

## Moodle Scheduler

Scheduler can be used to schedule one to one appointments or group appointments between staff and students.

### Adding scheduler

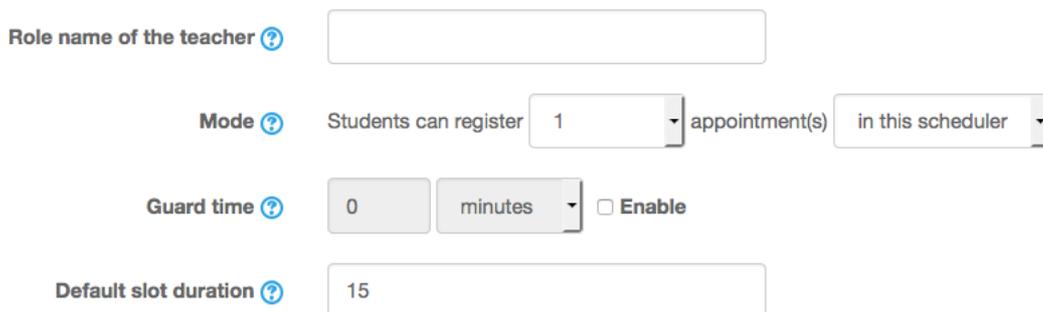
Go to front page of your course, click the **Gear icon** at the top right of the screen, scroll down and **Turn editing on**. Then go to the course topic that you want to add scheduler to. Choose the 'add a resource or activity' link and then choose scheduler from the activity list.

### Scheduler settings

**Name:** give your scheduler activity a name (the text that will appear as a link on your course page).

**Introduction:** Let your users know what the activity is for and any additional instructions.

**Role name of teacher:** You can also rename the role for the staff member (for example the staff member might want to have a role called 'Advisor' for this activity).



The screenshot shows the Moodle Scheduler settings form. It includes the following fields and options:

- Role name of the teacher:** A text input field with a help icon.
- Mode:** A dropdown menu set to "Students can register", followed by a numeric input field set to "1", the text "appointment(s)", and another dropdown menu set to "in this scheduler".
- Guard time:** A numeric input field set to "0", a dropdown menu set to "minutes", and an "Enable" checkbox.
- Default slot duration:** A text input field set to "15".

**Mode:** Determines how many slots a student can sign up to and at what point. This allows students to sign up to more than one slot but requires their first slot to have passed before they can sign up for the next one.

**Guard Time:** Time before a slot where a student cannot change their mind.

**Default slot duration:** This is the time that each slot will last for.

**Grading:** It is possible to assign a grade to slots although this will not be covered in this guide.

**Notifications:** It is possible to set up confirmation emails for when slots are booked. Although note that switching this on can result in the staff member receiving a large volume of email if it's a large course size.

Notifications 

No

**Common module settings:** It is important to know that if you use group mode that single members in a group have the option to allocate themselves to a slot along with being able to allocate their entire group (every member in their group). If you want to use groups as a means of limiting access but only require users to individually sign up it is recommended that you use a grouping or use the 'Restrict access' option to limit the activity to only specified groups.

Save these settings and you are now ready to add appointment slots.

### Setting up appointments/slots

Once you have saved your settings you will be taken to the 'My appointments' page where you can add slots. You will see a link to Add and Delete slots. Until you add slots students will have nothing to sign up to.

## Slots

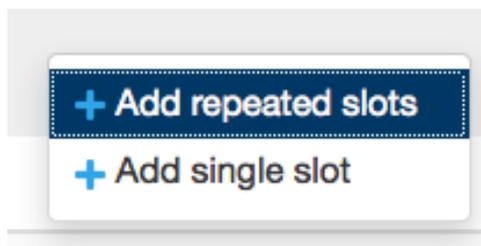
You can add additional appointment slots at any time.

Actions

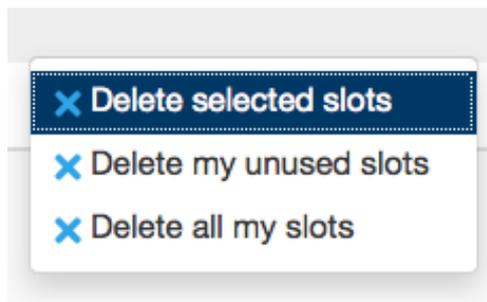
Add slots 

Delete slots 

'Add slots' gives you following options



'Delete slots' gives you these following options.



We will now focus on how to add slots and look at both slot types.

## Repeating slot

First set a date range. If you not set an end dates slots will repeat indefinitely.

Choose the days that the appointments are to be available on and the start and end time that will be available for appointments.

### Add repeated slots

Date    

Repeat time slots until      Enable

Add appointments on

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Start time

End time

Next you have the option to divide the daily-allocated time into slots. You must also choose how long these slots will last for. You can also allow time between slots. It is here where you decide how many students are allowed per individual slot.

Divide into slots?

Duration  minutes per slot

Break between slots  minutes

Force when overlap 

Allow multiple students per slot? 

Lastly enter a location for the meetings and choose the course staff member from the drop down list (only users enrolled on the course with the staff role will appear). Please be aware that only one member of staff can be chosen.

**Location** 

**Staff\*** 

**Display appointment to students from**

**Email a reminder**

Save your changes.

### Single slot

To add a single slot you need to add the date and time for the appointment along with duration. Decide how many students can sign up for the appointment/slot and the location for the meeting.

Choose the teacher that will be associated with the appointment (note only one member of staff can be added).

#### Add single slot

**Date**       

**Duration**  minutes

**Ignore scheduling conflicts** 

**Allow multiple students per slot?**  

**Location** 

**Staff\*** 

If you require you can choose when you want the slots to be made available to students and if an email reminder should be sent from Moodle.

Display appointment to students from    

Email a reminder on      Enable

Comments        

It is possible for you to assign students enrolled on the course to appointments.

#### Appointment 1

Student   Seen

Notes for appointment        

### Interface tabs

If we return back to the 'My appointments' page you will notice there are 5 tabs



**My appointments:** This page displays all of your slots and sign up data (what students have signed up to what slots). This is also the page where you can manage your slots (add/delete).

**All appointments:** This document will not cover this screen.

**Overview:** Allows you to see all slots and any additional comments/notes that you have added.

**Statistics:** Basic sign up statistics.

**Exports:** This page allows you to export the scheduler data as an Excel spreadsheet or CSV file. If you have used any of the comment boxes for recording meeting data this will also be included.



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