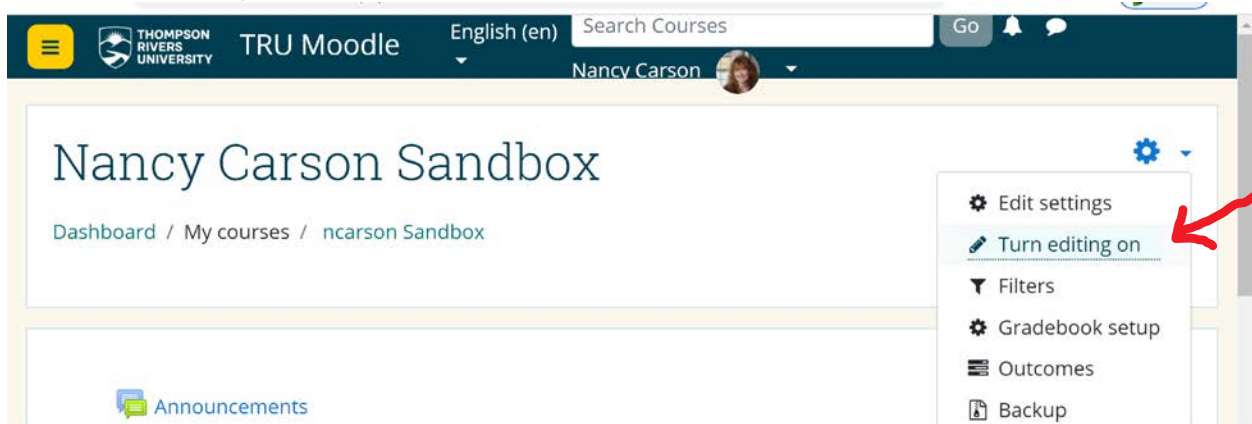


The **Scheduler module** helps you to schedule one-on-one appointments with all your students. You specify the periods during which you are available to see the students and the length of each appointment. The students then book themselves into one of the available timeslots. The module also lets you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

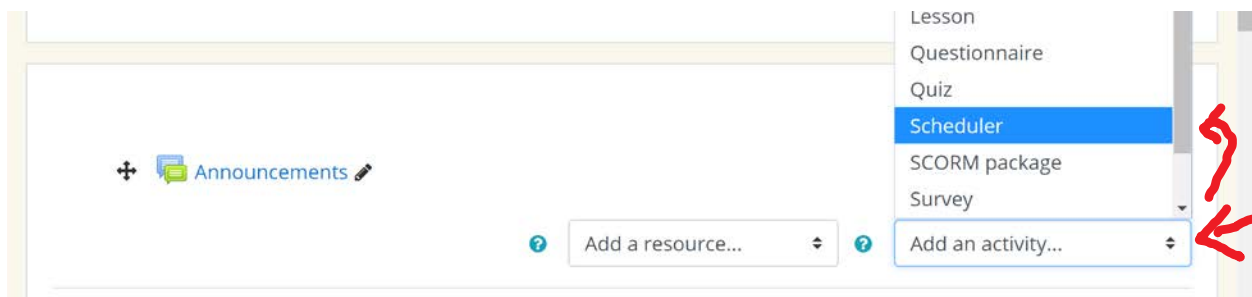
Note that you have to set different office hours for each Moodle course.

Here's how to add it to your Moodle course:

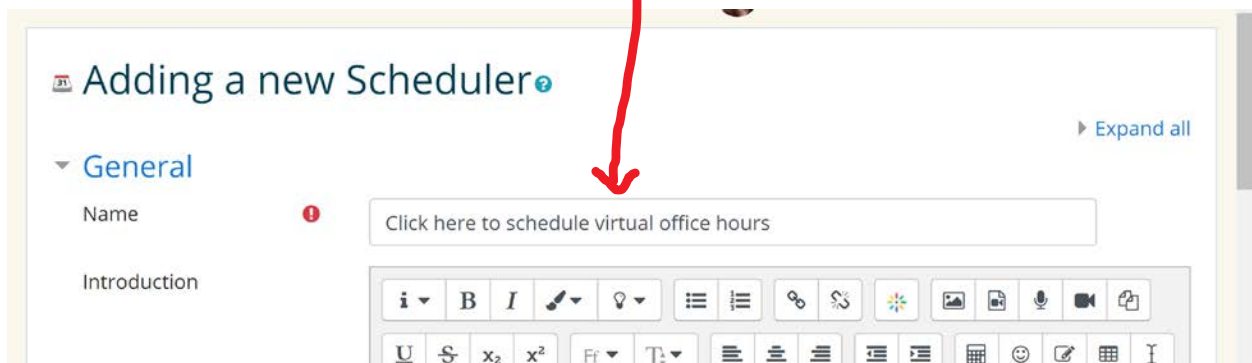
Step 1: Turn editing on



I am going to add the scheduler to my announcement section. Click on "Add an activity and scroll down to Scheduler and click on it.



