

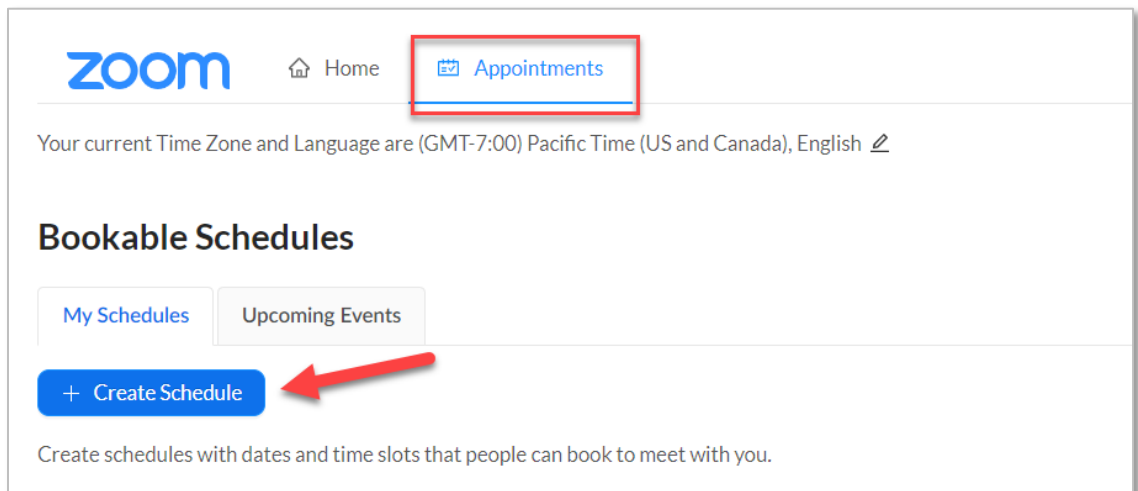
Creating Bookable Zoom Appointments in D2L

This tutorial describes how to create bookable appointments in your D2L course using the Appointments feature in Zoom. These appointments are for one-on-one meetings between faculty and their students and can be used for purposes such as office hours or assignment review.

For further information or assistance, please visit our [Team Dynamix Support portal](#) and select the appropriate Category to submit a ticket.

Steps for Creating Bookable Appointments

1. Access your course in D2L.
2. Navigate to **Zoom** within your D2L course, select the **Appointments** tab, and then select the **My Schedules** tab.
3. Select the **Create Schedule** button to open the **New Bookable Schedule** window.



4. In the New Bookable Schedule window, enter the following information:
- A. **Select Days:** Select the day(s) of the week on which you want to schedule these appointments.
 - B. **Start and End Times:** Enter the start and end times for the appointment(s). If you've selected multiple days, you can specify different start and end times for each day. Select the ⊕ (plus sign within a circle) to add additional start and end times for a specific day.
 - C. **End repeat:** Select the date on which you want these appointments to end. You can schedule appointments for one date or the entire semester.
 - D. **Duration:** Set the appointment length (15, 30 45 or 60 minutes).
 - E. **Event Name:** Enter the name of the event (Office Hours, Assignment Review, etc.)
 - F. **Event Description:** Include a description or instructions as needed.

In the example below, bookable appointments are set for Office Hours on Mondays and Wednesdays from 1:00 to 2:30 p.m. with 15-minute bookable timeslots. These appointments are available until July 31, 2023.

New Bookable Schedule [X]

Select Days

Sun Mon Tue Wed Thu Fri Sat

Follow the same schedule each day

1:00 PM to 2:30 PM ⊕

End repeat on 07-31-2023

Duration

15 minutes

Event Name

Office Hours

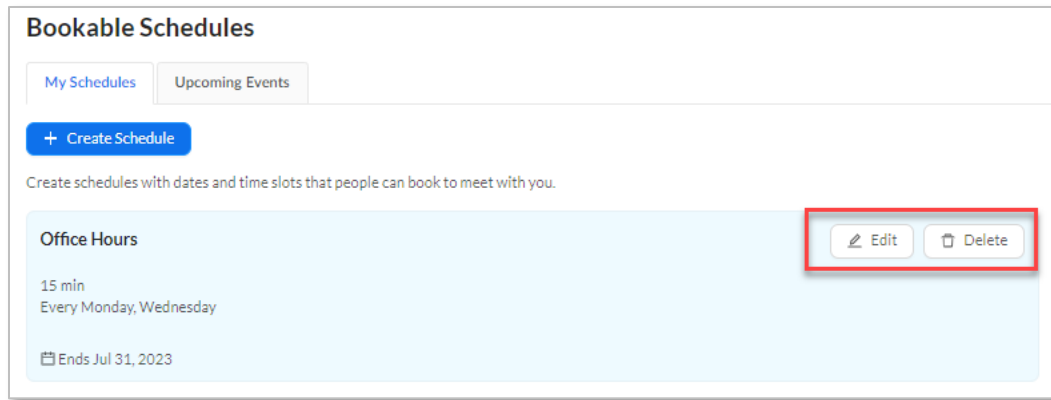
Event Description (Optional)

