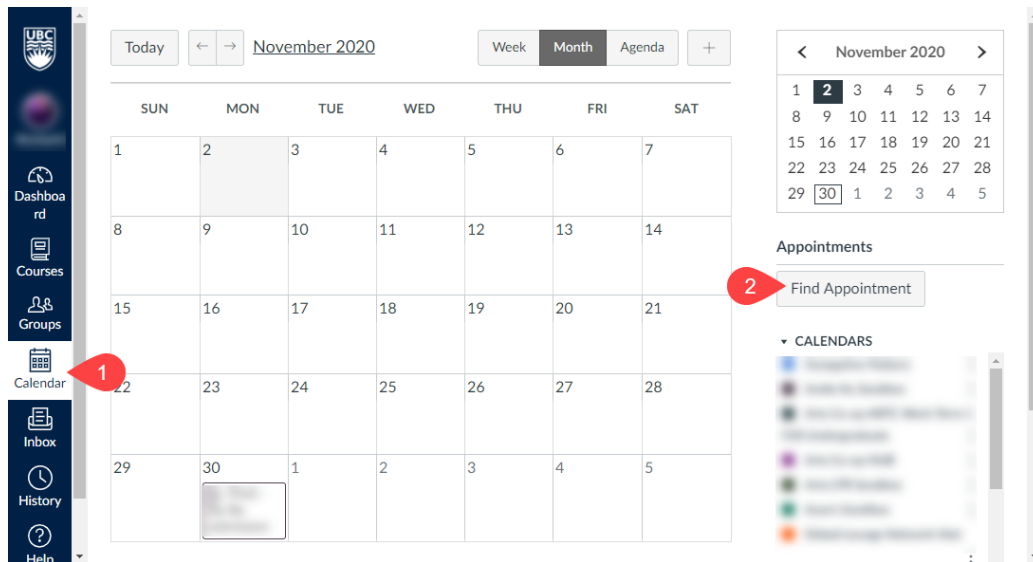# How to Sign-up for Appointments – Students' Guide

Students can sign-up for time slots created by their instructors. To sign-up for time slots:

1. Go to **Calendar (1)** on the Canvas Menu
2. Click **Find Appointment (2)**

3. Select the course
4. Click **Submit**
5. **Choose the slot (1)** you would like to reserve
6. Click **Reserve (2)**