



Create a Moodle Scheduler – Part Two

Once you have created the Scheduler you must create slots in which appointments can be booked by both the tutors and students enrolled on the module.

Step 1: On your Moodle page left click the Scheduler link you created using Scheduler Part One.

 Testing schedules

Step 2: in *Actions* left click *Add Slots* and choose either for a Single Slot for a one off event or **repeated slots** to add a calendar of available slots.



3. Create Slots:

1. Select a start and
2. repeat until (end) date
3. Set times that appointments are available
4. Type the time in minutes for each appointment slot
5. Select name of tutor/technician from the list
6. Select reminder option from the list

The screenshot shows the 'Add repeated slots' form with the following fields and numbered arrows:

- 1. Date (27, March, 2017)
- 2. Repeat time slots until (27, July, 2017)
- 3. Time range (From: 09:00 To: 16:30)
- 4. Duration (30 minutes per slot)
- 5. Technician / Demonstrator (Eric Jones)
- 6. Email a reminder (1 day before slot)

Other visible fields include: Add appointments on (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday), Divide into slots? (Yes), Break between slots (0 minutes), Force when overlap (No), Maximum number of students per slot (1), Location, Display slot to students from (Now), and a 'Return to: Book later out ...' button at the bottom.

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

[return to](#)

A page of appointment booking instructions is also available