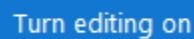


Using the Scheduler

The **Scheduler module** helps you to schedule one-on-one appointments with all your students. You specify the periods during which you are available to see the students and the length of each appointment. The students then book themselves into one of the available timeslots. The module also lets you record the attendance and grade the appointment if required.

Setting Up Your Scheduler

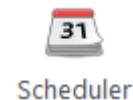
1. Click on the **Turn Editing on** button.

A blue rectangular button with the text "Turn editing on" in white.

2. Click on the link **Add an activity or resource**.

3. In the pop-up that appears, choose the **Scheduler** icon.

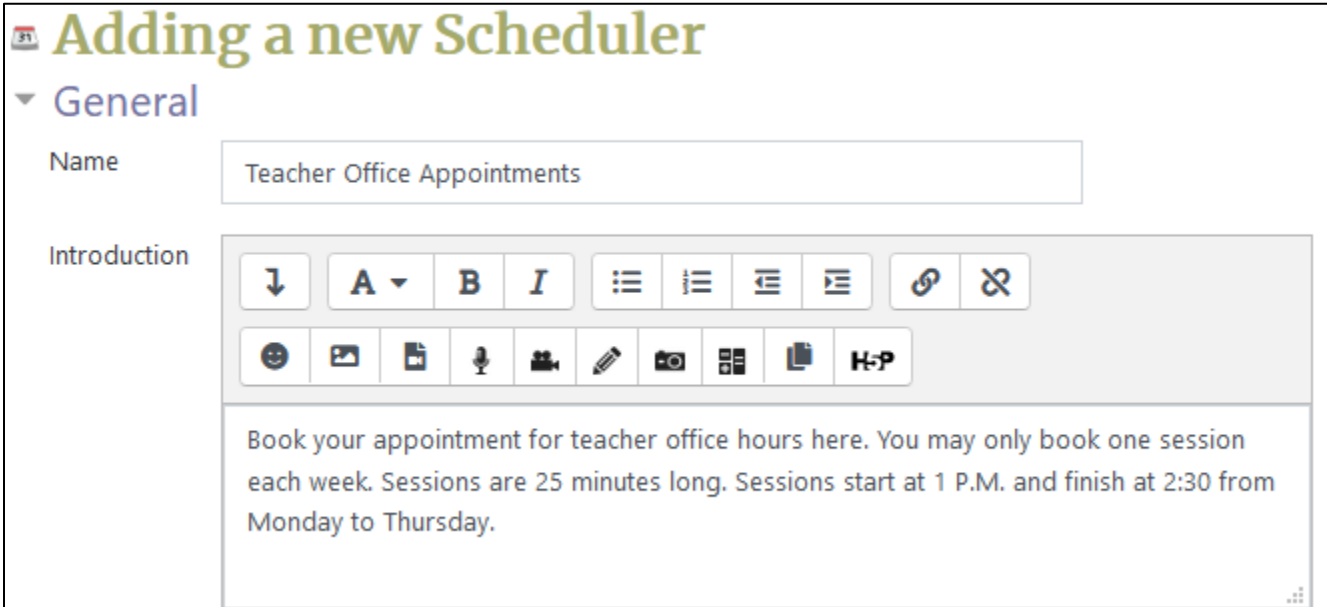
Note: The **Adding a new Scheduler** screen appears.



4. In the **General** section, type a **Name** for your course scheduler.

5. In the **General** section, type an **Introduction** to your course scheduler.

Note: This will guide the learners to using it more effectively.

A screenshot of the "Adding a new Scheduler" interface. The title is "Adding a new Scheduler" in green. Under the "General" section, there is a "Name" field with the text "Teacher Office Appointments" and an "Introduction" field with a rich text editor. The rich text editor has a toolbar with icons for bold, italic, list, link, unlink, and other text formatting options. The introduction text reads: "Book your appointment for teacher office hours here. You may only book one session each week. Sessions are 25 minutes long. Sessions start at 1 P.M. and finish at 2:30 from Monday to Thursday."/>

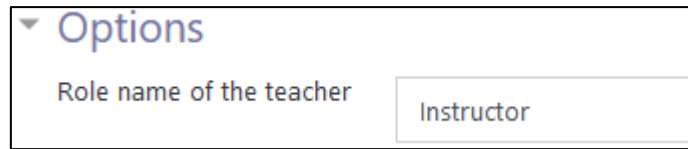
Adding a new Scheduler

General

Name: Teacher Office Appointments

Introduction: Book your appointment for teacher office hours here. You may only book one session each week. Sessions are 25 minutes long. Sessions start at 1 P.M. and finish at 2:30 from Monday to Thursday.

