

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 course 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.

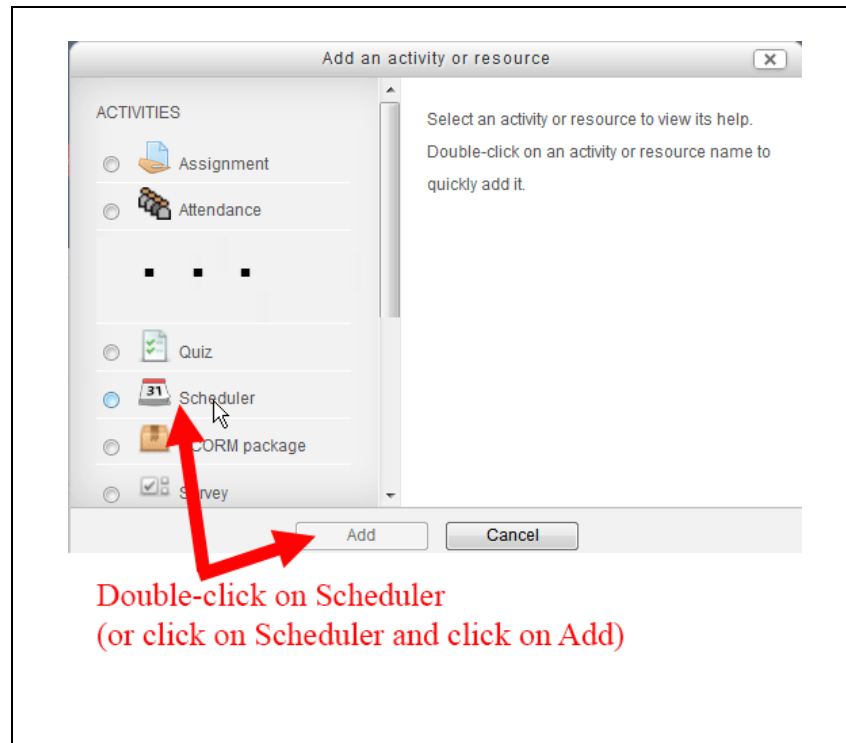
1. Go to our Moodle server at <http://moodle.bucknell.edu>.
2. Look for your “Faculty Advisor: : YourLastName, YourFirstName” course under “**Advising**” in the **Current Course List** module on the right-hand side of the screen, and click on the link for that course.
3. If the Edit Mode is “off,” click on the “Turn editing on” button at the top-right of the screen:



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 Scheduler options, you’ll want to check (and modify, if needed) the “Default slot duration” - in other words, the default length of an individual student conference – which is initially set to 15 minutes:

31 Adding a new Scheduler to Topic 1 ?


Name*
Advisee Appointments  1. Type in a name

Introduction

Role name of the teacher ?


Mode ?
Students can register appointment(s) in this scheduler


Guard time ?
 minutes Enable

Default slot duration ?
  2. Check default appointment duration

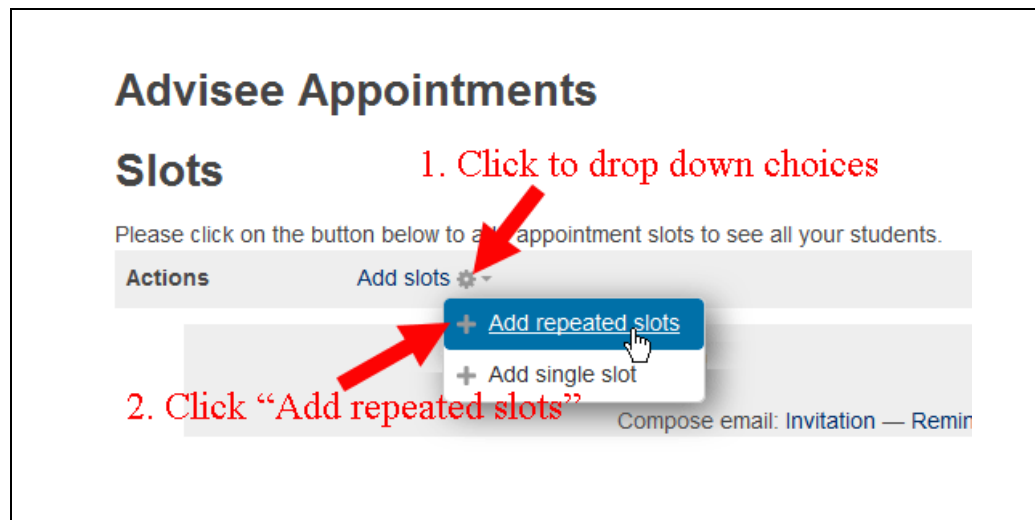
7. You (and your students) may also want to receive an email message when they apply for an appointment slot, so you may want to scroll down to find the “Notifications” option, and change “No” to “Yes”:

Notifications ?

