



## Create a Scheduler activity

The instructor adds the activity to the course and creates appointment slots to which students can sign up. Instructors can add slots individually or in a block of slots for a specified period. You can create more than one slot for a single period, or set up appointments for groups, or set up appointments to repeat at regular intervals.

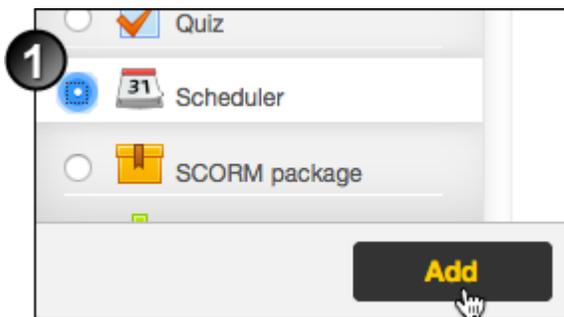
You can create multiple Scheduler activities within a single course. For example, you may set up one Scheduler activity for regular office hours appointments, and another for consultations on research projects, or for group projects.

Scheduler activities can be graded.

There are three steps involved in setting up a Scheduler activity:

### 1. Create a scheduler activity

1. On the course home page, click **Turn editing on** Turn editing on. In the relevant page section, click **Add an activity or resource**, and in the activity chooser select **Scheduler** and click **Add**.



2. On the *Adding a new Scheduler* page, in the **General** section, enter a **Name** for the scheduler activity and some text in the **Introduction**

field explaining how the scheduler activity will be used.

**2** Adding a new Scheduler <sup>?</sup>

**Name\*** Tutor feedback for Assignment 1

**Introduction**

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These are one-on-one student-tutor meetings to discuss formative assessment Assignment 1, and how you could when you come to complete Assignment 1S.

3. Enter the **Role name of the teacher** with whom the students will meet (e.g. Tutor, Grading Tutor, Instructor, Mentor).

**3** Role name of the teacher <sup>?</sup> Tutor

4. Select the scheduling **Mode**.

**4** Mode <sup>?</sup>

Students can register 1 appointment(s) in this scheduler

5. Select the **Guard time** - this refers to the time period where a student cannot book an appointment or drop an appointment.

For example, if set to 2 hours, then students will be unable to book a slot that starts in less than 2 hours time from now, and they will be unable to drop an appointment if it starts in less than 2 hours.

**5** Guard time <sup>?</sup>

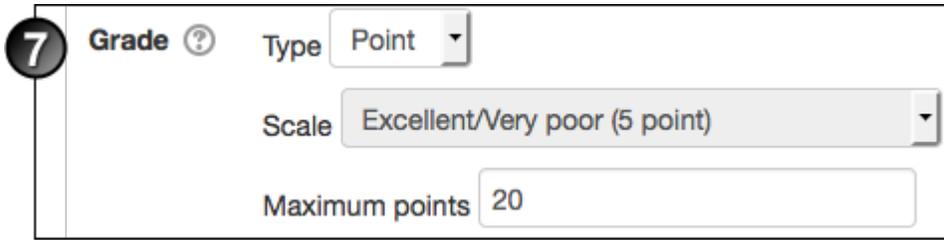
2 hours  Enable

6. Enter the **Default slot duration** (length of appointment) in minutes.

**6** Default slot duration <sup>?</sup> 45

7. Select whether students will receive a **Grade**

for attendance/performance in the activity.



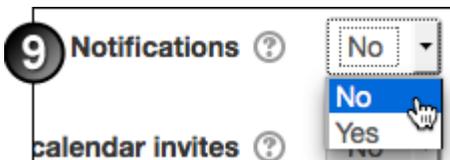
7 **Grade** ? Type **Point** ▾  
Scale **Excellent/Very poor (5 point)** ▾  
Maximum points

8. If you do choose to grade, and this is a Scheduler activity in which several appointments with each student will be graded, select a **Grading strategy**, i.e. whether grades will be aggregated by the mean grade or the highest grade.



