

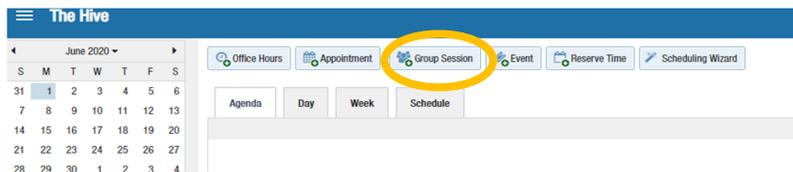
# Group Sessions

Group Sessions enable you to schedule meetings with a group of students at one time. You can manage your group session(s) using one of two methods:



## [Create/Schedule Group Sessions](#)

Click the **Add Group Session** button at the top of your Appointments tab or on the Home page. This will open the Create Group Session dialog.



Fill in the remaining details/update as necessary within the Add Group Session dialog.

1. **Title:** Add a title for this group session to indicate what you are meeting about.
2. **When:** Select how frequently this session should recur on your calendar and select a start date from the calendar.
3. **What Time:** Enter a start and end time for the session.
4. **Where:** Select from the list of one or more available locations. These are based on the locations you provided in your The Hive Profile. If holding sessions via Zoom, you can select your Zoom Meeting room if you have set this up in your location settings. For details on how to add a Zoom location see [Setting Up a Zoom Location for Office Hours](#)
5. **Reason:** Select a Reason from the list available. Note that the Reasons are tied to appointment types that correspond to the roles you have within The Hive.
6. **How many students:** Indicate the maximum number of students you will meet with for this session.
7. **Allow students to see other students who have signed up:** If you want students who sign up for the session to be able to see which other students are already signed up, select this option.
8. **Support Supplemental Instruction:** If students who participate in the session should all be enrolled and meeting with you about the same course/section, select this option.
9. **Instructions:** Provide detailed instructions that should be sent to students who schedule an appointment for this session.
10. **Start/End Date:** If you have set this session to recur more than once, you can indicate here when the session recurrences should start and end on your calendar.
11. Click the **Submit** button to save.
12. Once the Appointment is created this will trigger a calendar email to both the provider and the student.
13. Any students who sign up online for the session or that you manually add to the session will get a calendar email. *Note – students added/recorded at the time of the session or after a session has taken place will not get the calendar email.*

## [Manually Add Participants to an Existing Group Session on Your Calendar](#)

1. From *Appointments* page in The Hive, locate the appropriate Group Session.

On the **Agenda** view, hover over the **Group Session** icon to the left of the session title to bring up the card for that session. Click the **Participants** button to add participants to the session.

On the **Day** or **Week** view of the calendar, click the **Manage Participants** link to add participants to the session.

2. Search for a student by typing their name into the **Add Participant** field, and then click **Add** to add the student to the list. Repeat this action as needed.

To remove ALL participants, click the **Cancel Occurrence** icon under the tools column on the right side of the participant list. Or use the X next to a name to remove an individual student from a session.

3. Once at least a single participant is added, the **Outcomes** tab will become available for you to record outcomes of the session, and the **SpeedNotes** tab may also be available depending on appointment settings.
4. Click **Submit** to save your changes.

