



How to Schedule a History BA or MA Advising Appointment with Dr. Endy for November 6 to December 7, 2023.

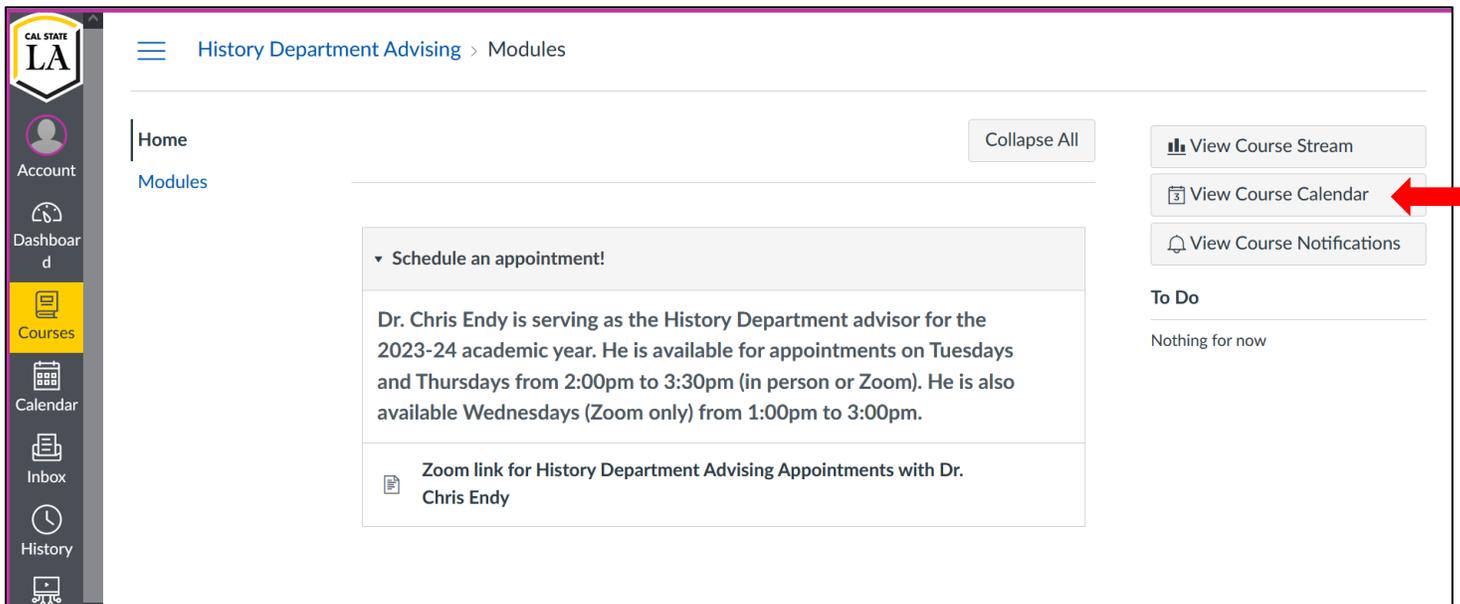
Step 1. Accept the email or Canvas invitation to join the “History Department Advising” Canvas course.

If you cannot find that invitation, send an email to history@calstatela.edu for a new one.

Step 2. Log in to the “History Department Advising” Canvas course.



Step 3. Once you are in the Canvas course, select “View Course Calendar” in the right-column menu.



