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).

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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

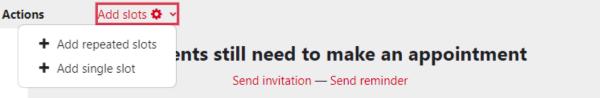
- 1. Turn on "Edit mode".
- 2. "Add an activity or resource".
- 3. Click on "Scheduler".
- 4. Enter your data (the name is mandatory) and save it.

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.



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

From: https://lms-wiki.jade-hs.de/ - LMS-Wiki

Permanent link: https://lms-wiki.jade-hs.de/en/moodle/activities/scheduler/start

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