

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.

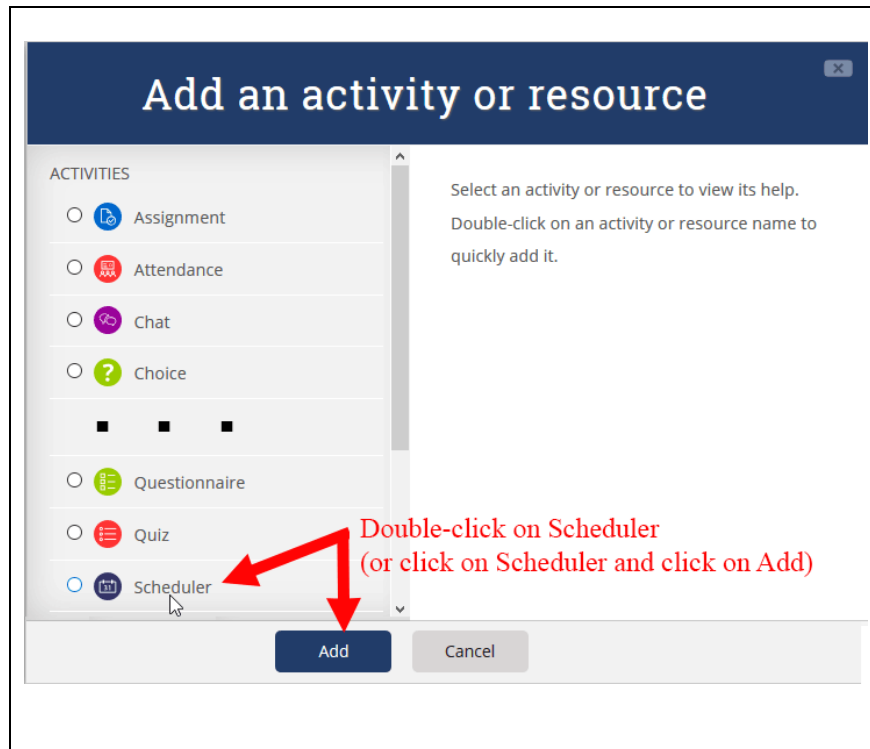
1. Go to our Moodle server at <http://moodle.bucknell.edu>.
2. Look for your “Faculty Advisor: : YourLastName, YourFirstName” course under “**Advising**” in the **Current Course List** module on the right-hand side of the screen, and click on the link for that course.
3. If the Edit Mode is “off,” click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



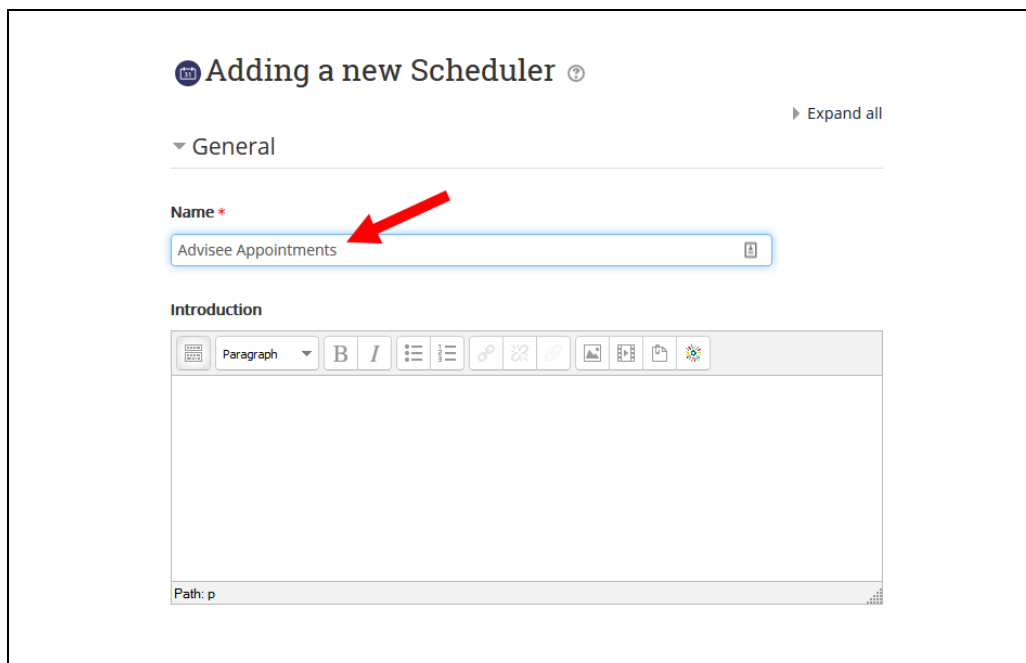
4. Move your mouse to the bottom-right corner of the topic area where you want to add the appointment scheduler, and click on the link for “Add an activity or resource”:



