SEAT RESERVATION TOOL – STUDENT GUIDE

If your instructor has chosen to use the Seat Reservation tool for you class, you will need to sign up in Canvas in order to attend your class in person. There are two easy methods to sign up. However, note that they must be done through a desktop or mobile **web browser** (e.g., Chrome, Firefox, Safari). **You cannot use the Canvas App to reserve seats in your courses**.

METHOD 1 – FIND THE APPOINTMENT AND SIGN UP

Every Sunday, new slots will become available for the upcoming week for courses using the **Seat Reservation Tool**.

1. Sign in to Canvas at **https://canvas.fau.edu**
2. Click on the **Calendar** button (small calendar icon) on the blue Global Navigation Menu to the left.
3. On the **Calendars** list to the left, ensure that your course's calendar is active. If it is greyed-out, you will not see the available appointments. Click it to activate it.
4. Click the **Find Appointment** button above the **Calendars** list.
5. In the **Select Course** panel, click the dropdown menu to select the course for which you want to reserve a seat.
6. Click the **Submit** button.
7. Click on one of the appointment slots on the Calendar
8. Click the **Reserve** link in the pop-up panel.
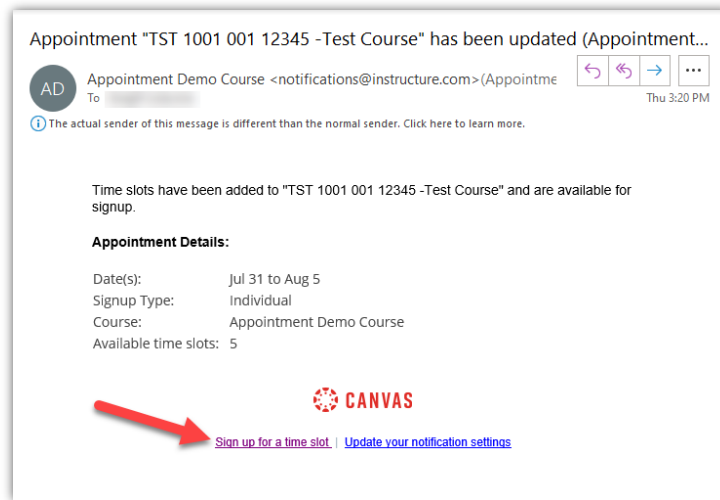   a. Should you need to cancel, repeat the previous steps and click **Un-reserve** link in the pop-up panel.
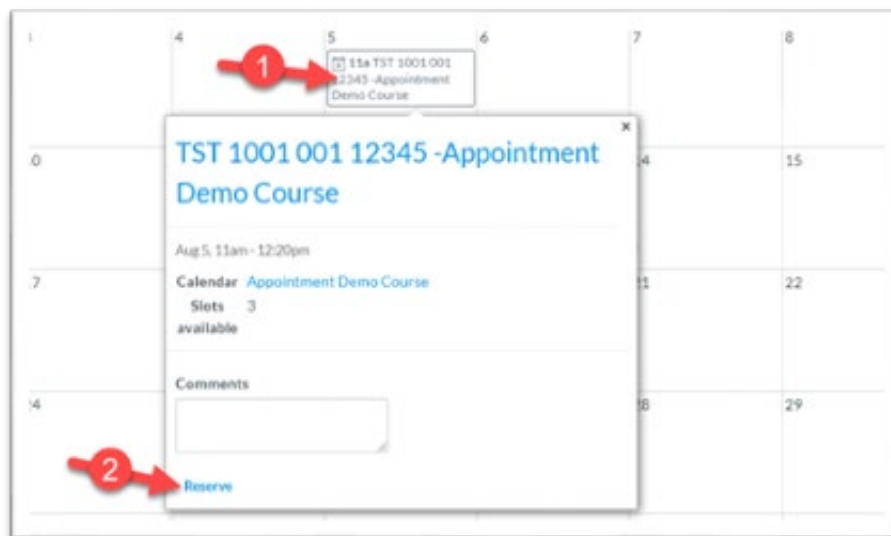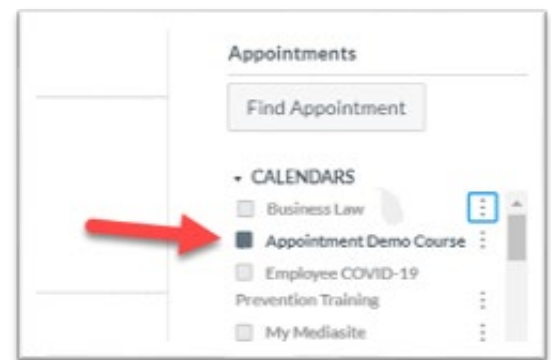
METHOD 2 – SIGN UP FROM AN EMAIL OR CANVAS APP NOTIFICATION

You will receive notifications by email or through the Canvas App when new appointment slots become available.

1. In the email notification that you received, click the **Sign up for a time slot** link. If using a mobile device:
   a. Click on the notification from the Canvas App.
   b. Ensure that you continue from a **mobile web browser** and not the Canvas App.

2. On the **Calendars** list, ensure that your course's calendar is active. If it is greyed-out, you will not see the available appointments. Click it to activate it.
3. Click the **Find Appointment** button above the **Calendars** list.
4. In the **Select Course** panel, click the dropdown menu to select the course for which you want to reserve a seat.
5. Click the **Submit** button.
6. Click on one of the appointment slots on the Calendar
7. Click the **Reserve** link in the pop-up panel.
   a. Should you need to cancel, repeat the previous steps and click **Un-reserve** link in the pop-up panel.

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