



# Moodle Scheduler Book Appointment

Tutors and students enrolled on the module may book appointments in the Scheduler. Confirmations and Reminders may be sent by email if activated by the Schedule owner.

**Step 1:** On your Moodle page **left** click the Scheduler link.



Testing schedules

## Step 2:

You are shown available time slots and how many you are permitted to request. Left click the **Book Slot** text button alongside the time you wish to reserve.

### Available slots

The table below shows all available slots for an appointment. Make your choice by clicking on the corresponding "Book slot" button. If you need to make a change later you can revisit this page.

You can book one appointment in this scheduler.

Page: 1 2 3 (Next)

| Date                 | Start   | End      | Location | Comments | technician      | Group session |                           |
|----------------------|---------|----------|----------|----------|-----------------|---------------|---------------------------|
| Monday, 3 April 2017 | 9:00 AM | 9:30 AM  |          |          | Michael Swanson | No            | <a href="#">Book slot</a> |
|                      | 9:30 AM | 10:00 AM |          |          | Michael Swanson | No            | <a href="#">Book slot</a> |

**Step 3:** Next you see a confirmation, you can also return to this page to review or cancel this booking. You may be restricted from further appointments while this booking is active.

### Upcoming slots

| Date                                       | technician      | Location |                                |
|--------------------------------------------|-----------------|----------|--------------------------------|
| Monday, 3 April 2017<br>9:30 AM - 10:00 AM | Michael Swanson |          | <a href="#">Cancel booking</a> |

You cannot book further appointments in this scheduler.

[Return to: Section 13](#)

**Step 4:** Left click the *Return To* text button

[return to](#)

Appointments will show on the Module page events and Calendar

UPCOMING EVENTS

Meeting with your Technician / Demonstrator, Eric Jones  
Today, 11:00 AM  
» 11:30 AM

An email may be sent to you if activated by the Schedule owner.

Michael S... ICT\_T: New appointment

Mon 27/03/... 43 KB

An appointment has been applied for on 10 April 2017 at 1:00 PM,