Moodle: Enable students to schedule appointments

Adding a **Scheduler** activity to a Moodle course **enables student participants to sign up for appointments** with anyone who has a teacher role (i.e., Instructor of record, Other editing teacher, or Non-editing teacher) in that course.

> **Before you start**, you may need the following:
>
> - an **Instructor of Record** or **Other Editing Teacher** role in a Bryn Mawr Moodle course.

Add a Scheduler activity

1. In your Moodle course, toggle **Edit mode** on.
2. Click **+Add an activity or resource** in the section of your course where you want the Scheduler to be.
3. In the box that appears, select **Scheduler**.
4. On the **Adding a new Scheduler** page, type in a **Name** for the activity. (You can change this later, if needed).
5. Under **Options**, set the general parameters for appointments, such as the length/duration of each slot and whether students can book in groups. Click the ⑦ (Help with ...) icon next to an option for more information. (See also Scheduler Module settings and parameters⧉.)

6. Use the **Booking form and student-supplied data** settings to enable or require students to answer questions or submit notes or documents when scheduling an appointment. Click the ⑦ (Help with ...) icon next to a setting for more information. (See also Scheduler: Booking form📄.)

∨ Booking form and student-supplied data

Use booking form ❓   Yes ⇕

Booking instructions ❓   Edit   View   Insert   Format   Tools   Table   Help

Let students enter a ❓ message   Yes, optional for student ⇕

Maximum number ❓ of uploaded files   0 ⇕   ☐ File upload required

Maximum file size ❓   Site upload limit (500 MB) ⇕

7. Click **Save and display.**

Add appointment slots

1. Click on the **Scheduler Activity** to open it.
2. Click **Add slots** within the **Actions** tab, then **choose** one:
   - **Add repeated slots** to add multiple slots with the same settings (location, reminder, etc.).
   - **Add single slot** to add one slot at a time
3. Configure the settings for the slot(s). See Scheduler: Adding slots📄 for more information.
4. Click **Save and return to course.**

> **Note:** Those with an **Instructor of record** or **Other editing teacher** role can both add your own appointment slots and those for other people.

Videos & further reading on scheduling appointments

- **MoodleDocs:** Scheduler module📄
- **Ask Athena:** Schedule course meetings with the Moodle Zoom activity.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the**Help Desk!**

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