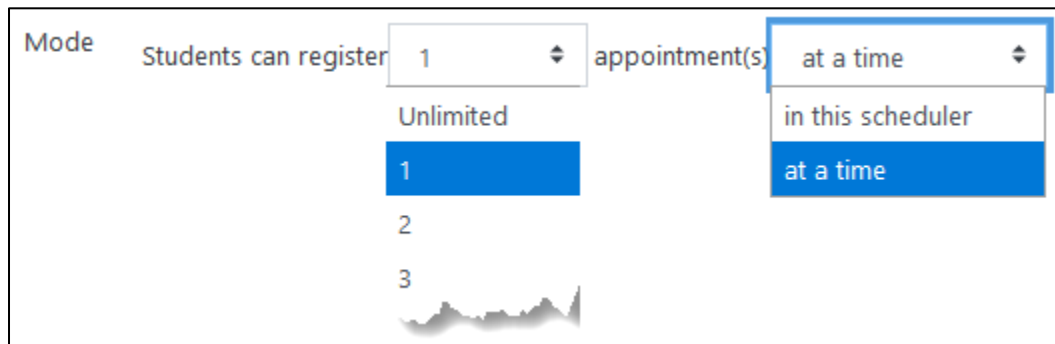
6. In the **options** section, type the **Role name of the teacher**.
Note: This is the position of the person meeting the learners. (e.g. counselor)



Options

Role name of the teacher

7. In the **Mode** option, choose the limit of learner appointments in the **Students can register** drop-down.
8. Continue to set the number of appointment limits by choosing either **in this scheduler** or **at a time**. In the **appointment(s)** drop-down.



Mode

Students can register
1
2
3

appointment(s)
in this scheduler
at a time

9. Select either **No** or **Yes, for all groups** in the **Booking for Groups** drop-down.
10. Check the **Guard time Enable** check box if you want to prevent late cancellations.
11. Then choose a time duration in which learners cannot cancel their appointment.



Guard time Enable

12. Set the appointment length by typing a number into the **Default slot duration**.



Default slot duration

13. Choose **Yes** or **No** of appointment confirmations or cancellations in the for **Notifications** drop down.
14. Choose the treatment of notes for this appointment in the **Use notes for appointments** drop-down.

Use notes for appointments

- Appointment note, visible to teacher and student
- none
- Appointment note, visible to teacher and student
- Confidential note, visible to teachers only
- Both types of notes

Note: Notes can be added to a schedule request based on the choice made by the person requesting the meeting. This is a sample note from a teacher to a student.

Appointment 1

Student **Ahmed Ali** Seen

Notes for appointment (visible to student)

Ahmed, please have your course open in a separate browser tab when we meet. I see that you have most of the work completed already.

15. In the **Grades** section, if desired, choose to apply a grade for the appointment and the type of grade in the **Grade** option drop-down.

Note: Since the scheduler is an administrative tool, assigning grades is uncommon.

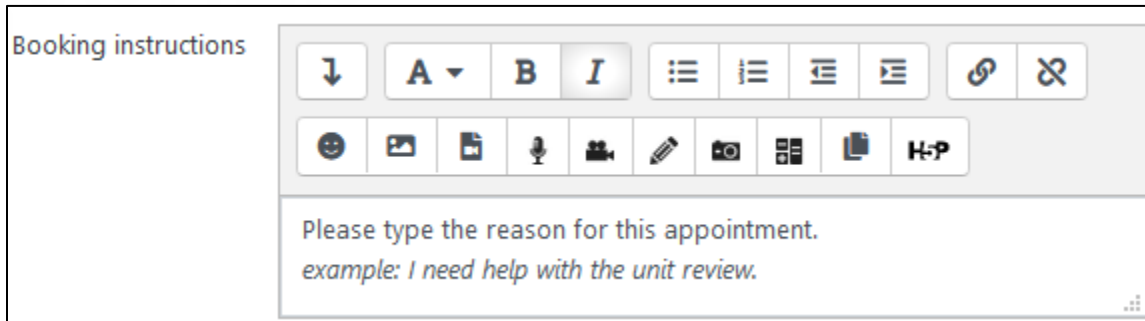
16. If a **Grade Type** is selected, complete the rest of the **Grades** section, including **Grade to Pass** and **Grading Strategy**. The **Strategy** refers to how the grade should be recorded if the scheduler allows for several graded appointments.

