

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.

A screenshot of the Moodle Scheduler interface. At the top, there is a grey bar with the text "Actions" and a button labeled "Add slots" with a gear icon and a dropdown arrow. Below this, a dropdown menu is open, showing two options: "+ Add repeated slots" and "+ Add single slot". In the background, there is a large grey box with the text "Participants still need to make an appointment" and two buttons: "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 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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