

# Scheduler

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

### Zeitfenster

Bitte klicken Sie auf den Button unten, um Zeitfenster für Termine hinzuzufügen, um alle Ihre Teilnehmer/innen zu sehen.



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](https://docs.moodle.org/en/Scheduler_module)

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