

## 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

#### 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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