

Scheduler - Manage office hours

The Moodle activity “**Scheduler**” can be used to organize student office hours (until now only the activity [Choice](#) 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 possible 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 “**Edit mode**”.
2. “**Add an activity or resource**”.
3. Click on “**Scheduler**”.
4. Enter your data (the name is mandatory) and save it.

Tip: Click on the question mark icons to get help for the respective options. Next, the appointments are set up. You can create a series of appointments or individual appointments.

Set up appointment series

Slots

Please click on the button below to add appointment slots.

The screenshot shows a grey bar with an 'Actions' label on the left. A red box highlights the 'Add slots' button, which has a gear icon and a dropdown arrow. The dropdown menu is open, showing two options: '+ Add repeated slots' and '+ Add single slot'. Below the bar, there is a large blue text area that says 'Participants still need to make an appointment' and two red links: 'Send invitation' and 'Send reminder'.

For a series of appointments, select “**Add slots**” and then “**Add repeated slots**”.

1. Select “**Add slots**” and then “**Add repeated slots**”.
2. Select the date range in which you want the appointments to be located.
3. Select the time range for the appointments.
4. Set the option “**Force when overlap**” to “**No**” to avoid appointment conflicts 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 “**Add single slot**”. The settings are similar to those for “**Add repeated slots**” (see above, “Set up appointment series”).

More documentation on the Moodle scheduler

Documentation at moodle.org: [Scheduler](#)

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