CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Department of History

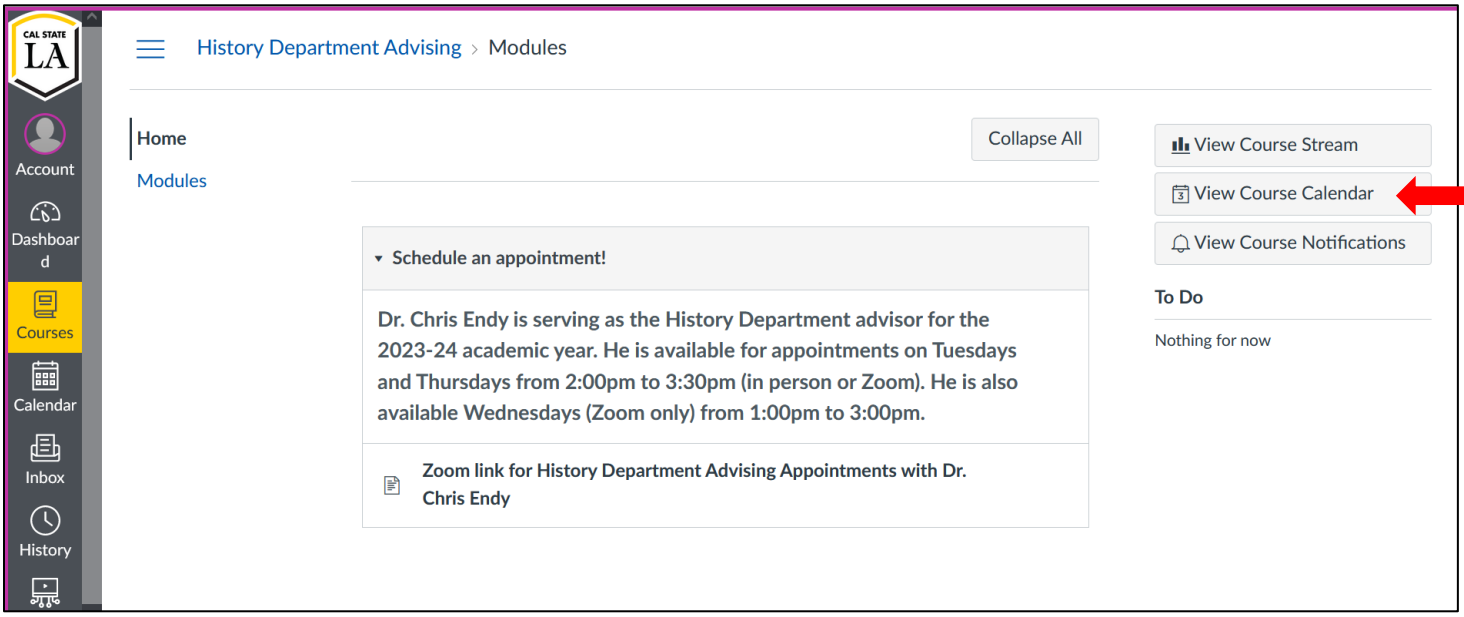
How to Schedule a History BA or MA Advising Appointment with Dr. Endy for November 6 to December 7, 2023.

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.