If you need additional assistance, please book a time for us to meet.

Create Cancel

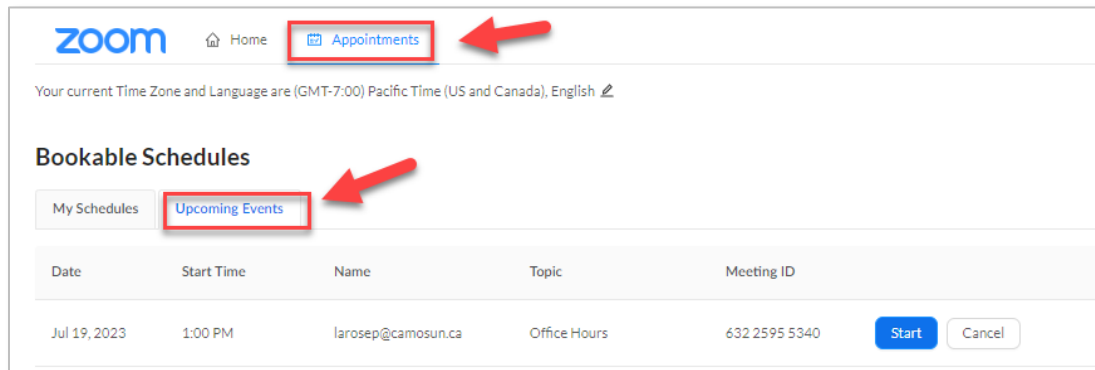


5. Select the **Create** button at the bottom of the window.
6. Review the schedule. Select the **Edit** button if you need to make changes. If you select the **Delete** button it will delete all meetings and you will need to start again.



Steps for Viewing Booked Appointments

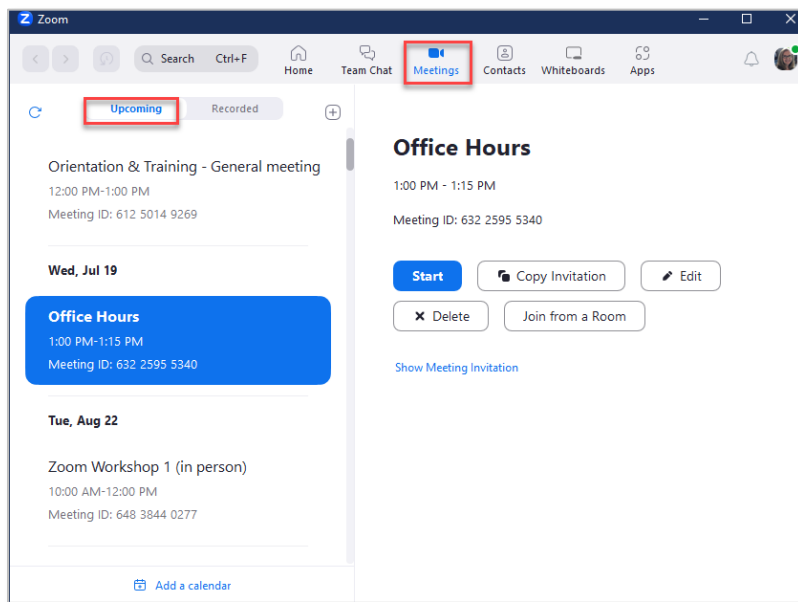
1. Navigate to **Zoom** in your D2L course.
2. Select the **Appointments** tab, and then select the **Upcoming Events** tab.



