



Brightspace – Groups for Appointments

Originally created by Prof. Susan Bakhshian

Create Individual or Small Group Appointments

- One on one, non-recurring appointments

Set Up Zoom Meeting

- Only need to create one link
- Name the meeting (e.g. “Individual Appointments” or “One on One Conferences on Paper” or “Small Group Office Hours”)
- Be sure waiting room is turned ON

Go to Brightspace Course and Create Groups

- Click on Groups Tab (in the ribbon on top)
- Click on New Category (blue button)
- Name the category the same as your Zoom meeting link (e.g. “Individual Appointments” or “Small Groups” etc.)
- Complete the Category Name (e.g. “Tuesday July 7 Appointments” or “Small Groups on Weds. July 8”)
- Description: Add Zoom link and any other instructions for students
 - E.g. Brightspace calls these sign ups “Groups” but there are individual appointments with me. Find a slot that work s for you and sign up for only one spot. The Zoom link is _____.
- Enrollment Type
 - Drop down menu select: # of Groups – Self-Enrollment
- Number of Groups
 - Enter the number of appointments you want to offer
 - E.g. Type 4 if you want to have appointments at 1, 1:30, 2, 3:30 and 3 pm
- Restrict Enrollments To
 - Leave the default: No Restrictions (the entire class has access)
 - If you have a combined Brightspace page (2 sections of the same class in one page) you can use this to restrict the appointments to only one section
- Group Prefix
 - Default: Leave it Blank, and Brightspace will start each group name with “Group” (e.g. “Group 1, Group 2, etc.)
 - If you want a different label than Group – maybe “Law Firm” or whatever you like to call your groups – this is where you type it
- Check the Box under Group Options to make categories & descriptions visible to students
- Click Save (blue button at the bottom of page)

- After you create the Groups – you can rename them anything you like
 - E.g. Change Group 1 to Thurs. July 29 to 9:30 am

Disclaimers

- You have to check on Brightspace to see who is signed up or who cancelled (called “Leave Group” on Brightspace)
- No email notifications or reminders
- Use the Waiting Room function or your next appointment may arrive while you are still with another student