Moodle 2 – Using Scheduler

Moodle Scheduler is a tool for scheduling appointments with students. Staff set up time slots in Moodle and students can then choose the one that suits them best, either individually or as a group.

Use

Staff can use this to arrange one-to-one appointments with students, for example for organising advisee meetings or to arrange group meetings, for example for group project supervision meetings.

Set up

1. In the Moodle Course in which you wish to add the Assignment, click to Turn editing on at the top right hand side of the screen.

2. Choose the topic area where you wish to add the Assignment and click Add an activity then select Assignment from the drop down list.

3. Add a name and also add a description to the information section if required.

4. Use the drop down list under Mode to choose whether students can only choose one appointment, or whether they can choose another appointment once the first one is over.
5. When you are happy with the other settings click **Save and display**.

### Adding appointments

6. Click to **Add slots** or **Add single slot** as required. On the next screen select the days and times you want to add appointments. When you are happy with the settings click **Save changes**.

If you want to use more advanced features, further documentation is available here: [https://docs.moodle.org/27/en/Scheduler_Module_settings_and_parameters](https://docs.moodle.org/27/en/Scheduler_Module_settings_and_parameters)

If you have any further questions please contact the Help Desk: [http://www.gla.ac.uk/services/it/helpdesk/](http://www.gla.ac.uk/services/it/helpdesk/)