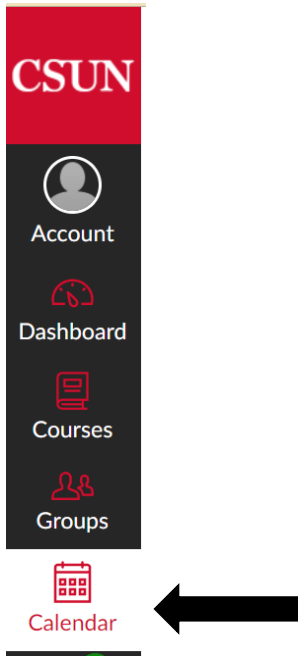


How to schedule an exam appointment with Canvas Scheduler for BUS 302L

Using your CSUN credentials, please go to the BUS 302L course website on Canvas.

1. Open your calendar:



In Global Navigation, click the **Calendar** link.

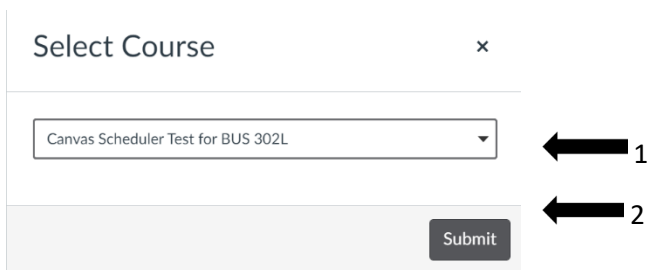
2. Find Appointment :

Appointments



Click on, **Find Appointment**

3. Select a course:



Select the course where you want to look for **an appointment** [1], then click the **Submit** button [2].

4. View Appointments Available:

- a. View the appointments available only for the course. Faded time slots indicate the time slot has been reserved or is not available anymore for you.

Today ← → April 2022 Week **Month** Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	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	27	28	29	30

- 12:30p Gateway Exam
- 2p Gateway Exam
- 3:30p Gateway Exam
- 5p Gateway Exam

5. Reserve an Appointment

The diagram illustrates the reservation process. On the left, a calendar for April 28 shows four exam slots: 12:30p Gateway Exam, 2p Gateway Exam, 3:30p Gateway Exam, and 5p Gateway Exam. An arrow labeled '1' points from the 2p slot to the appointment detail window on the right. The window, titled 'Gateway Exam', shows the date 'Apr 28, 2pm - 3:15pm', the calendar 'Canvas Scheduler Test for BUS 302L', the location 'BB 1105', and '37 Slots available'. Below this, there is a 'Comments' field and a 'Reserve' link. Arrows labeled '2' and '3' point from the 'Comments' field and the 'Reserve' link respectively to the right.

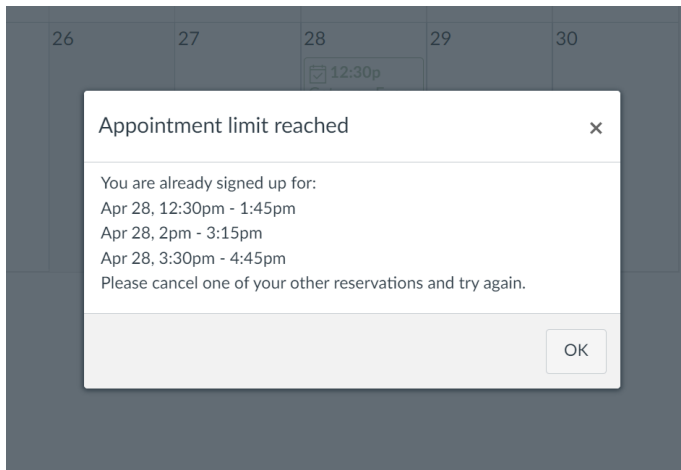
In the calendar, click the time slot you want to reserve [1]. In the appointment window, you can view the appointment time, calendar, and details. Please DO NOT add any **Comments** in the field [2]. To sign up for the time slot, click the **Reserve** link [3].

6. View Appointments

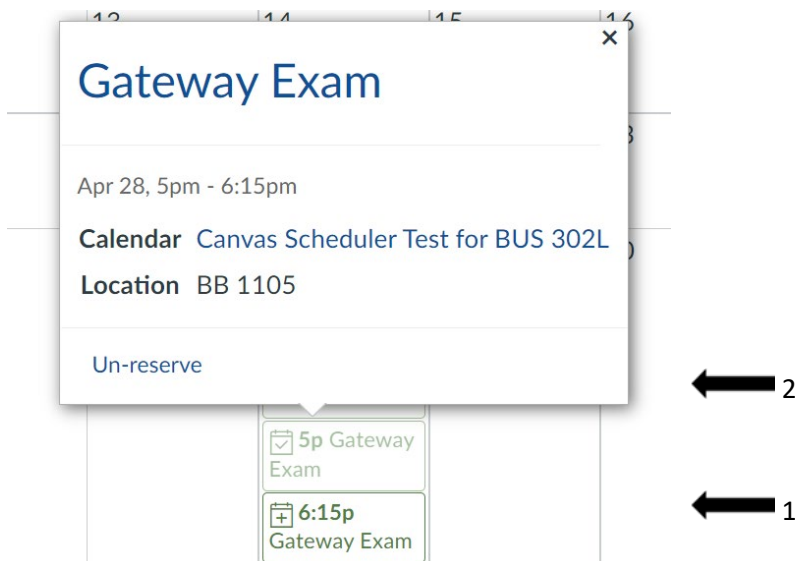
Once you have reserved a time slot, the time slot fades in the calendar. If you want to choose another time slot instead, click the new time slot and repeat the reservation process.



7. You are only allowed to reserve **3 time slots at a time**. If you try to schedule a new appointment and have reached your limit, you will see the following message. If so, you will need to cancel an appointment and return to schedule a new appointment.



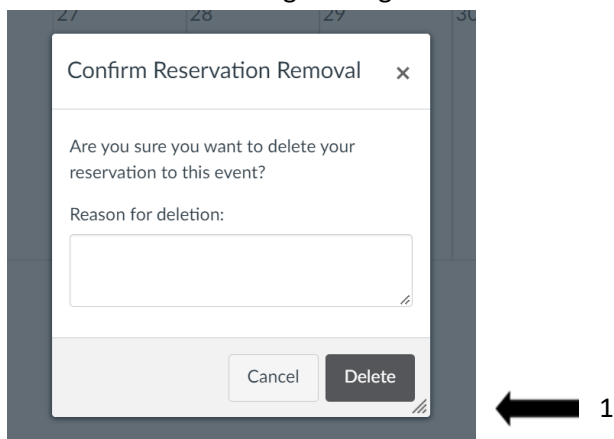
8. Cancelling an appointment (Unreserve Appointment)



To completely cancel your appointment, click the **appointment time** that you wish to cancel [1] and click the **Un-reserve** link [2].

9. Delete Reservation

You will see the following message:



Click the **Delete** button [1]. Please DO NOT add a reason for deletion.