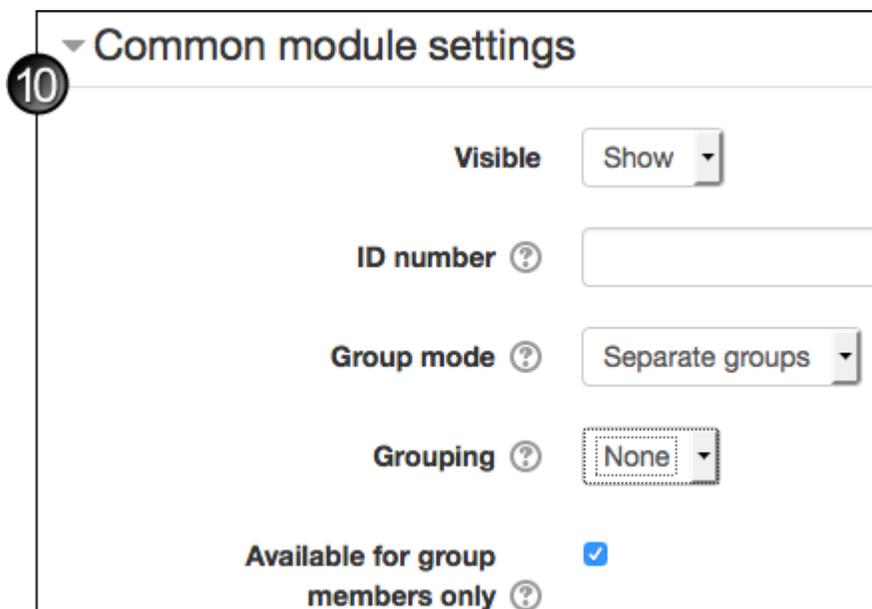
8 **Grading strategy** ? **Take the mean grade** ▾  
Take the mean grade  
Take the highest grade  
Notifications ?

9. Select whether you and your students will be sent **Notifications** when appointments are applied for or cancelled.



9 **Notifications** ? **No** ▾  
No  
Yes  
calendar invites ?

10. Complete the remainder of the page. Is this a group activity?
1. If no, continue to the next step.
  2. If yes, open the **Common module settings** section and select the appropriate **Group mode** and **Grouping** settings. In a Scheduler activity, **Visible** and **Separate** groups behave the same: either the teacher or any student in a group can schedule an appointment on behalf of the group. (If you want set up appointments for both groups and individuals, set up separate Scheduler activities for each.)



10 **Common module settings**

**Visible** **Show** ▾

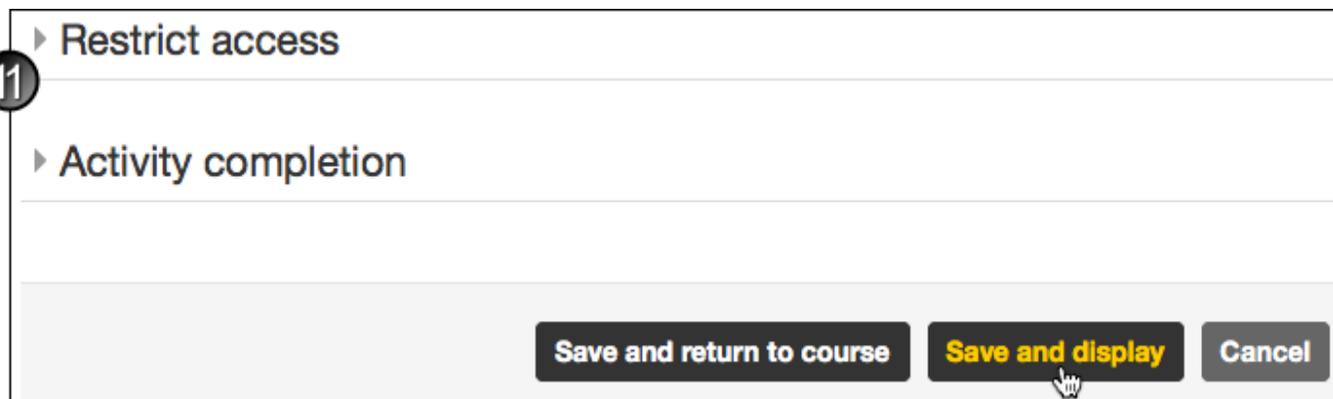
**ID number** ?

