Using Google Calendar’s Appointment Slots feature in the Apps environment at the University of Delaware.

Appointment Slots are blocks of time you set aside to allow others to self-schedule time with you. To “chunk” your schedule and work more efficiently you may want to block out time for office hours, advising appointments, or interviews. Separate calendars can be created to allow self-scheduling of spaces such as conference rooms, lab, and studios.

There are two role types: **Hosts** create the appointment slots. faculty, advisors, project coordinators, or employers.

**Attendees** self-schedule meetings within designated date/time blocks (Appointment slots).

students, team members, or candidates.

This video illustrates the process from both perspectives.

The same person may host appointments on one calendar and be an attendee on another. Example: Host of their own Office Hours and Attendee for a departmental conference room.

You do not need to use the other products in the Apps’ environment such as Mail and Docs if you don’t want to. Access the University of Delaware Google Calendar at [gcal.udel.edu].

Log in with your CAS username and password.
Click and drag to select a block of time. Here we’ve chosen 1 to 3 pm.

First, select Appointment slots. Title your recurring appointment. Here we’re choosing “Office Hours.”
Then, Select “Edit details” to customize your events.

There are quite a few options that will be introduced in the order that they are numbered in the illustration.
• Confirm that the correct calendar is selected.
• Edit the Time block by selecting the frequency and duration of your Appointment. In this sample Office Hours will be available from 1-3 on Tuesdays and Thursdays for 26 occurrences, 13-weeks of a full semester.
• Choose the length of individual appointments. Select one of the presets from 5 to 60 minutes, or type a number in the box provided. You may prefer 12 minute “speed-meetings.”
• Note the location of the appointments for the convenience of your self-schedulers.
• Consider adding a relevant description that applies to all appointments in this block.
• The Appointment Calendar’s link is rather lengthy. I’ll suggest some ways to distribute the link in a moment.
• Finally, “Save” your Appointment slots.
Anyone with a Google account and your appointment calendar link may self-schedule and could make an appointment on your calendar using an external Google account reference.

However, one advantage of Attendees signing in through the Apps @ UD login page is that the reservation name will match the campuses directory information, confirming the attendee’s association with the University.

The workflow for UD viewers not signed-in to Google apps at UD before they click the appointment calendar link is slightly different.

This situation occurs most often when appointment page links are:

- accessed from and an external email account.
- posted on a webpage.

You Appointment slots will appear on the same calendar as your regular events.
Appointment slots can be identified by the icon preceding the time and the timeslot indication.

You can distribute the appointment link through targeted group emails, post it on the web, or as a web content tool link in your Sakai course or project. You may want to embed the link behind appropriate wording such as “Schedule an appointment.”
To embed a hyperlink behind a key word or phase, begin by typing the placeholder text. In this email example, “schedule an appointment” will be the linked text.

Click on the Google Calendar Appointment slot you want to distribute.
Copy the calendar’s appointment page link.
Return to your email message window.
Highlight the placeholder text, “schedule an appointment.”
Click the link icon.
Paste the url in the box provided.
Click “OK.”

The placeholder text is now an active link to your appointment calendar.
Attendees already signed in to Google Apps at UD when they click the link have immediate access to your appointment slots and it looks like this. They can reserve a half-hour appointment between 1 and 3 on Tuesdays or Thursdays. Notice that they don’t have access to the rest of your calendar.

Della Ware chose to schedule an appointment at 1:00. When she clicked the appointment slot, the reservation was added to both her calendar and the host’s.

The attendee may cancel their existing appointment or reserve more than one slot for extended discussions. Here Della decided to change her appointment to 2:30 so she reserved that slot.
Then she clicked the 1:00 appointment and deleted it. The host calendar will reflect the updates automatically.

Newton Ark visits the appointment page and selects the now available 1:00 time slot. Note that he doesn’t see the option to schedule at 2:30, or who has booked that time.

This is how the appointments appear on the host’s calendar. The view has been switched from “Week” to “Day” to provide more detail. Newton is expected at 1:00 and Della is expected at 2:30 on Tuesday, September 11th.

**ALL** Appointment slots related to a single calendar will be available from the same Appointment slots link.

If you use Appointment slots for several purposes consider blocking time for specific reasons.

**Examples**

- Advising Hours: Fri, 9-11:30am all year round
- ENGL110 Office Hours: Mon & Wed, 1-3pm all semester
- Search Committee Interviews: Tues, Wed & Thurs, 9-10am for 2 weeks

Additional calendars can be created for particular purposes.

**Examples**

- Video-conference room self-scheduling
- Student worker/staff time
Attendees are directed to the public Google Calendar sign-on page.

Attendees not signed in to Google Apps at UD before clicking the appointment page link are directed to the public Google Calendar Sign in page.

To be directed to the Google Apps @ UD Sign in page:
- Type your complete …@udel.edu email address.
- Leave the password field blank.
- Click the blue Sign in button.

Attendees are directed to UD’s Google Apps Login page. After authentication they will have immediate access to your appointment page.

If you have questions about Google Apps for Education at UD or any other teaching technologies, please contact us.