The following will appear. You can add a name, I'm using "Click here to schedule virtual office hours"



Scrolling down you will be given options: For Role name of the teacher, put your name or the name of the person who will be meeting with the students.

Mode is important. Suppose that you are setting up your office hours for the **entire term**. (instructions on this later) The default setting below is: students can register "1" appointment "in this scheduler". This would mean that the students could only make one appointment the entire term. Instead you may want the student to make "1" appointments "at a time", in which case you would click on "in this scheduler" and change it to "at a time" Now the student can make another "1" appointment, but only after their first appointment has been marked "seen" by you. (more on "seen" by you later). You can of course change the number 1 to some other number, if you would like the students to be able to book more than 1 appointment at a time.

The screenshot shows a settings panel with the following options:

- Options**
 - Role name of the teacher: [Empty text box]
 - Mode: Students can register 1 appointment(s) in this scheduler **X**
 - Booking in groups: No
 - Guard time: 0 minutes [Enable checkbox]
 - Default slot duration: 15
 - Notifications: No
 - Use notes for appointments: Appointment note, visible to teacher and student
- Grade**

Check out the "?". I have added the "?" content to the table below. I'm going go ahead with Students can register 2 appointment at a time. I'll keep the default for the next two options. I'd like an email notification, so I'll change that to yes, and change Use of notes for appointments.

? for Mode	? for Booking in groups	? Guard time	? Notifications
<p>You may choose here some variants in the way appointments can be taken.</p> <ul style="list-style-type: none"> • "n appointments in this scheduler": The student can only book a fixed number of appointments in this activity. Even if the teacher marks them as "seen", they will not be allowed to book further meetings. The only way to reset ability of a student to book is to delete the old "seen" records. • "n appointments at a time": The student can book a fixed number of appointments. Once the meeting is over and the teacher has marked the student as "seen", the student can book further appointments. However the student is limited to n "open" (unseen) slots at any given time. 	<p>Allow students to book a slot for all members of their group. (Note that this is separate from the "group mode" setting, which controls the slots a student can see.)</p>	<p>A guard time prevents students from changing their booking shortly before the appointment.</p> <p>If the guard time is enabled and set to, for example, 2 hours, then students will be unable to book a slot that starts in less than 2 hours time from now, and they will be unable to drop an appointment if it start in less than 2 hours.</p>	<p>When this option is enabled, teachers and students will receive notifications when appointments are applied for or cancelled.</p>

Scheduler module - MoodleDocs x Editing Scheduler x Scheduler module - MoodleDocs x +

moodle.tru.ca/course/modedit.php?add=scheduler&type=&course=19840§ion=0&return=0...

THOMPSON RIVERS UNIVERSITY TRU Moodle English (en) Search Courses Go Paused

Nancy Carson

Options

Role name of the teacher Nancy Carson

Mode Students can register 2 appointment(s) at a time

Booking in groups No

Guard time 0 minutes Enable

Default slot duration 15

Notifications Yes

Use notes for appointments Confidential note, visible to teachers only

Grade

Now, scroll to the bottom and click "Save and display". The next screen that will come up allows you to add the timing of your scheduler. See below. (note that my chosen 'Name' for the scheduler appears at the top here. Yours will be whatever you chose. I only have one student enrolled in my Moodle sandbox. You should have your student roster if you scroll down.)

On this page, you must click "add slots: and chose "Add repeated slots"

My appointments All appointments Overview Statistics Export

Click here to schedule virtual office hours

Slots

Please click on the button below to add appointment slots.

Actions Add slots

- + Add repeated slots
- + Add single slot

Students still need to make an appointment

Send invitation — Send reminder

Schedule by student

Name	Email address	Action
Shannon Bremley	bremley113@mtsu.ca	Schedule

The following default choices will appear for you to set up the timing. I'm setting it up for the **entire term** (done on May 4 and showing only the default for the top half):

The screenshot shows the 'Add repeated slots' form in Moodle. The form is titled 'Add repeated slots' and includes the following fields and options:

- Date:** 4 May 2020
- Repeat time slots until:** 4 May 2020 (with an 'Enable' checkbox)
- Add appointments on:** Monday, Tuesday, Wednesday, Thursday, Friday (all checked); Saturday, Sunday (unchecked)
- Time range:** From: 00:00 To: 00:00
- Divide into slots?:** Yes
- Duration:** 15 minutes per slot
- Break between slots:** 0 minutes
- Force when overlap:** No

Be careful setting up this setting, because changing the choices in here is a bit of a hassle.

Here are my choices: I'll set up starting May 5, (has to be after the current time) and repeat time slots until (click enable to insert end time) July 5, on Tuesdays and Thursdays (unclick the other days) from 2 pm to 3:30 pm. (don't forget it is a 24 hour clock, otherwise your meetings will be set for 2 am).

Keep the divide into slots as yes.

"Duration". I'll keep to 15 minutes and "Break between slots", I'll add a 5 minute giving me some flexibility run overtime, to add notes, or whatever.