**Group mode** ? **Separate groups** ▾

**Grouping** ? **None** ▾

**Available for group members only** ?

11. Click **Save and display** to begin adding time slots.

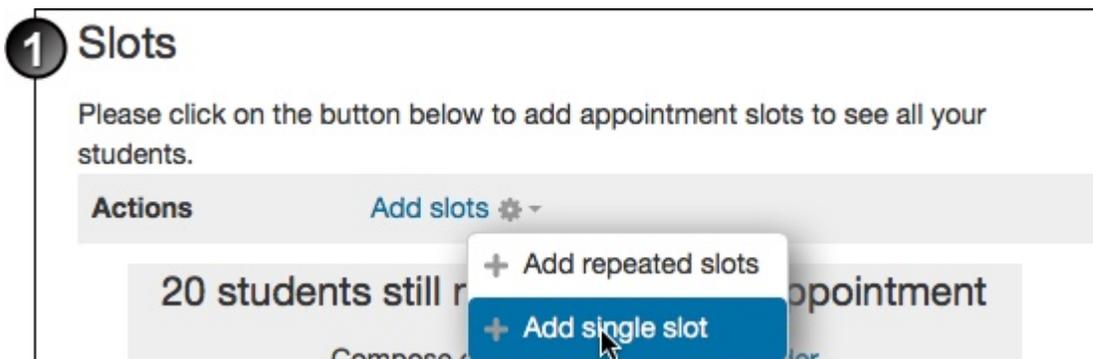


## 2. Add time slots

Once you've created the Scheduler, you can begin adding timeslots to which students will be able to sign up from their *My appointments* page. You can add a single slot, or multiple sets of slots for a single activity - for example, you can add slots for both the Instructor and the Teaching Assistants or Grading Tutors. When booking appointments, students will be able to see which teacher or tutor is assigned to the slot they are signing up to. You can also create repeating blocks of time slots.

### Add a single slot

1. On the scheduler activity's home page, click **Add a single slot**.



2. On the *Add single slot* page:
  - Select the appointment **Date** and time.
  - Enter the **Duration** of the appointment in minutes.
  - Use care when deciding whether to **Ignore scheduling conflicts**.
  - Select whether to **Allow multiple students per slot**, and whether you'll allow a specific or an **Unlimited** number of students to attend per slot.
  - At **Reuse this slot**, if you choose **Yes** the slot will remain in the scheduler even if all appointments

made in it are removed. A *volatile* slot will be automatically deleted if its start date/time is too close to the current date - you can set the guard delay on the *Updating Scheduler* page at **Reuse guard time**.

- Enter a **Location** for the meeting.
- Select the appropriate person for the meeting (who the student is meeting with).
- Select the date from which to **Display appointment to students**, and **Enable** the date fields and enter a date on which to **Email a reminder** to them.
- Add any necessary **Comments**

## 2 Add single slot

### Date

10  December  2015  12  00  

### Duration

45  minutes

### Ignore scheduling conflicts

### Allow multiple students per slot?

1 

### Location

Weston Davey Building,L3,Room 3

### Tutor\*

Dummy01 Instructor01 

### Display appointment to students from

9  December  2015  

### Email a reminder on

10  December  2015    Enable

### Comments

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To give feedback for formative Assignment 1

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3. If you want to pre-define who you are meeting, continue, otherwise click **Save Changes**. In the **Appointment 1** section:
- Select the **Student** to be notified of the meeting.
  - Select the **Grade**, if applicable, that will be awarded for attendance/performance at this meeting.
  - Add any **Notes for appointment** that need to be taken into account.