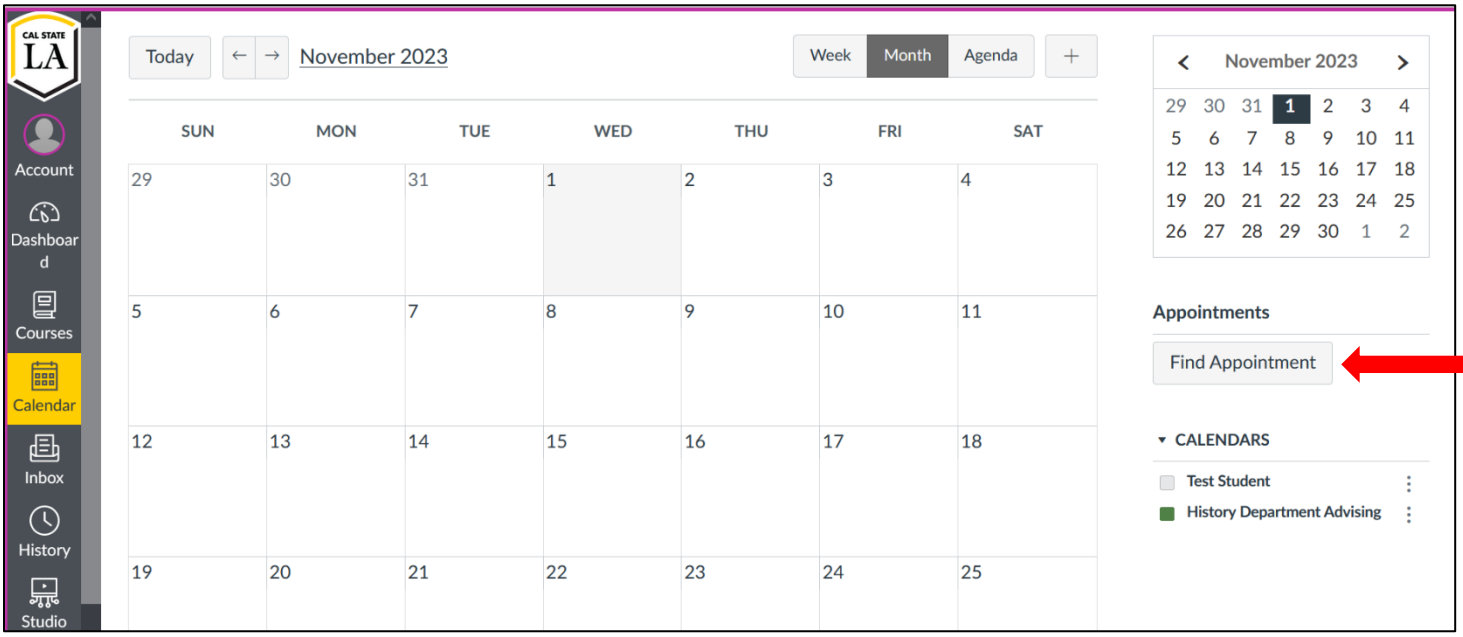
Step 2. Log in to the "History Department Advising" Canvas course.



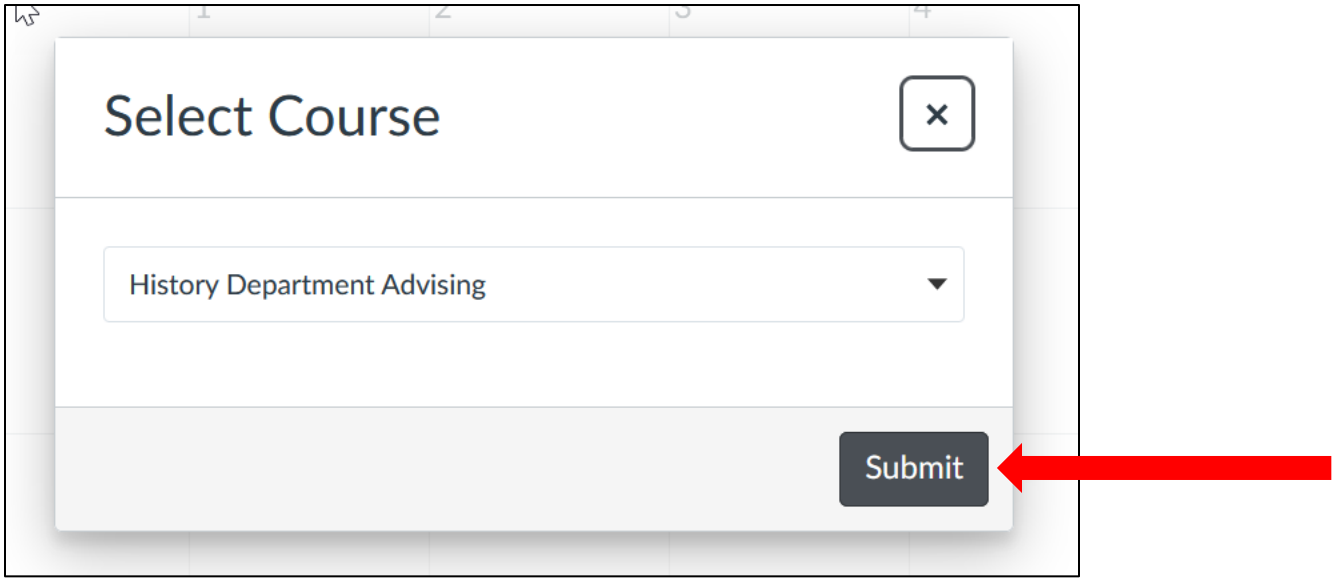
Step 3. Once you are in the Canvas course, select "View Course Calendar" in the right-column menu.



