



Create a Moodle Scheduler – Part One

Scheduler: The Scheduler module enables students to book time slots (appointments) and can send confirmations and reminders to both the tutor and student.

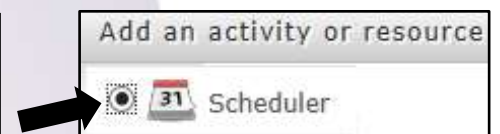
Step 1: On your Moodle page left click **Turn editing on**

Turn editing on

Step 2: Left click *Add an activity or resource*

Add an activity or resource

Step 3: In the *Add an activity or resource* window, Left click the **Scheduler** radio button



Step 4: Left click the **ADD** button

Add

Step 5: In the *Adding a new Scheduler* window, complete all details with an asterisk *

Name*

Step 6: 1. Type a role name for the tutor/technician who holds the appointment.
2. For Mode choose who many appointments each student can make
3. Type the time in minutes for each appointment slot.

Role name of the teacher ? Technician / Demonstrator ← 1

Mode ? Students can register 1 ← 2
Unlimited
1
2
3
4
5
6
7
8
9
10

Booking in groups ? No

Guard time ? 0

Default slot duration ? 30 ← 3

Notifications ? Yes

Notifications are optional

Step 7: Left click *Save and return to course*

Save and return to course

Finally: On your Moodle page left click **Turn editing off**

Turn editing off