Note: In the **Booking form and student-supplied data** section, an additional set of criteria for the meeting can be presented to the learners before they submit their appointment request.

17. If **No** is chosen for **Use booking form**, then click on the **Save and Display** button.

18. If **Yes** is chosen for **Use booking form**, the section becomes active.

19. In the **Booking instructions** text field, type instructions for the learners.

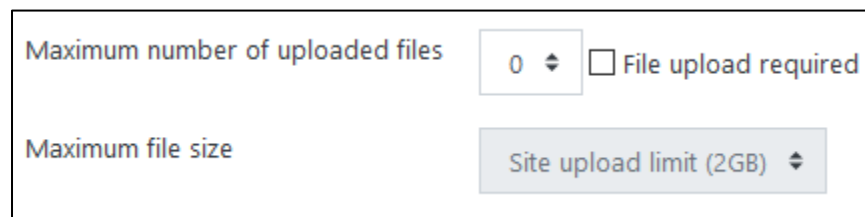


The screenshot shows a text editor for 'Booking instructions'. The toolbar includes icons for bold, italic, list, link, unlink, smiley, image, file, microphone, video, text, camera, table, insert, and help. Below the toolbar, there is a text area with the prompt: 'Please type the reason for this appointment. example: I need help with the unit review.'

Note: Usually, this is a prompt to the learner to provide some information about the reason for the appointment booking.

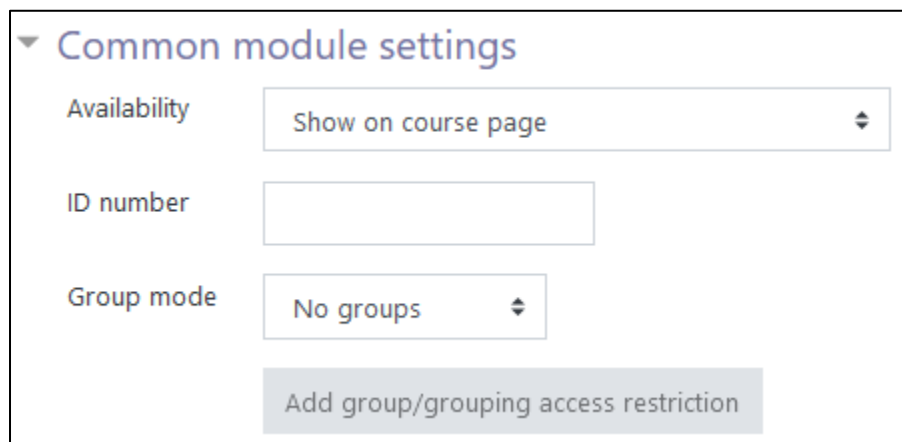
20. Choose **No**, **Yes**, **optional for student** or **Yes, student must enter a message** in the **Let students enter a message** drop-down.

21. Choose the limit on number of files that learner can upload with the meeting request in the **Maximum number of uploaded files** drop-down.



The screenshot shows two settings: 'Maximum number of uploaded files' with a dropdown menu set to '0' and a checkbox for 'File upload required' which is unchecked; and 'Maximum file size' with a dropdown menu set to 'Site upload limit (2GB)'.

Note: Settings in the Common module section are common to many Moodle activities and resources.

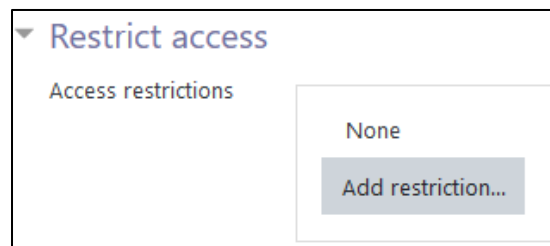


The screenshot shows the 'Common module settings' section. It includes three settings: 'Availability' with a dropdown menu set to 'Show on course page'; 'ID number' with an empty text input field; and 'Group mode' with a dropdown menu set to 'No groups'. Below these settings is a button labeled 'Add group/grouping access restriction'.