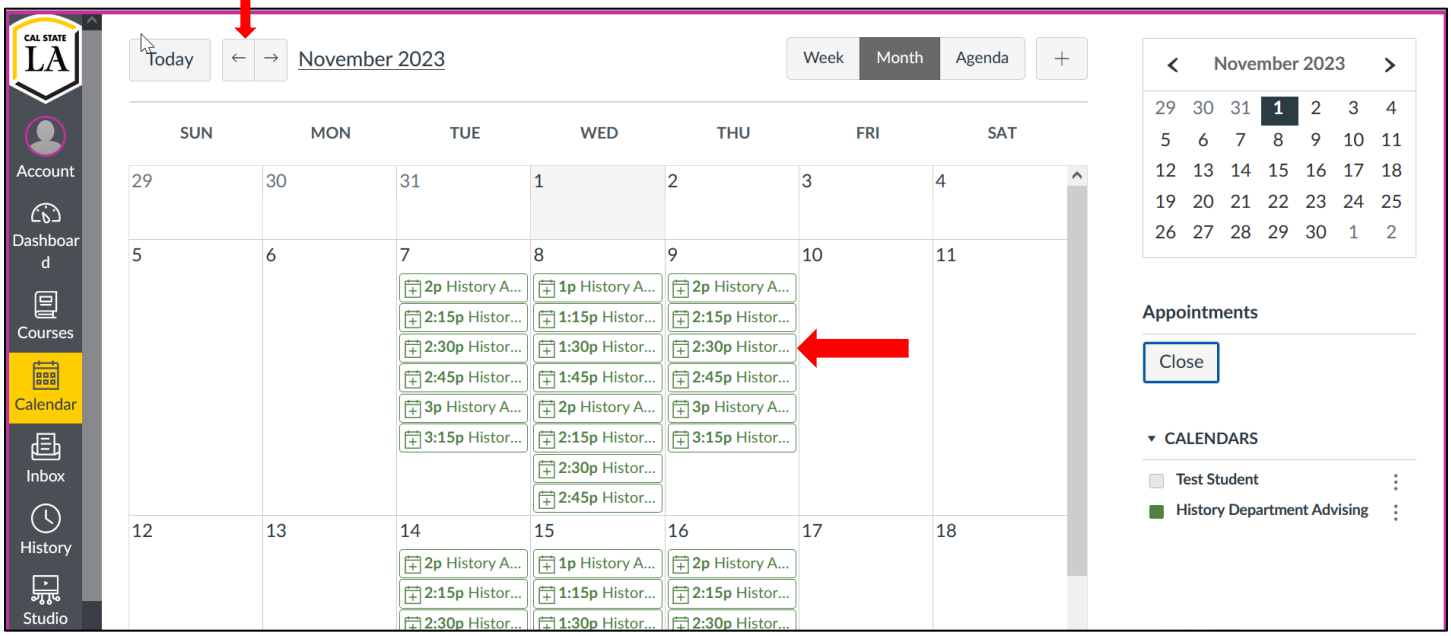
Step 4. Once you are in the Course Calendar, select “Find Appointment” in the right-column menu.