3

Appointment 1

**Student**

Dummy05 Student05 ▾ Seen  Grade 10 ▾

**Notes for appointment**

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Direct student to Learning Centre resources

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**Add another student**

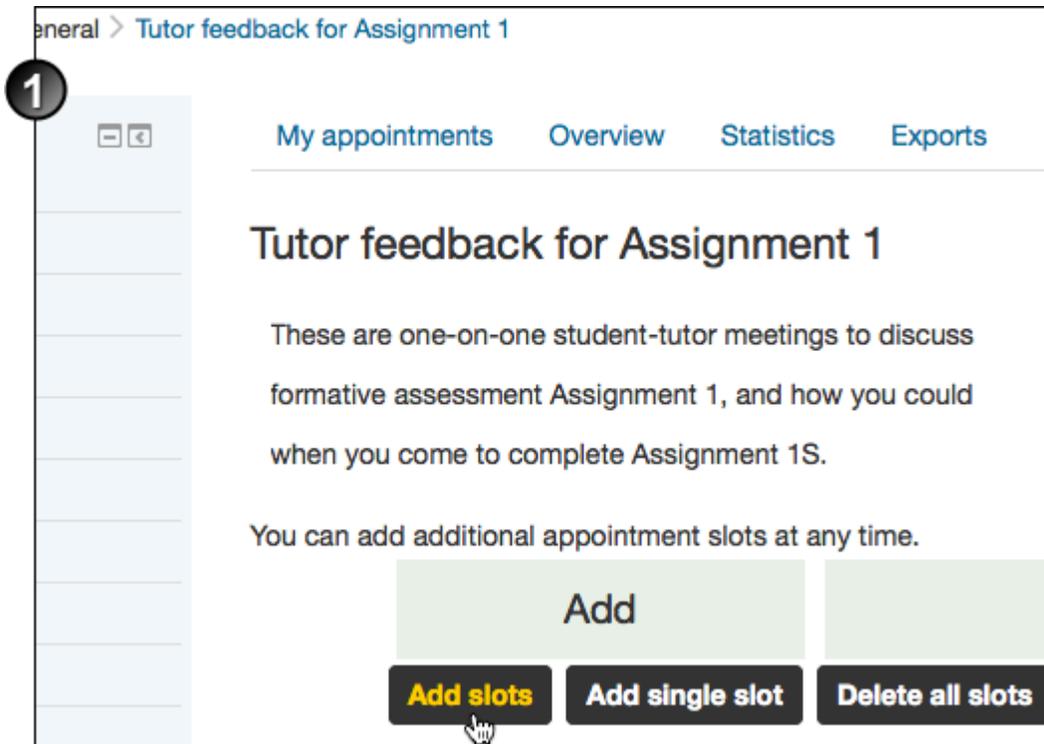
4. Click **Add another student** if you wish to include another student in this appointment (and complete the fields as for this step), or click **Save changes**.

4

**Save changes** **Cancel**

## Add multiple slots

1. On the scheduler activity's home page, click **Add slots**



2. On the *Add slots* page:

- Select the appointment **Date**, e.g. the Monday of the week within which you want to schedule appointments.
- If necessary, select the date to which you want to **Repeat Time Slot Until**.
- Select the days to **Add appointments on**.
- At **Start time**, select the start time of the first appointment, and at **End time** the finishing time of the last appointment.
- At **Divide into slots?** select **Yes**.
- Enter the **Duration** of each appointment, in minutes.
- Enter the duration of the **Break between slots**, in minutes.
- At **Force when overlap**, consider the following: by default, if you have already created time slots, you will not be allowed to create new ones that overlap with existing ones. If you wish to override this, select **Yes**.
- Select whether to **Allow multiple students per slot**, and whether you'll allow a specific or an **Unlimited** number of students.
- At **Reuse this slot**, if you choose **Yes** the slot will remain in the scheduler even if all appointments made in it are removed. A *volatile* slot will be automatically deleted if its start date/time is too close to the current date - you can set the guard delay on the *Updating a Scheduler* page at **Reuse guard time**.
- Enter a **Location** for the meeting.
- Select the appropriate person for the meeting (who the student is meeting with).
- Select a period in which to **Display appointment to students from**, and another on which to **Email a reminder** to them.

- Click **Save Changes**.

