Scheduler - Manage Consultation Hours

The Moodle activity **Scheduler** can be used to organize student office hours (until now only the activity vote was available, which is less suitable for this purpose).



Course owners specify time slots for meetings, participants then choose one (or more) of them. Course owners can enter results of a meeting in the scheduler (e.g. assessment of a test in lab experiments).

Group scheduling is supported. One possibility is to create the scheduler for **booking in groups** (one person books for his/her group). Another possibility is to create time slots and set the **maximum number of participants per time slot**.

It is conceivable to arrange appointments for:

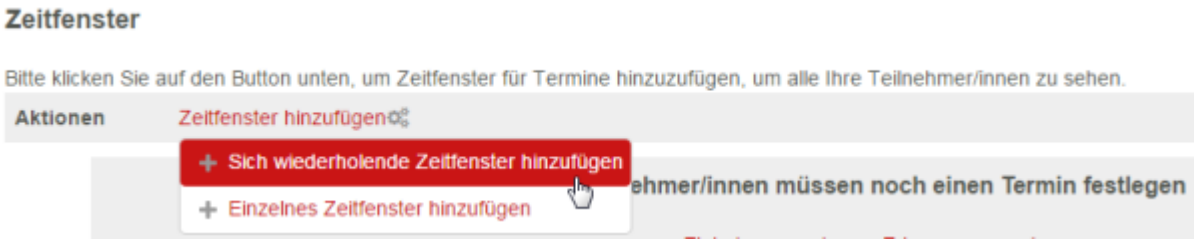
- Consultation hours
- exam inspections
- Lab registrations (if necessary with evaluation)
- Appointment registrations in general

Add scheduler to course room

1. **Turn on editing**
2. **Add material or activity** click
3. **click scheduler* and confirm with** add**
4. Enter your data (the name is mandatory) and save it

Tip: Click the question mark icons for help with each option. Next, the appointments are set up. Appointment series or individual appointments can be created.

Set up appointment series



For a series of appointments, select *Add repeating time slots*.

1. Select *add time window* and then *add repeating time windows*.
2. Select the date range in which you want the appointments to be located.
3. Select the time range (time) for the appointments.
4. Set the *force on overlap* option to *No* to avoid appointment clashes with any existing appointments.
5. You can specify a *location* for the appointment.
6. If there are several „Teachers“ in the course room, you can select a contact person for the

appointment.

You can also reject booked appointments later. The corresponding time slot will then be free again.

Set up single appointments

For a single appointment, select the Add single time slot option. The settings are similar to those for Add repeating time slots (see above, „Setting up series of appointments“.

More documentation on the Moodle scheduler

Documentation at moodle.org: https://docs.moodle.org/en/Scheduler_module

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