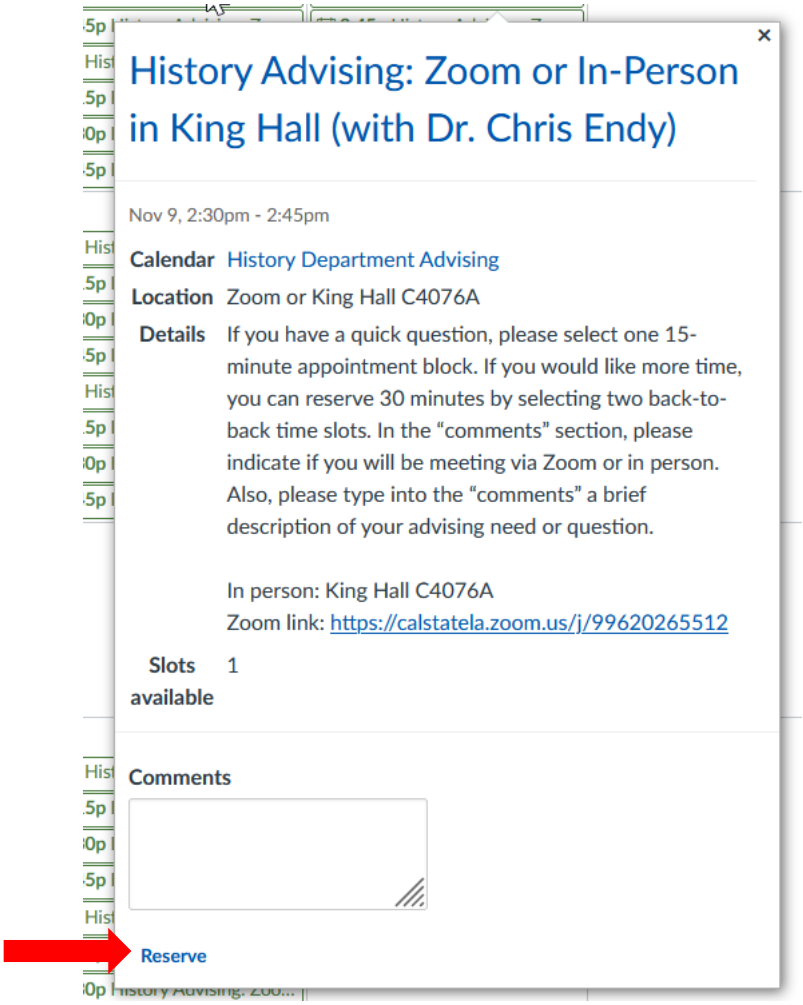
Step 5. A “Select Course” window will pop up. Make sure “History Department Advising” is selected, and click the Submit button.



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.



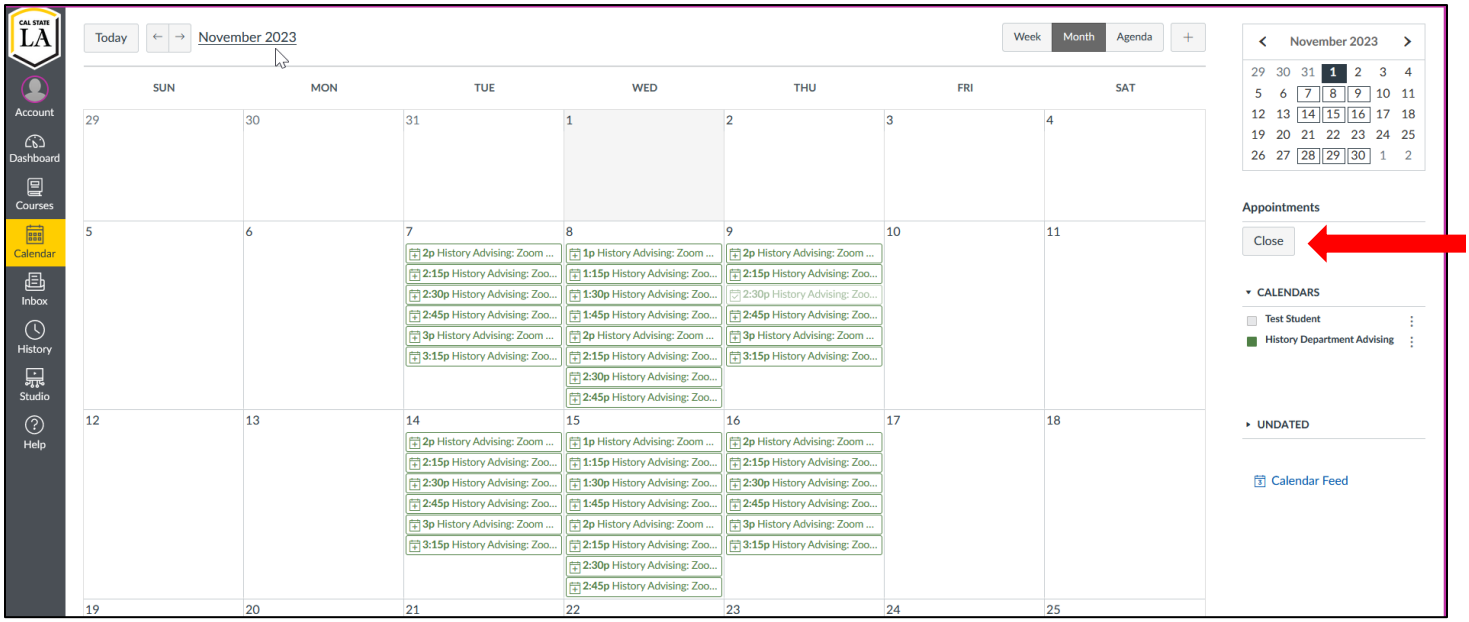
Step 7. A window will pop up, allowing you to reserve the appointment by clicking "Reserve" at the lower left). Note: Please also use the "comments" section to provide a brief description of your advising need or question.