"?" Force when overlap	"?" Max. number of students per timeslot.
This is relevant when you are added more time slots later and your new slots overlap existing slots. If you choose Yes, the overlapping existing slots will be deleted and the new slots created. If 'No', the overlapping existing slots are kept and the new slots will not be created.	The default is enable and "1" Setting a limit of, e.g., 3 will mean that up to three students can book into that slot. If disabled, any number of students can book the slot with no upper limit.


"Location" would be your office. For now, you may want to indicate BigBlueButton or whatever you are using for virtual meetings.

“Display spot to students from” I choose the default “now” meaning the appointment times for the whole time period (until July in my case) is available to students to book. If you would prefer that a only a few weeks are available at a time, you can choose anything from ‘1 day before the slot’ to ‘6 weeks before the slot’.

“Email a reminder”: I’ll add an email reminder “1 day before”

Add repeated slots

Date 

Repeat time slots until  Enable


Add appointments on Monday Tuesday Wednesday Thursday Friday Saturday Sunday


Time range From: To:


Divide into slots?



Duration minutes per slot

Break between slots minutes

Force when overlap 


Maximum number of students per slot  Enable

Location 

Nancy Carson  

Display slot to students from



Email a reminder



















There are required fields in this form marked  .

[← Announcements](#)


After you are comfortable with your choices, click save changes. The following should appear allowing students can make appointments:

You can add additional appointment slots at any time.





Actions [Add slots](#)  ▾
[Delete slots](#)  ▾





Date	Start	End	Location	Students	Action
<input type="checkbox"/> Tuesday, 5 May 2020	2:00 PM	2:15 PM	BigBlueButton link (whatever you use)		  
<input type="checkbox"/>	2:20 PM	2:35 PM	BigBlueButton link (whatever you use)		  
<input type="checkbox"/>	2:40 PM	2:55 PM	BigBlueButton link (whatever you use)		  
<input type="checkbox"/>	3:00 PM	3:15 PM	BigBlueButton link (whatever you use)		  
<input type="checkbox"/> Thursday, 7 May 2020	2:00 PM	2:15 PM	BigBlueButton link (whatever you use)		  
<input type="checkbox"/>	2:20 PM	2:35 PM	BigBlueButton link (whatever you use)		  


Here's what my scheduler looks like on my mail page of my course:

Nancy Carson Sandbox  ▾


[Dashboard](#) / [My courses](#) / [ncarson Sandbox](#)

  [Announcements](#)  [Edit](#) ▾ 

  [Click here to schedule virtual office hours](#)  [Edit](#) ▾ 





What if you want to make changes? Click on your scheduler on your course page: (not the edit). This will bring up your schedule. I have selected Delete slots where you can "delete selected slots (if you are only changing a couple), "Delete my unused slots" (if some are booked) or "Delete all my slots" if you want to make major changes. After deleting all your slots, then click "Add slots" and "add repeated slots" and make your selections as on page 4.




My appointments [All appointments](#) [Overview](#) [Statistics](#) [Export](#)  ▾







Click here to schedule virtual office hours

Slots

You can add additional appointment slots at any time.


Actions [Add slots](#)  ▾
[Delete slots](#)  ▾

-  Delete selected slots
-  Delete my unused slots
-  Delete all my slots

	Start	End	Location	Students	Action
<input type="checkbox"/>	2:00 PM	2:15 PM			  
<input type="checkbox"/>	2:20 PM	2:35 PM			  

When a Student books an appointment, their name and photo appears in the schedule. (I switched role to student and booked an appointment that is why it is my name and picture) The thumbs down allows you to revoke the appointment. If you click the edit cog, you can add notes. Once the student has had their appointment be sure to click the seen box beside their name

The screenshot shows a web interface for managing virtual office hours. At the top, there are navigation tabs: "My appointments" (highlighted in teal), "All appointments", "Overview", "Statistics", and "Export". A settings gear icon is in the top right. Below the tabs is a heading "Click here to schedule virtual office hours" and a sub-heading "Slots". A message states "You can add additional appointment slots at any time." Below this is an "Actions" bar with "Add slots" (with a gear icon) and "Delete slots" (with a gear icon). The main content is a table with columns: "Date", "Start", "End", "Location", "Students", and "Action".

Date	Start	End	Location	Students	Action
<input type="checkbox"/> Tuesday, 5 May 2020	4:53 PM	5:08 PM	BigBlueButton	<input type="checkbox"/>  Nancy Carson	<input type="checkbox"/> ⚙️ 👤 🗨️
<input type="checkbox"/> Thursday, 7 May 2020	2:00 PM	2:15 PM	BigBlueButton		<input type="checkbox"/> ⚙️ 👤

Red annotations include a large bracket on the right side of the interface, an arrow pointing to the "Students" column header, a circle around the "seen" checkbox for the first appointment, and an arrow pointing to the action icons for the first appointment.