

Moodle: Course management with Choice and Scheduler

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Moodle has two activities that can be used for course management tasks. **Choice** is useful for polls, voting or housekeeping tasks like signing up for project groups or presentation dates. Add a **Scheduler** activity to enable student course participants to sign up for appointments with instructors and TAs in the course, who can track their participation, add notes or grades, and send reminders as needed. (For non-course-related appointment booking, Zoom Scheduler may be a better option; see [Comparison with Zoom Scheduler](#), below.)

Before you start, you may need the following:

- an **Instructor of Record** or **Other Editing Teacher** role in a Bryn Mawr Moodle course

Choice

A **Choice** activity presents students with a set of options to choose from. Its versatility stems from settings that control **whether and how results are displayed** and **how many times an option can be chosen**. For example, for a poll you can configure Choice to display responses to students anonymously after the poll closes, but for a sign-up activity you can cap the number of people who can choose each option and show who has signed up in real time. (See also Moodle's [Choice Activity demo video](#) for examples.)

Scheduler

Use Moodle's **Scheduler** activity to enable students in a single course to **book appointments with the instructor or TAs** in that course (anyone with an **Instructor of record**, **Other editing teacher** or **Non-editing teacher role**).

Comparison with Zoom Scheduler

- If you need to offer appointments to **students in multiple courses** or **advisees who aren't taking courses** with you, use [Zoom Scheduler](#). Moodle's Scheduler only works within a single course.
- **Unlike Zoom Scheduler, Moodle's Scheduler is not connected to your Outlook calendar**. When an appointment is booked through Moodle Scheduler, the booking **does not show up** on your Outlook

calendar, and you will need to **manually delete** appointment slots in Moodle Scheduler if a meeting added to your Outlook calendar conflicts with them.

- **Both Moodle Scheduler and Zoom Scheduler can be used for in-person or online appointments.** Zoom Scheduler automatically creates unique links for online meetings when they are booked; with Moodle Scheduler you can achieve a similar effect by adding your personal meeting URL or the URL for a Zoom meeting you create in advance to the description field.
- **Moodle Scheduler** shows instructors and TAs **which students have and have not signed up for appointments** at a glance. For similar functionality in Zoom, [create a booking schedule](#) that is unique to your course and [view who has signed up on the Scheduled appointments page](#). You can export this data to Excel and manually compare it to a roster to determine who is missing.
- Only **Instructor of records, Other editing teachers or Non-editing teachers** can host appointments in Moodle Scheduler. Anyone can host in Zoom Scheduler.

Add a Scheduler activity to your course

Add appointment slots

An Instructor of record or Other editing teacher will need to add and update slots for Non-editing teachers, since they cannot edit Moodle activities directly.

Questions?

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

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