on the beginning time for appointments and drag your mouse down to the ending time. When you release your mouse, the details dialog box will open.



5. Select "**Appointment slots.**"

6. Enter a title for this range of appointments in the text box beside "What." Then configure the length in minutes of each appointment or presentation in the second option for type.



Event | Appointment slots New!

When: Wed, October 5, 9am – 4pm

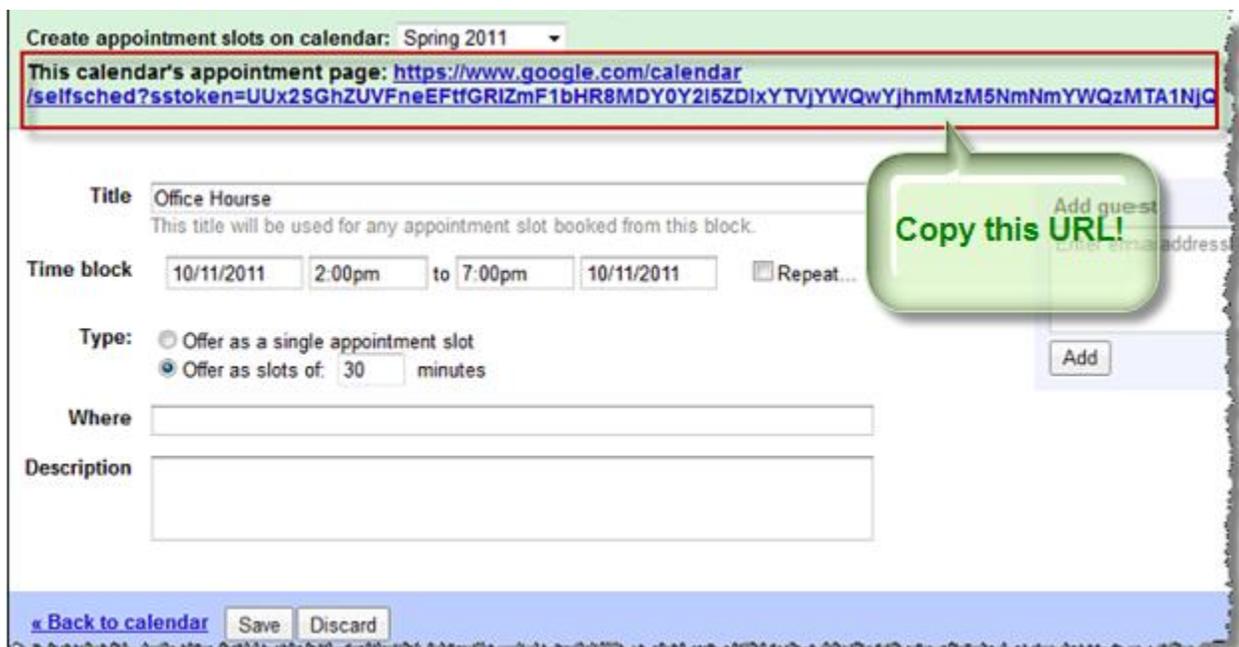
What: Student Presentations

Calendar: Charles Shaw

Type: Offer as a single appointment slot
 Offer as slots of: 30 minutes

Create slots [Edit details »](#)

7. Select **Edit Details** to open the event details page. (If you have already clicked Create slots, you can open the details page by double clicking in the time range or by clicking the name of the range).



Create appointment slots on calendar: Spring 2011

This calendar's appointment page: <https://www.google.com/calendar/selfsched?sstoken=UUx2SGhZUVFneEFtGRIzMF1bHR8MDY0Y2I5ZDIxYTJjYWQwYjhmMzM5NmNmYWQzMTA1NjQ>

Title: Office Hour
This title will be used for any appointment slot booked from this block.

Time block: 10/11/2011 2:00pm to 7:00pm 10/11/2011 Repeat...

Type: Offer as a single appointment slot
 Offer as slots of: 30 minutes

Where:

Description:

[« Back to calendar](#)

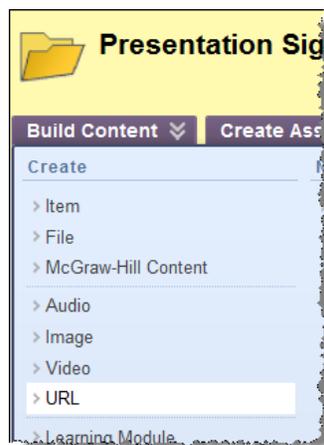
Copy this URL!