## Add slots

2

Date 1 July 2015

Repeat Time Slot Until 1 October 2015

Add appointments on

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

Start time 09 00

End time 15 00

Divide into slots? Yes

Duration 45 minutes per slot

Break between slots 15 minutes

Force when overlap Yes

Allow multiple students per slot? 1

Reuse this slot? Yes

Location office, Weston Davey Building,L3,F

Tutor\* Ye Cui

Display appointment to students from 1 week before slot

Email a reminder 1 day before slot

### 3. Send invitations and reminders

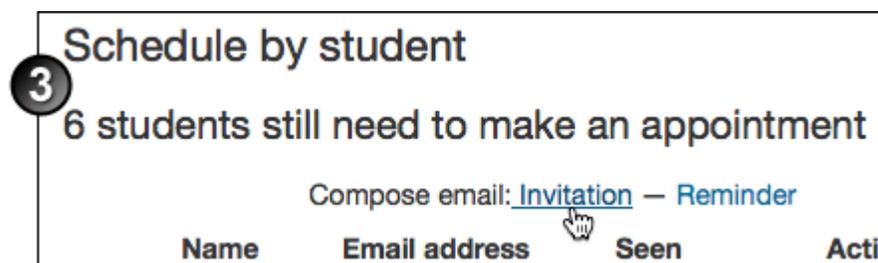
You can send an invitation to students to schedule their appointment, and a reminder to do so, closer to the date.

#### Send an invitation to all unscheduled students

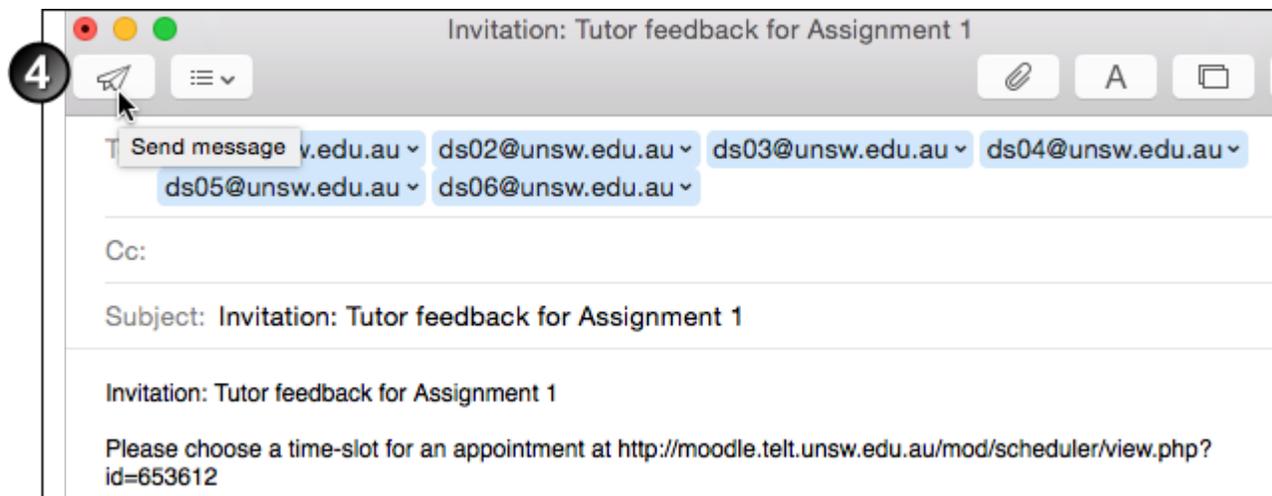
1. On the course home page, click the link for the Scheduler activity.



2. On the Scheduler activity's home page, scroll down to the **Schedule by student** section.
3. At **Compose email**, click the **Invitation** link.