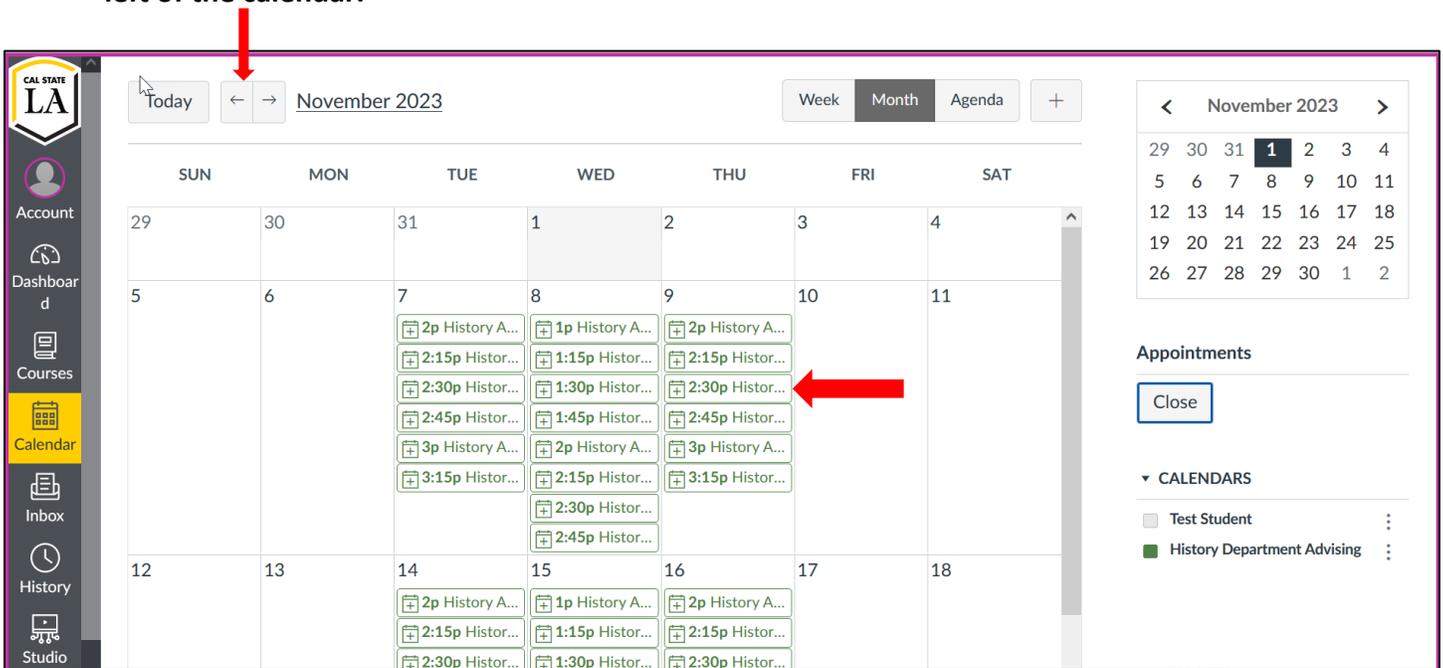
Step 4. Once you are in the Course Calendar, select "Find Appointment" in the right-column menu.

The screenshot shows the Cal State LA Course Calendar interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar (highlighted), Inbox, History, and Studio. The main area displays a calendar for November 2023. At the top right, there are view options: Week, Month (selected), and Agenda. To the right of the main calendar is a smaller calendar view for November 2023. Below this is a section titled 'Appointments' with a 'Find Appointment' button highlighted by a red arrow. Underneath is a 'CALENDARS' section with two options: 'Test Student' (unselected) and 'History Department Advising' (selected).

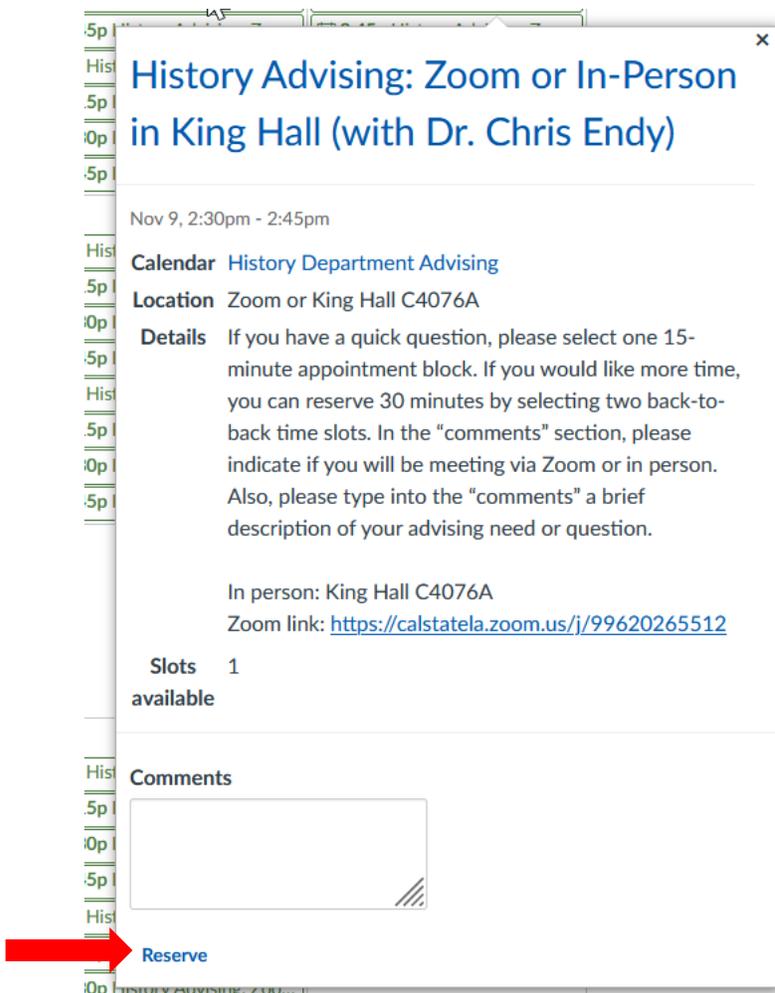
Step 5. A "Select Course" window will pop up. Make sure "History Department Advising" is selected, and click the Submit button.