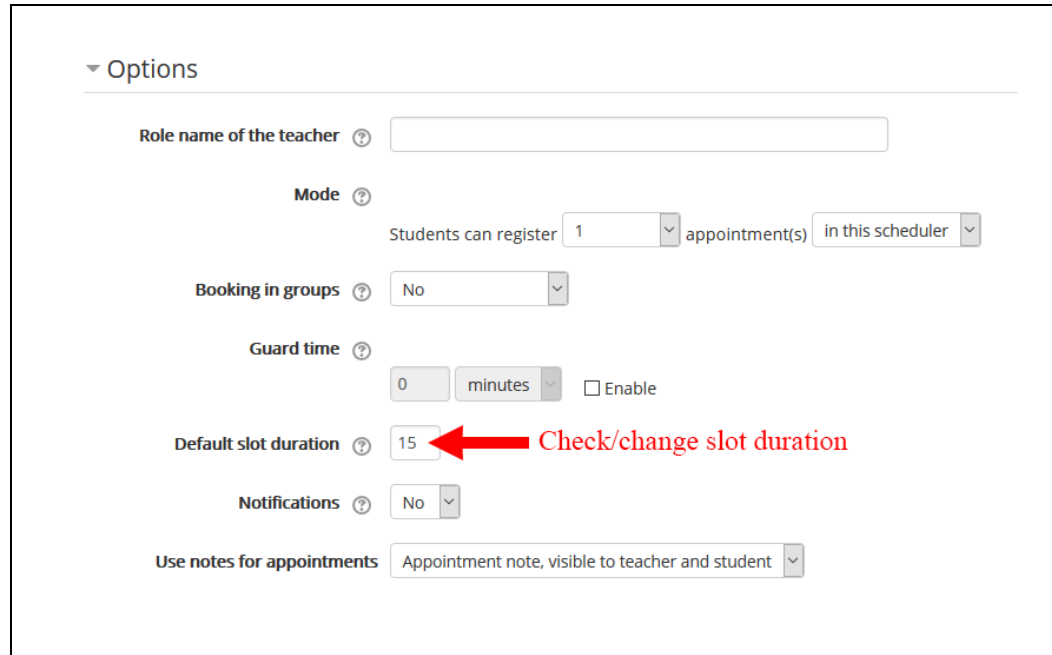
5. The Scheduler is one of the Activities you can add to a course. Scroll down in the list of activities (ordered alphabetically) until you find “Scheduler,” and double-click on the link (or click on the radio button to the left of Scheduler, and click on the Add button):



6. In the General section at the top, 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:



Options

Role name of the teacher

Mode Students can register appointment(s) in this scheduler

Booking in groups

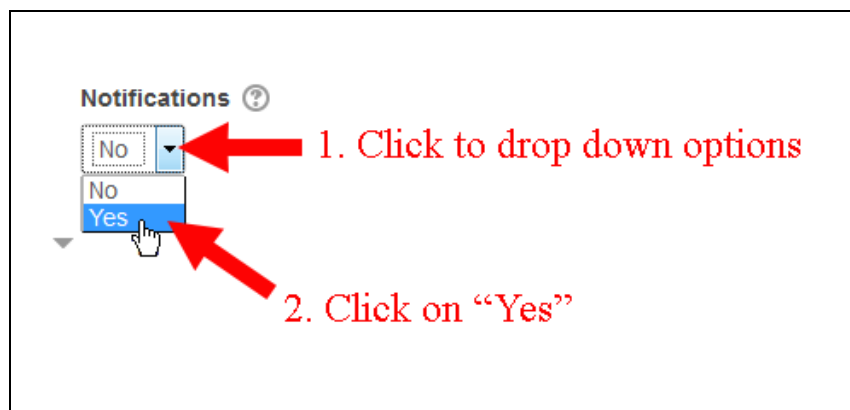
Guard time minutes Enable

Default slot duration **Check/change slot duration**

Notifications

Use notes for appointments

- 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":