 1. Click to drop down options

 2. Click on “Yes”

8. 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.
9. If you 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 “Add slots” and then “Add repeated slots”:



10. 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, October 26.
 - **Repeat Time Slot Until:** This is the end date for those appointments. We are assuming (for this example) that appointments will end on Friday, October 30.
 - **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.

11. Below are screen captures of the settings you may want to change:
- Add beginning and ending dates for the appointments:

Add repeated slots

Date: 26 October 2015

Repeat time slots until: 30 October 2015 Enable

1. Set begin date

2. Click "Enable"

3. Set end date

Detailed description: This screenshot shows a form titled 'Add repeated slots'. It has two main sections. The first section is 'Date', with three dropdown menus for day (26), month (October), and year (2015), followed by a calendar icon. The second section is 'Repeat time slots until', with three dropdown menus for day (30), month (October), and year (2015), followed by a calendar icon and a checked checkbox labeled 'Enable'. Three red arrows point to these elements: one to the first date dropdown (labeled '1. Set begin date'), one to the 'Enable' checkbox (labeled '2. Click "Enable"'), and one to the third date dropdown (labeled '3. Set end date').

- Deselect the weekdays when you do **not** want appointments:

Add appointments on

Monday

Tuesday

Wednesday

Thursday

Friday

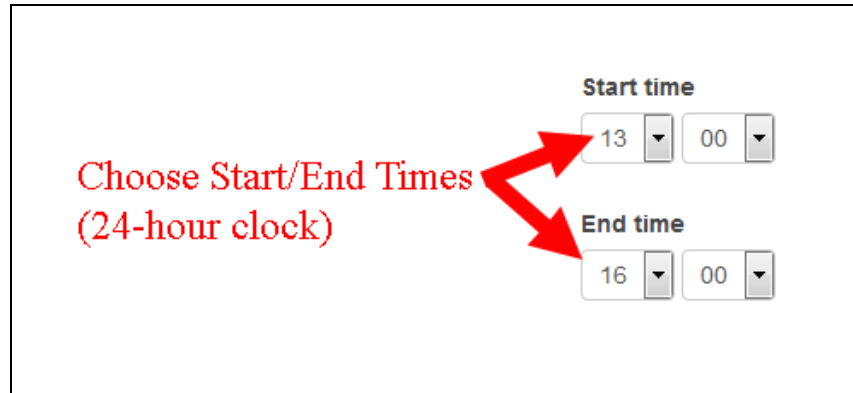
Saturday

Sunday

1. Click to deselect days you don't want

Detailed description: This screenshot shows a list of days of the week under the heading 'Add appointments on'. Each day has a checkbox next to it. Monday, Wednesday, and Friday have checked checkboxes. Tuesday, Thursday, Saturday, and Sunday have unchecked checkboxes. A red arrow points from the text '1. Click to deselect days you don't want' to the Tuesday checkbox.

- c. Choose the start and end times for those appointments:



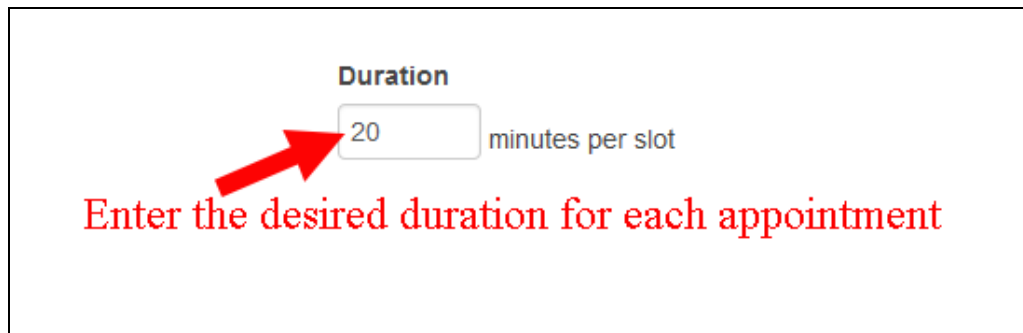
Choose Start/End Times
(24-hour clock)

Start time
13 00

End time
16 00

The screenshot shows a form with two rows of time selection. The first row is labeled 'Start time' and contains two dropdown menus with values '13' and '00'. The second row is labeled 'End time' and contains two dropdown menus with values '16' and '00'. Red arrows point from the text 'Choose Start/End Times (24-hour clock)' to each of the four dropdown menus.