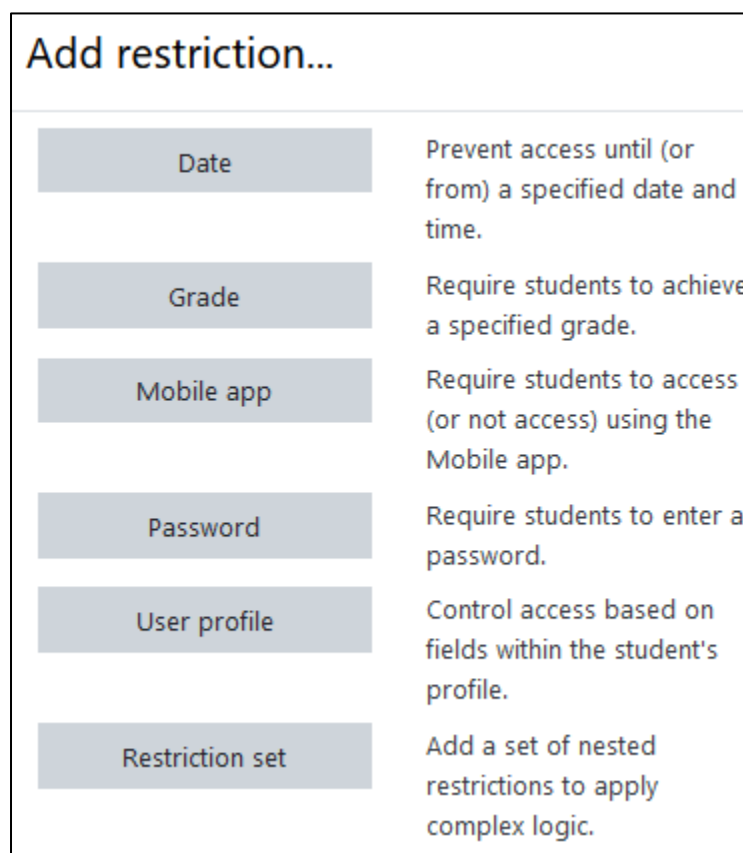
22. The **Availability** setting is used to Show/Hide the activity. This is identical to using the Show/Hide icons when the Turn editing on function is enabled on a course home page.

23. The **ID Number** setting sets an ID number for advanced use of the grade book. (This is not used in the LINC courseware.)
24. The **Group mode** setting enables the use of groups. (More information is available in the Groups documentation in the Stage 3 Course Management section.)
25. The **Grouping** option enables the use of groupings (a collection of groups).

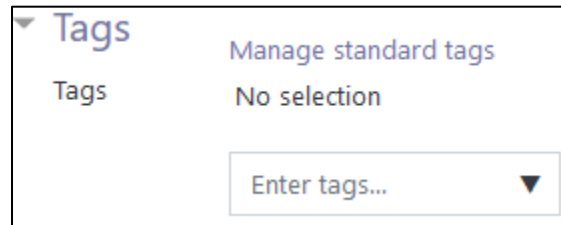
Note: Settings in the **Restrict access** section can be used to limit access to the activity. (More information is available in the **Conditional Release** section of the Stage 3 Course Management section.)