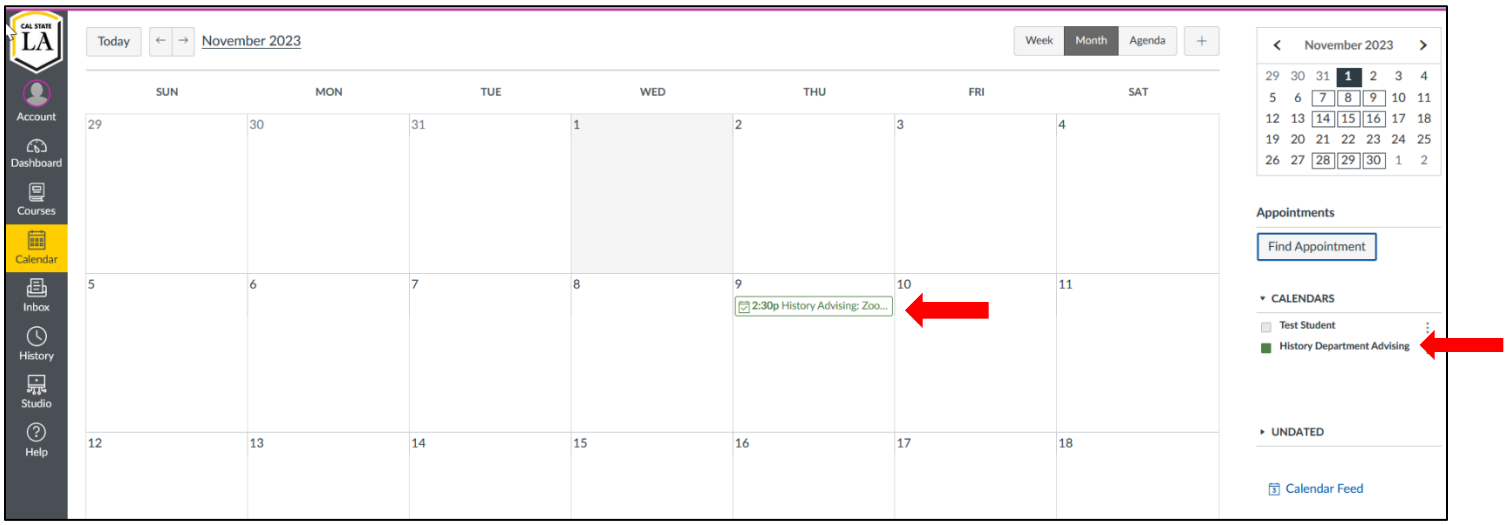
For Tuesday and Thursday appointments, please indicate if you plan to meet with Dr. Endy in Zoom or in person. Wednesday appointments are Zoom only.

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.



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.)



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.