3. Any appointments that students have booked will be listed in the Upcoming Events table.

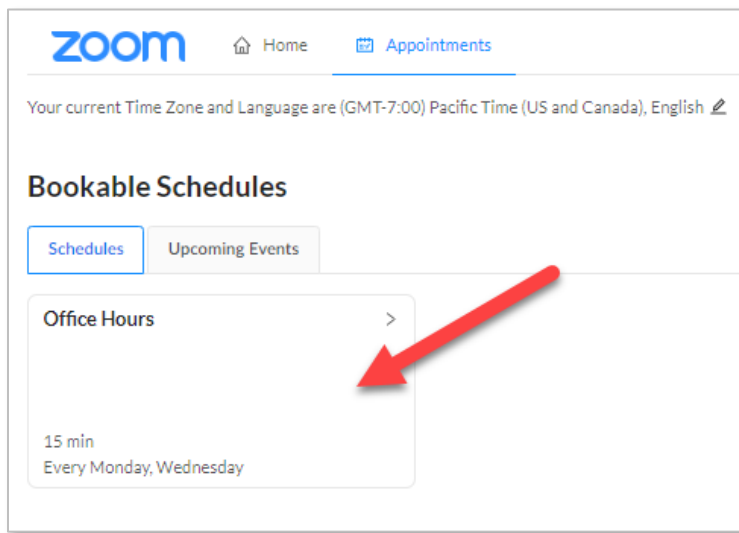


4. You can also view any appointments that students have booked via your **Zoom Desktop App**. Open the App, select the **Meetings** Tab, and then **Upcoming** (scroll as necessary).



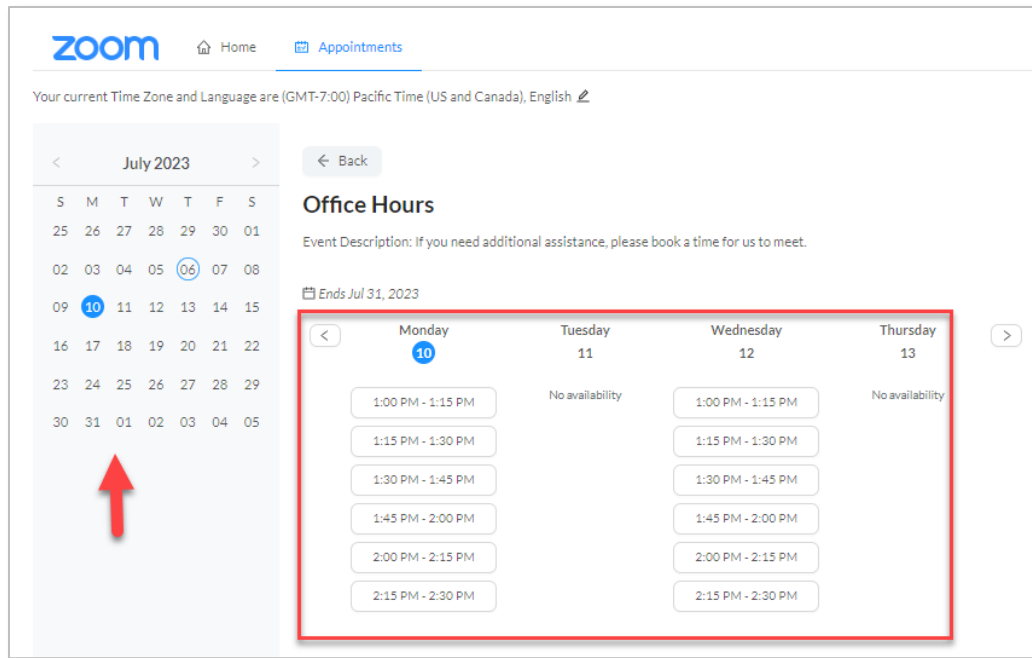
Bookable Zoom Appointments - Student View

1. Students access **Zoom** within their D2L course, select the **Appointments** tab, and then select the **Schedules** tab.
2. The student view displays the name (e.g., Office Hours), the duration, and the days when bookable appointments are available. In this example, students would select on Office Hours to book an appointment.



- Students would then select their preferred date from the calendar on the left. Timeslots available for booking would then be displayed. Students would then select their preferred timeslot.

When a student books an appointment, the student and the faculty will each receive an email confirmation of the appointment.



Things to Remember

- Only dates and timeslots that have not been booked by other students will be available for booking.
- Booked appointments do not go into the D2L calendar like regular Zoom meetings. Instead, each person will be sent an email with the appointment Zoom link and will need to add the appointment in their individual calendars.
- You cannot skip a date when creating bookable appointments. If your set of dates includes a scheduled day off (statutory holiday, etc.), you will need to book a separate set of appointments before and after or, indicate in your instructions that this date is unavailable.