26. Click on the **Add restriction...** button to display the **Add restriction...** pop up.



27. The **Tags** section can be used to add keywords to the assignment.



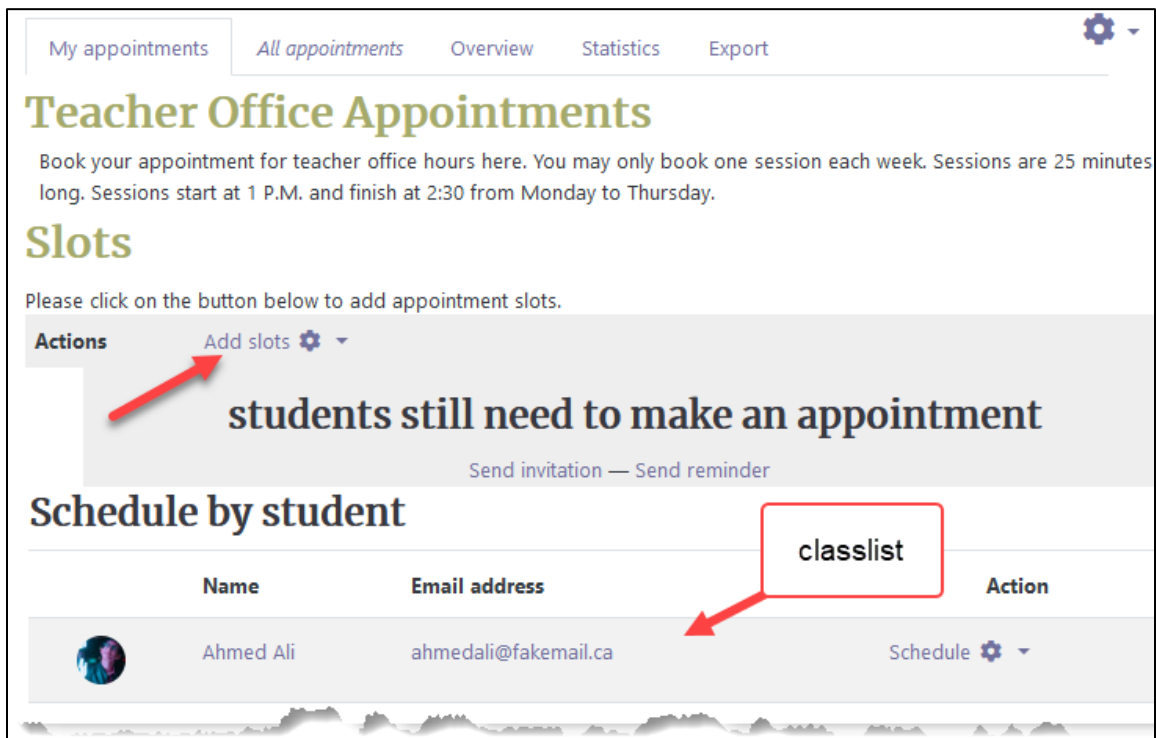
▼ Tags Manage standard tags
Tags No selection
Enter tags... ▼

28. Click on the **Save and display** button to save/update the activity or click the **Save and return to course button**.

Save and return to course

Save and display

Note: If the **Save and display** button is chosen, the **Scheduler** screen appears.



My appointments All appointments Overview Statistics Export ⚙️

Teacher Office Appointments

Book your appointment for teacher office hours here. You may only book one session each week. Sessions are 25 minutes long. Sessions start at 1 P.M. and finish at 2:30 from Monday to Thursday.

Slots


Please click on the button below to add appointment slots.

Actions Add slots ⚙️ ▼

students still need to make an appointment

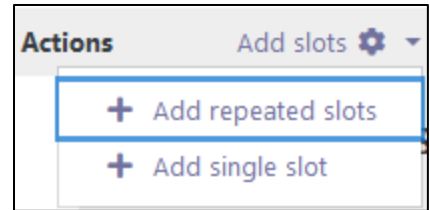
Send invitation — Send reminder

Schedule by student

Name	Email address	Action
 Ahmed Ali	ahmedali@fakemail.ca	Schedule ⚙️ ▼

29. Click on the **Add slots** link.

30. From the drop-down, choose either **Add repeated slots** or **Add single slot**.



31. Choose the option **Add repeated slots** to set up an appointment schedule.

Note: The **Add repeated slots** screen appears.

32. Choose a start **Date**.

33. Check the **Enable** checkbox in the setting **Repeat time slots until**.

34. Choose an end date in the setting **Repeat time slots until**.

35. Check the days of the week for appointment beside **Add appointments on**.

36. Set a **Time range** for the appointments.

The image shows the 'Add repeated slots' configuration screen. It includes the following fields and options:

- Date:** 19, November, 2020
- Repeat time slots until:** 18, December, 2020, with an **Enable** checkbox.
- Add appointments on:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
- Time range:** From: 13:00 To: 14:30

37. Choose **Yes** in the **Divide into slots** drop-down.

Note: This automatically parses the appointments based on your criteria.

The image shows the 'Divide into slots' configuration screen with the following settings:

- Divide into slots?** Yes
- Duration:** 25 minutes per slot
- Break between slots:** 5 minutes
- Force when overlap?** No
- Maximum number of students per slot:** 1, with an **Enable** checkbox.

38. Input a number of minutes per slot in the **Duration** textbox.

Note: This was already set but can be revised at this point.

39. If a break is necessary, type a number of minutes in the **Break between slots** textbox.

40. Choose **No** in the **Force when overlap**.

Note: This ensures that the existing appointments will not be removed.

41. The **Maximum number of students per slot** can be **enabled** to set a specific limit of students per slot. If it is **disabled** there is no limit to the number of students who can attend the appointment.

42. Type a location in the **Location** textbox. **Note:** This can be a virtual address.

Location	Zoom Meeting: 953 5991 0639
----------	-----------------------------

43. Choose the instructor in the **Instructor** drop-down.

instructor	John Allan ▾
------------	--------------

44. Set a time using the **Display slot to students from** drop-down.

45. Set a time using the **Email a reminder** drop-down from **Never** to **Six weeks before slot**.

46. Click on the **Save Changes** button.

Note: The appointment page appears with the slots and break times in order.