The screenshot shows a 'Select Course' pop-up window. It has a title bar with a close button (X). Below the title is a dropdown menu with 'History Department Advising' selected. At the bottom right of the window is a 'Submit' button highlighted by a red arrow.

Step 6. The calendar will now display available advising appointments. Click on the appointment that you want (day/time). You can scroll between November and December using the arrows at the upper left of the calendar.



Step 7. A window will pop up, allowing you to reserve the appointment by clicking “Reserve” at the lower left). Note: Please also use the “comments” section to provide a brief description of your advising need or question.



For Tuesday and Thursday appointments, please indicate if you plan to meet with Dr. Endy in Zoom or in person. Wednesday appointments are Zoom only.

The link for Zoom appointments is included in the appointment details.

Step 8. Once you select “Reserve” the pop-up window will close. You can then also close the Appointments view on the Calendar.

The screenshot shows the Canvas calendar interface for November 2023. The main calendar grid displays dates from 29th to 25th. The right-hand sidebar is open to the 'Appointments' view. A red arrow points to the 'Close' button in the 'Appointments' section. Below the 'Appointments' section, there is a 'CALENDARS' section with a list of calendars: 'Test Student' (unchecked) and 'History Department Advising' (checked). Below that is an 'UNDATED' section with a 'Calendar Feed' link.

Step 9. The appointment will now appear on your Canvas Calendar as an “History Department Advising” event. (Make sure that “History Department Advising” is selected from your list of calendars in the right-column menu.)

The screenshot shows the Canvas calendar interface for November 2023. The main calendar grid displays dates from 29th to 18th. A red arrow points to a '2:30p History Advising: Zoo...' event on the 10th. The right-hand sidebar is open to the 'Appointments' view. A red arrow points to the 'History Department Advising' calendar in the 'CALENDARS' section. Below the 'Appointments' section, there is a 'CALENDARS' section with a list of calendars: 'Test Student' (unchecked) and 'History Department Advising' (checked). Below that is an 'UNDATED' section with a 'Calendar Feed' link.

Step 10. When you click the button for the appointment reserved on your “History Department Advising” Canvas calendar, the pop-up window will include the Zoom link (for you to use if you have scheduled a Zoom appointment). There is also the option to “Un-reserve” your appointment by clicking the button at the lower left of the pop-up window, if you need to cancel or re-schedule your appointment.

The screenshot displays a Canvas calendar interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar (highlighted), Inbox, History, Studio, and Help. The main area shows a calendar grid with dates from 5 to 11. A calendar event titled "2:30p History Advisi..." is visible on the 10th. A red arrow points to this event. A pop-up window is open over the event, titled "History Advising: Zoom or In-Person in King Hall (with Dr. Chris Endy)". The pop-up contains the following information:

- Date: Nov 9, 2:30pm - 2:45pm
- Calendar: History Department Advising
- Location: Zoom or King Hall C4076A
- Details: If you have a quick question, please select one 15-minute appointment block. If you would like more time, you can reserve 30 minutes by selecting two back-to-back time slots. In the "comments" section, please indicate if you will be meeting via Zoom or in person. Also, please type into the "comments" a brief description of your advising need or question.
- In person: King Hall C4076A
- Zoom link: <https://calstatela.zoom.us/j/99620265512>

At the bottom left of the pop-up window, there is a blue "Un-reserve" button, which is pointed to by a red arrow.

On the right side of the calendar interface, there is a "Find Appointment" button and a "CALENDARS" section with "Test Student" and "History Department Advising" listed. Below that is an "UNDATED" section with a "Calendar Feed" link.