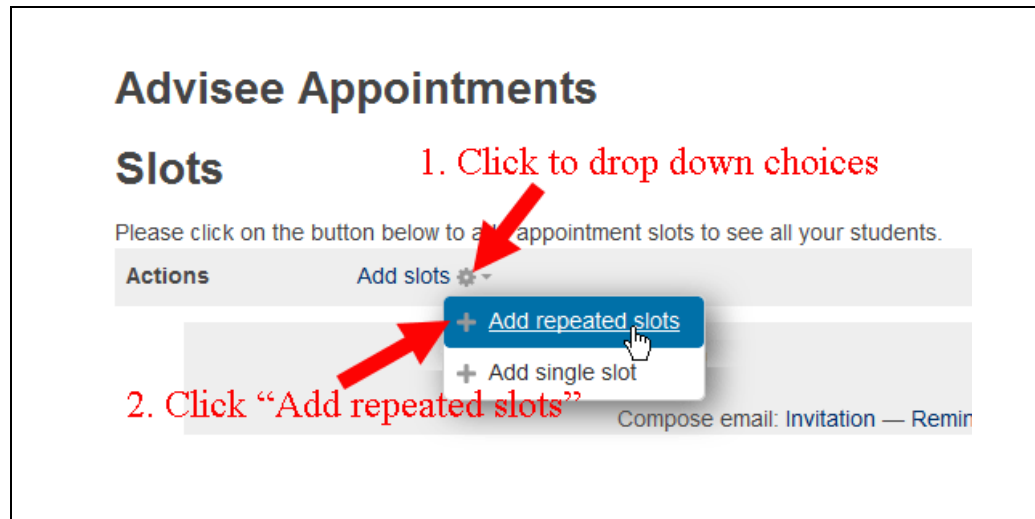


Notifications **1. Click to drop down options**

No
Yes **2. Click on "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 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”:



11. 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 slots 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.
 - **Time range:** For the Time range setting, you need to choose the start time and the end time for the block of appointment times. 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.

12. Below are screen captures of the settings you most likely need to change:
- Add beginning and ending dates for the appointments:

Add repeated slots

Date: 22 October 2018

Repeat time slots until: 26 October 2018 Enable

1. Set begin date

2. Click to enable end date

3. Set end date

Detailed description: This screenshot shows the 'Add repeated slots' configuration page. It features two date pickers. The first, labeled 'Date', is set to 22 October 2018. The second, labeled 'Repeat time slots until', is set to 26 October 2018 and has an 'Enable' checkbox checked. Three red arrows point to these elements with the following labels: '1. Set begin date' points to the first date picker, '2. Click to enable end date' points to the 'Enable' checkbox, and '3. Set end date' points to the second date picker.

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

Add appointments on

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Click to de-select days you don't want

Detailed description: This screenshot shows the 'Add appointments on' section of the scheduler. It contains a row of seven checkboxes corresponding to the days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. All checkboxes from Monday to Friday are checked, while Saturday and Sunday are unchecked. A red arrow points to the Monday checkbox, and another red arrow points to the Thursday checkbox. Below the checkboxes, the text 'Click to de-select days you don't want' is written in red.

- Choose the start and end times for those appointments:

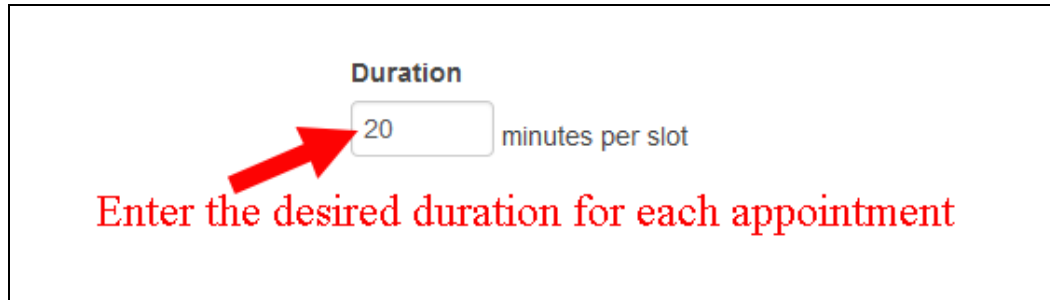
Time range

From: 13:00 To: 16:00

Choose start and end times (24-hour clock)

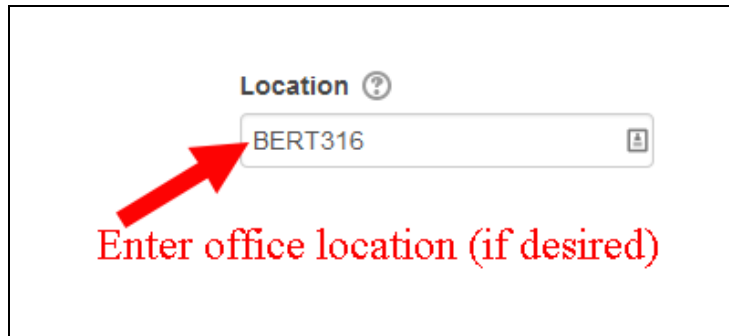
Detailed description: This screenshot shows the 'Time range' configuration section. It includes two time pickers. The 'From' picker is set to 13:00 and the 'To' picker is set to 16:00. Two red arrows point to the hour and minute dropdowns of both pickers. Below the pickers, the text 'Choose start and end times (24-hour clock)' is written in red.