Teacher Office Appointments

Book your appointment for teacher office hours here. You may only book one session each week. Sessions are 25 minutes long. Sessions start at 1 P.M. and finish until 2:30 from Monday to Thursday.

Slots

You can add additional appointment slots at any time.

Actions Add slots ⚙️ ▾ Delete slots ⚙️ ▾

	Date	Start	End	Location	Students	Action
<input type="checkbox"/>	Thursday, 19 November 2020	1:00 PM	1:25 PM			
<input type="checkbox"/>		1:30 PM	1:55 PM			
<input type="checkbox"/>		2:00	2:25			

Note: After a learner requests an appointment, they appear in the **slot** they have requested.

Teacher Office Appointments

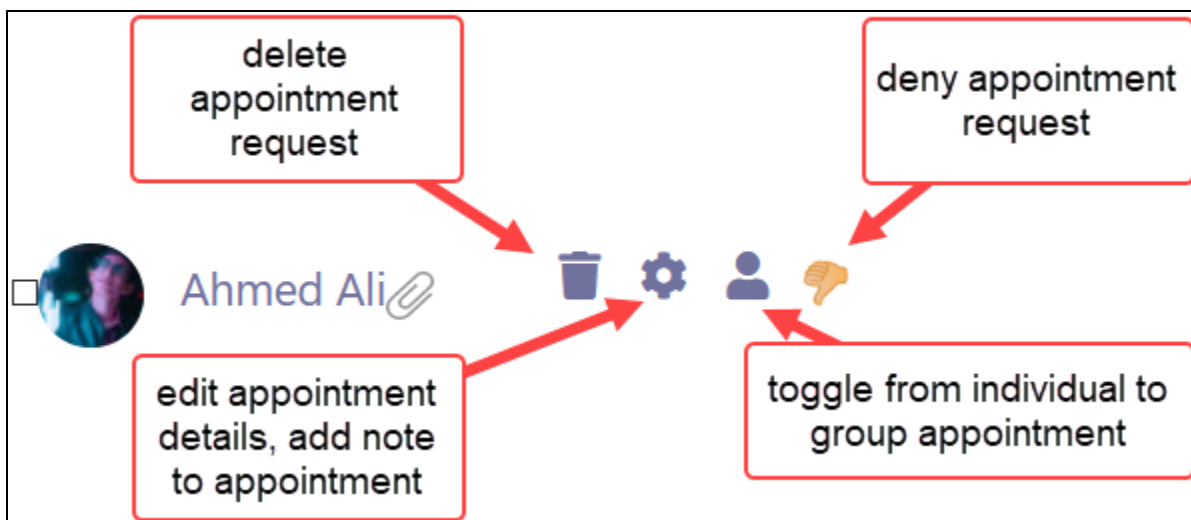
Book your appointment for teacher office hours here. You may only book one session each week. Sessions are 25 minutes long. Sessions start at 1 P.M. and finish at 2:30 from Monday to Thursday.

Slots

You can add additional appointment slots at any time.

Actions		Add slots	Delete slots			
Date	Start	End	Location	Students	Action	
<input type="checkbox"/> Monday, 21 December 2020	1:00 PM	1:25 PM				
	1:25 PM	1:50 PM				
	1:50 PM	2:15 PM				
<input type="checkbox"/> Tuesday, 22 December 2020	1:00 PM	1:25 PM		<input type="checkbox"/> Ahmed Ali		
	1:25 PM	1:50 PM				

Note: As an instructor you can manage the appointment request using these icons.



In addition, if the send **Notifications** option was selected, you will receive an email from the **Scheduler**.

LINC 3-4 (J_A)(Avenue): New appointment

Ahmed Ali (via Avenue) 9:41 AM (19 minutes ago)
to me ▾

An appointment has been applied for on 22 December 2020 at 1:00 PM,
by the student [Ahmed Ali](#) for the course:

LINC 3-4 (J_A)(Avenue): [LINC 3-4 \(J_A\)\(Avenue\)](#)

using the scheduler titled "[Teacher Office Appointments](#)" on the website: [Avenue](#).

Scheduler Links

[Moodle Documents: Scheduler](#)

<https://docs.moodle.org/310/en/Scheduler_module>