

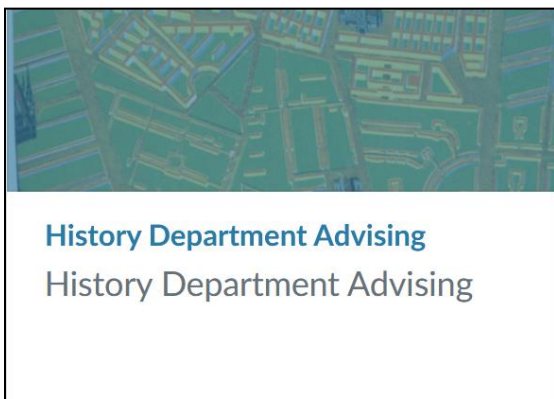


How to Schedule a History BA or MA Advising Appointment with Dr. Endy for November 6 to December 7, 2023.

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.

Today ← → November 2023 Week Month Agenda +

SUN	MON	TUE	WED	THU	FRI	SAT
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

Appointments

Find Appointment

▼ CALENDARS

- ☐ Test Student
- ☒ History Department Advising

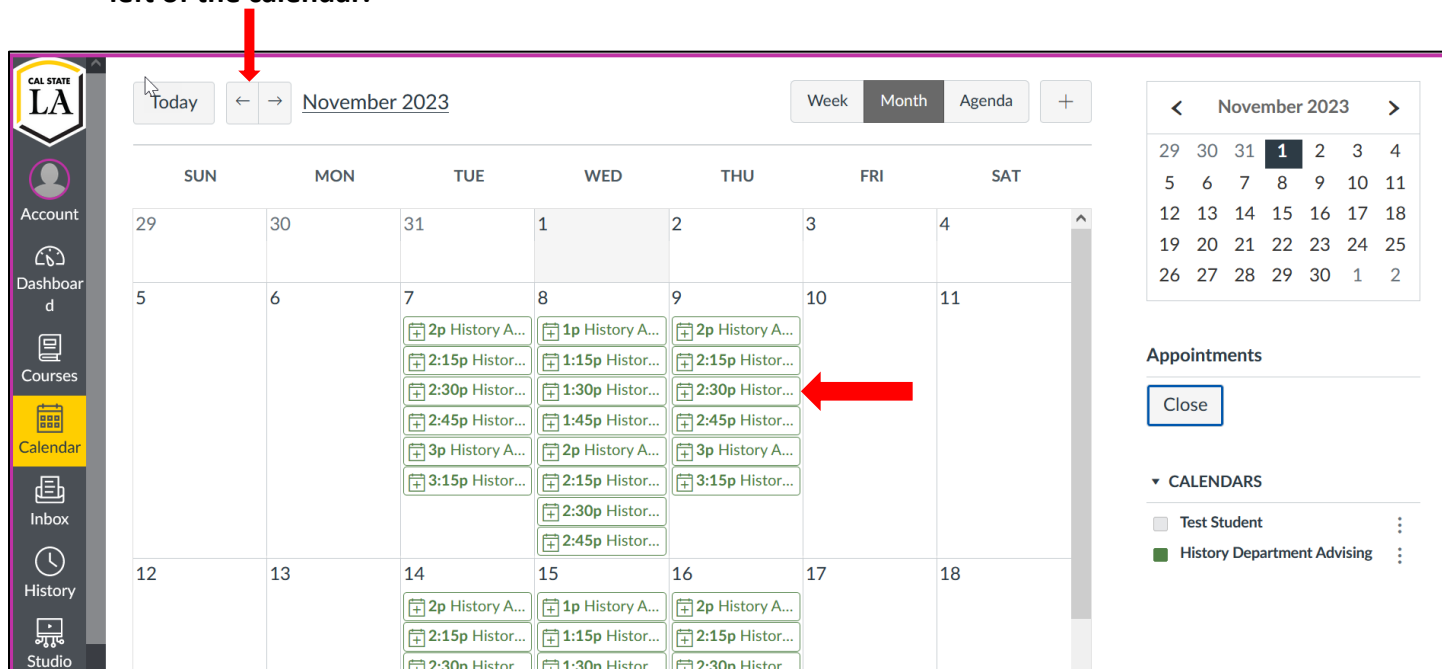
Step 5. A “Select Course” window will pop up. Make sure “History Department Advising” is selected, and click the Submit button.

Select Course

History Department Advising

Submit

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.

History Advising: Zoom or In-Person in King Hall (with Dr. Chris Endy)

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>

Slots 1 available

Comments

[Reserve](#)

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 LMS interface. The main calendar grid displays dates from 29 to 25. The right sidebar contains a calendar navigation widget for November 2023, an 'Appointments' section with a 'Close' button, and a 'CALENDARS' section with a list of calendars. A red arrow points to the 'Close' button in the 'Appointments' section.

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 LMS interface. The main calendar grid displays dates from 29 to 18. The right sidebar contains a calendar navigation widget for November 2023, an 'Appointments' section with a 'Find Appointment' button, and a 'CALENDARS' section with a list of calendars. A red arrow points to the 'History Department Advising' calendar in the 'CALENDARS' section.

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 the Canvas LMS interface. On the left is a dark sidebar with navigation icons: Account, Dashboard, Courses, Calendar (highlighted in yellow), Inbox, History, Studio, and Help. The main area shows a calendar grid for November. A date on the 9th has an appointment labeled "2:30p History Advisi...". A red arrow points to this appointment. A pop-up window is open over the appointment, titled "History Advising: Zoom or In-Person in King Hall (with Dr. Chris Endy)". The window contains the following information:

- 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 red arrow pointing to a button labeled "Un-reserve". On the right side of the interface, there is a "Find Appointment" button and a "CALENDARS" section listing "Test Student" and "History Department Advising". Below that is an "UNDATED" section with a "Calendar Feed" link.