

Moodle Quick Start Guide: Scheduling Student Appointments Using the Scheduler

As part of our integration with Banner, we have created a “Faculty Advisor” course for all faculty members listed in Banner, and we have added all current advisees to those courses. You can use the Quickmail block in that Faculty Advisor to send an email message to all your advisees, and you can use the Scheduler to allow your advisees to schedule an appointment with you. In this “Quick Start Guide,” we will focus on how to set up those appointment slots for students to use in order to sign up for advising appointments.

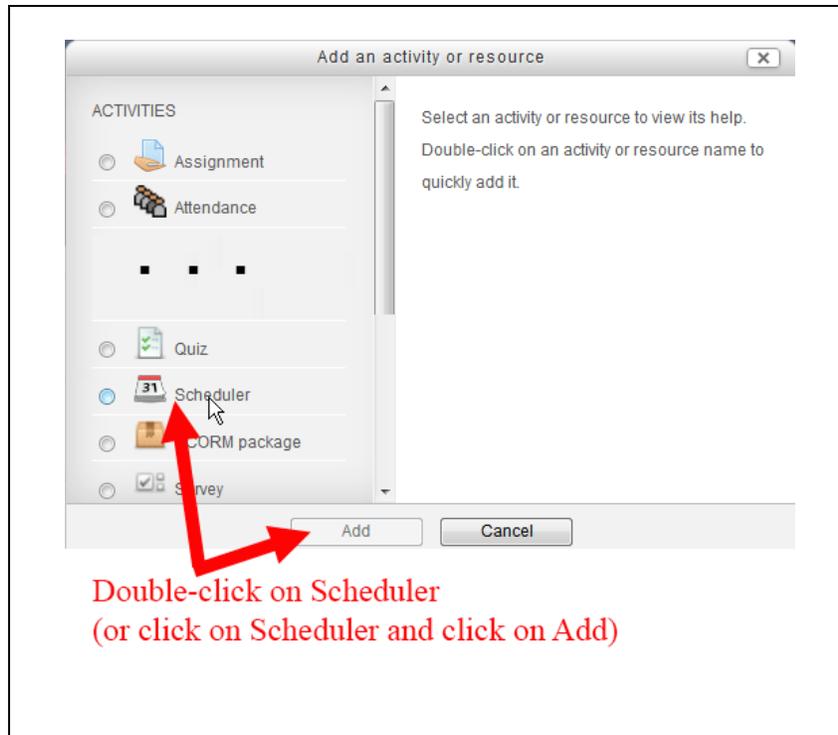
1. Go to our Moodle server at <http://moodle.bucknell.edu>, or use the Moodle link on the internal Bucknell home page at <http://www.bucknell.edu/x19222.xml>.
2. Look for your “Faculty Advisor: : YourLastName, YourFirstName” course under “**Other Courses**” in the **Current Course List** module on the left-hand side of the screen, and click on the link for that course.
3. If the Edit Mode is “off,” click on the Edit Mode button at the top-right of the screen to turn it on:



4. Move your mouse to the bottom-right corner of the topic area where you want to add the appointment scheduler, and click on the link for “Add an activity or resource”:



5. The Scheduler is one of the Activities you can add to a course. Scroll down in the list of activities (ordered alphabetically) until you find “Scheduler,” and double-click on the link (or click on the radio button to the left of Scheduler, and click on the Add button):



6. Add a name for the Scheduler, such as “Advisee Appointments.” Among the options for the Scheduler, you’ll want to check the “Default slot duration” - in other words, the default length of an individual student conference – which is initially set to 15 minutes. You’ll also want to decide if you (and your students) would like an email notification each time an appointment is made or cancelled:

31. Adding a new Scheduler to Topic 1

Name* Advisee Appointments **1. Enter name**

Introduction

Path: p

Role name of the teacher

Mode Students can only register one appointment at a time

Reuse guard time 24 hours

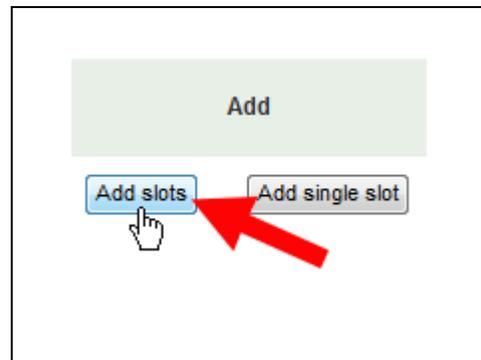
Default slot duration 15 **2. Check default meeting duration**

Grade No grade

Grading strategy Take the mean grade

Notifications Yes **3. Change to “Yes”?**

- Once you are done modifying the settings for the Scheduler, scroll down to the bottom of the page, and click on the **Save and display** button.
- If you accidentally clicked on the “Save and Return to Course” button, Moodle will return you to the main page for your course. Click on the link for the scheduler that you just created. If you clicked on “Save and display,” you’ll be at a page that will allow you to add particular time slots to the Scheduler. To add multiple time slots all at once, click on the “Add slots” button in the middle of the screen:



- On the **Add slots** page, you will need to set up the available appointment times. You may want to change the following settings on that page:
 - Date:** This is the starting date for the appointments. In the image below, we are assuming that the appointments will begin on Monday, February 23.
 - Repeat Time Slot Until:** This is the end date for those appointments. We are assuming (for this example) that appointments will end on Friday, February 27.
 - Add appointments on:** Choose the days of the week when you want appointments. By default, all weekdays are selected, so you’ll need to de-select the days that you **don’t** want.
 - Start time** and **End Time:** As their names suggest, the start time is the time when you want the initial appointment to begin, and the end time is when you want the final appointment to end. Moodle uses “military time,” so in our example below, we are assuming that appointments will begin at 1 PM (choosing 13:00 as the Start time) and will end at 4:00 PM (choosing 16:00 as the End time).
 - Duration:** This gives you another opportunity to specify how long each appointment should last.
 - Location:** If you specify your office location, it will appear on the Scheduler when students sign up for slots.
 - Email a reminder:** If you’d like, you can set a date when students will be reminded of their appointment. In the image below, we asked Moodle to send a reminder to the student one day before the actual appointment.

Below is a summary of those choices:

Add slots

Date: 23 February 2015

Repeat Time Slot Until: 27 February 2015

Add appointments on:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Start time: 13:00

End time: 16:00

Divide into slots?: Yes

Duration: 15 minutes per slot

Break between slots: 0 minutes

Force when overlap: No

Allow multiple students per slot?: 1

Reuse this slot?: Yes

Location: Leslie's Office

Teacher*: Leslie Harris

Display appointment to students from: Now

Email a reminder: 1 day before slot

[Save changes](#) [Cancel](#)

10. After you have clicked on that “Save changes” button, Moodle will display a list of the available appointments. Your students will be able to click in a radio button to select a particular appointment, and when you click on the link for the particular Scheduler, you’ll be able to see the slots students have selected.
11. The “Save seen” link under a student’s name is supposed to indicate that you have seen the student. A “volatile” slot (from the perspective of the Scheduler) is one that disappears if a student cancels his/her appointment. In general, you *don’t* want the slot to be volatile, since you want to give students the chance to change their mind and open the slot back up for another user.