

## 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 „**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: [https://docs.moodle.org/en/Scheduler\\_module](https://docs.moodle.org/en/Scheduler_module)

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