8. On the details page, you can add information such as the location of the appointment and a description of the event. **Use your mouse to highlight and copy the appointment page URL** . Then click Save.

Part Two: Add the Calendar Link to Blackboard

Now return to the Blackboard course where students will sign up for the time slots. If students from multiple sections are going to sign up within the same time range, you will need to create the sign up link in each section. To create the link:

1. Go to the content area where you want the link to appear. (If a suitable one does not exist, create a new content area on the Course Menu).
2. On the content page, select "URL" from the Build Content menu.



3. On the Create URL page, enter a name for the link and paste the URL into the URL text box. You should also enter a description or directions for students in the Description text box.

Create URL

A URL is a shortcut to a Web resource. Add a URL to a Content Area to provide a quick access point to relevant materials.

* Indicates a required field.

1. URL Information

* Name

* URL
For example, http://www.myschool.edu/

This link is to a Tool Provider. [What's a Tool Provider?](#)

2. Description

Text

Click this link to open the calendar and reserve a time slot for your presentation.

4. In the options section, select Open in New Window. Configure any other options as needed. Then click **Submit**.

4. Options

Permit Users to View this Content Yes No

Open in New Window Yes No

Track Number of Views Yes No

Select Date and Time Restrictions Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

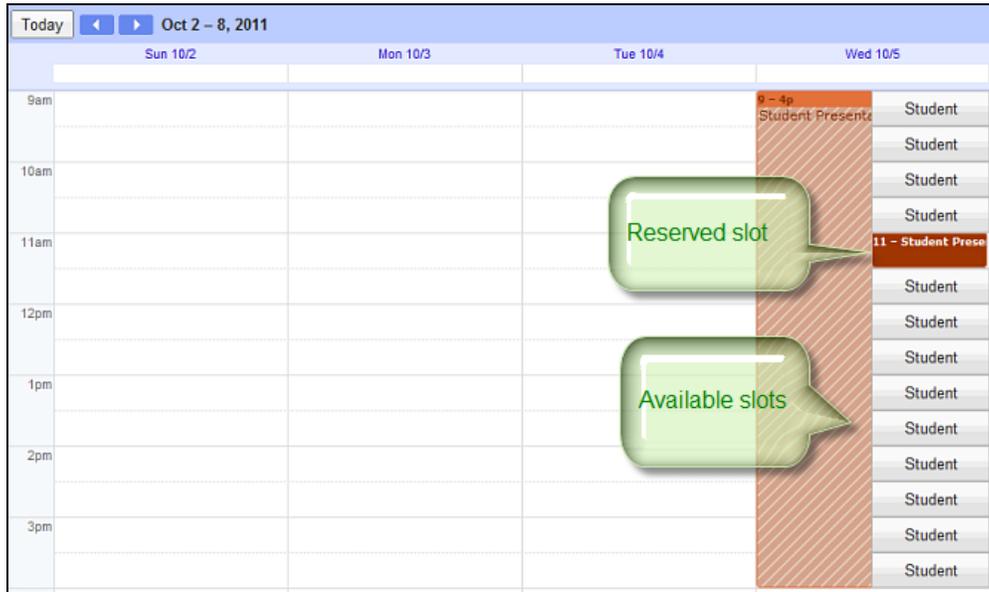
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

5. The link should now appear on your content page.

NOTE: Students must be logged into their Gmail account in order to use the sign-up sheet. If they are prompted to log in when they click the calendar link, they will need to enter their *Gmail address* (not their username) and password.

When students click on the link the calendar will open in a new page. They will be directed to the date of the next available appointment. To sign up, students will only need to click on the "Student" button in

the time slot they want to reserve. As time slots are reserved, the button for that slot will be replaced by a solid block with the name of the range in it.



In addition, when a student reserves a time slot, Google automatically copies the reservation as an event on the student's calendar. As the instructor, you can log back into your Google calendar and view the names of students who reserved each time slot. If you have subscribed to invitations on the calendar, you will also receive an e-mail notification when students reserve a time slot.