4. The draft email displays. In the **To** field, all the unscheduled students' email addresses display. Click **Send**.

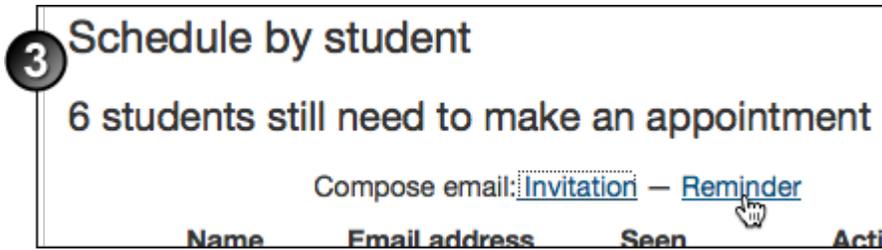


#### Send a reminder to all unscheduled students

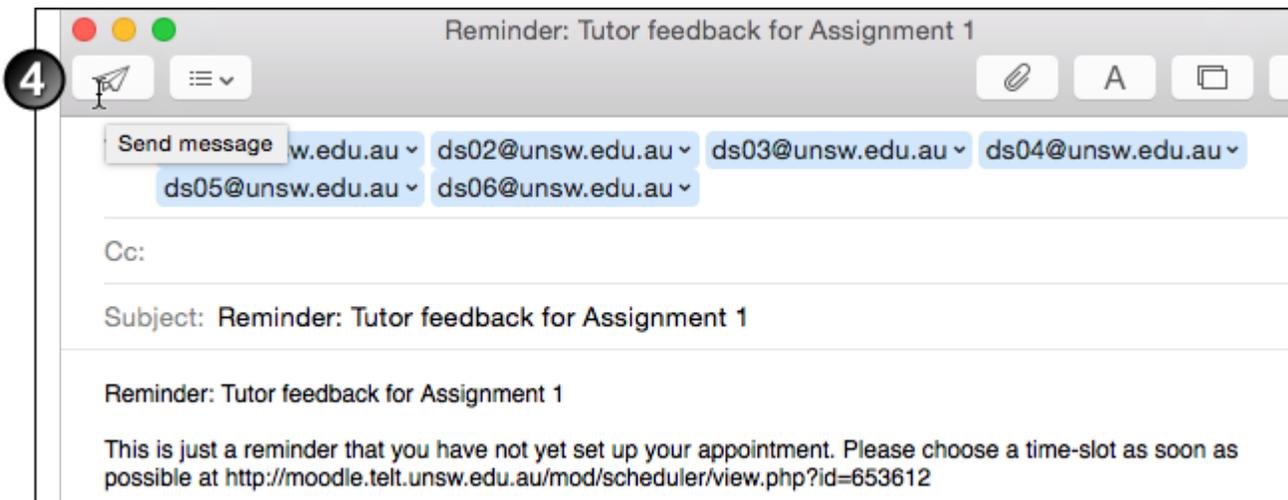
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2. On the Scheduler activity's home page, scroll down to the **Schedule by student** section.
3. At **Compose email**, click the **Invitation** link.



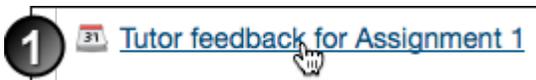
4. The draft email displays. In the **To** field, all the unscheduled students' email addresses display. Click **Send**.



## Schedule an appointment with an individual student

How to schedule an individual appointment within a created Scheduler activity

1. On the course home page, click the link for the Scheduler activity.



2. On the Scheduler activity's home page, scroll down to the **Schedule by student** section.
3. For the appropriate student, in the action column, click **Schedule**

**3** Schedule by student

Name	Email address	Action
 Dummy01 Student01	ds01@unsw.edu.au	Schedule ⚙️
 Dummy02 Student02	ds02@unsw.edu.au	<div style="background-color: #0070C0; color: white; padding: 5px; border: 1px solid #0070C0;">Schedule in slot</div> <div style="padding: 5px;">✓ Mark as seen now</div>
 Dummy03 Student03	ds03@unsw.edu.au	
 Dummy04	ds04@unsw.edu.au	

4. On the Schedule appointment page, either:
- select a time slot in the **Choose existing** drop-down, or
  - fill in the fields to **Schedule in a new slot** (see the "Add a single slot" instructions under **Add time slots** above.)

**4** Schedule appointment for Du

Choose existing

✓ Choose...

Friday, 11 December 2015 9:00 AM

Friday, 18 December 2015

Friday, 25 December 2015

5. In the **Appointment 1** section:
- Select the **Grade**, if applicable, that will be awarded for attendance/performance at this meeting.
  - Add any **Notes for appointment** that need to be taken into account.
  - Click **Add another student** if you wish to include another student in this appointment, or click **Save changes**.

5

## Appointment 1

### Student

Dummy01 Student01  Seen  Grade 5

### Notes for appointment

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Direct student to Learning Centre resources.

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**Add another student**

**Save changes**

**Cancel**

## Create a Scheduler activity

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