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



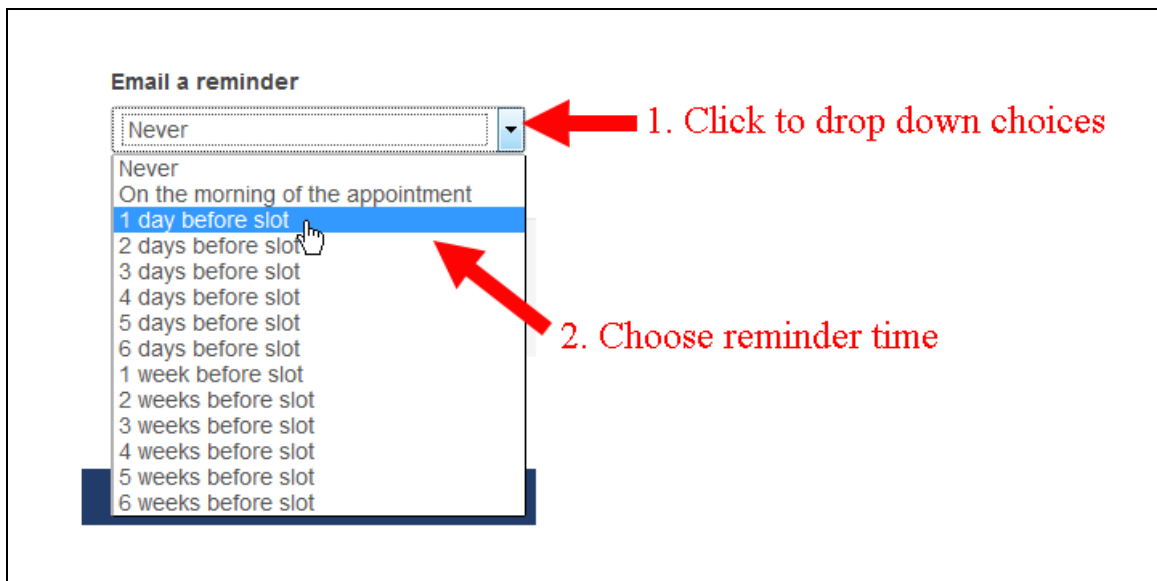
The screenshot shows a form field labeled "Duration" with a value of "20" and the text "minutes per slot" to its right. A red arrow points to the input box. Below the field, red text reads "Enter the desired duration for each appointment".

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



The screenshot shows a form field labeled "Location" with a question mark icon and a value of "BERT316" and a location icon to its right. A red arrow points to the input box. Below the field, red text reads "Enter office location (if desired)".

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








The screenshot shows a dropdown menu titled "Email a reminder" with the current selection "Never". A red arrow points to the dropdown arrow with the text "1. Click to drop down choices". The dropdown menu is open, showing a list of options: "Never", "On the morning of the appointment", "1 day before slot", "2 days before slot", "3 days before slot", "4 days before slot", "5 days before slot", "6 days before slot", "1 week before slot", "2 weeks before slot", "3 weeks before slot", "4 weeks before slot", "5 weeks before slot", and "6 weeks before slot". A red arrow points to the "1 day before slot" option with the text "2. Choose reminder time".

13. 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 confirm the number of slots you have added and display a list of the available appointments. Your students will be able to click in a “Book slot” button to select a particular appointment, and when you click on the link for the Scheduler you created, you’ll be able to see which slots students have selected:

Advisee Appointments

Slots

You can add additional appointment slots at any time.

Actions		Add slots*		Delete slots*	
Date	Start	End	Location	Students	Action
<input type="checkbox"/> Monday, October 22, 2018	1:00 PM	1:15 PM		<input type="checkbox"/>  Abigail Student01	<input type="checkbox"/>    
<input type="checkbox"/>	1:15 PM	1:30 PM			<input type="checkbox"/> 