- d. Make sure that the duration of each appointment is what you want. By default, the duration is 15 minutes per appointment:

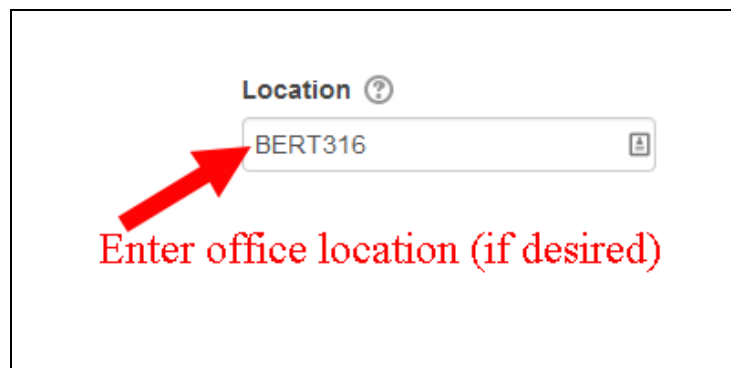


Duration
20 minutes per slot

Enter the desired duration for each appointment

The screenshot shows a form with a single row for duration selection. The label 'Duration' is above a text input field containing the number '20', followed by the text 'minutes per slot'. A red arrow points from the text 'Enter the desired duration for each appointment' to the input field.

- e. Enter your office location (if desired):

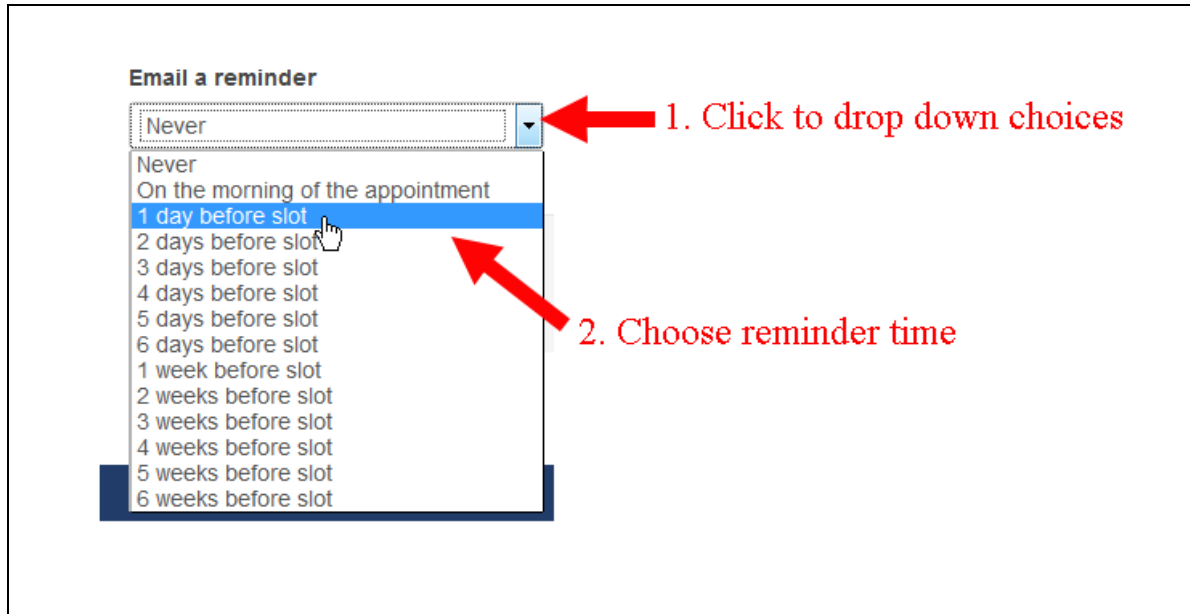


Location ?
BERT316

Enter office location (if desired)

The screenshot shows a form with a single row for location selection. The label 'Location ?' is above a text input field containing the text 'BERT316'. A red arrow points from the text 'Enter office location (if desired)' to the input field.

- f. You can choose to have Moodle send email to your advisees to remind them of the appointment slot that they chose:



12. After you have made all of the settings changes that you need, scroll down to the bottom of the page, and click on the **Save changes** button. Moodle will then 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 to return to the Scheduler you created, you'll be able to see which slots students have selected.