



# Scheduler

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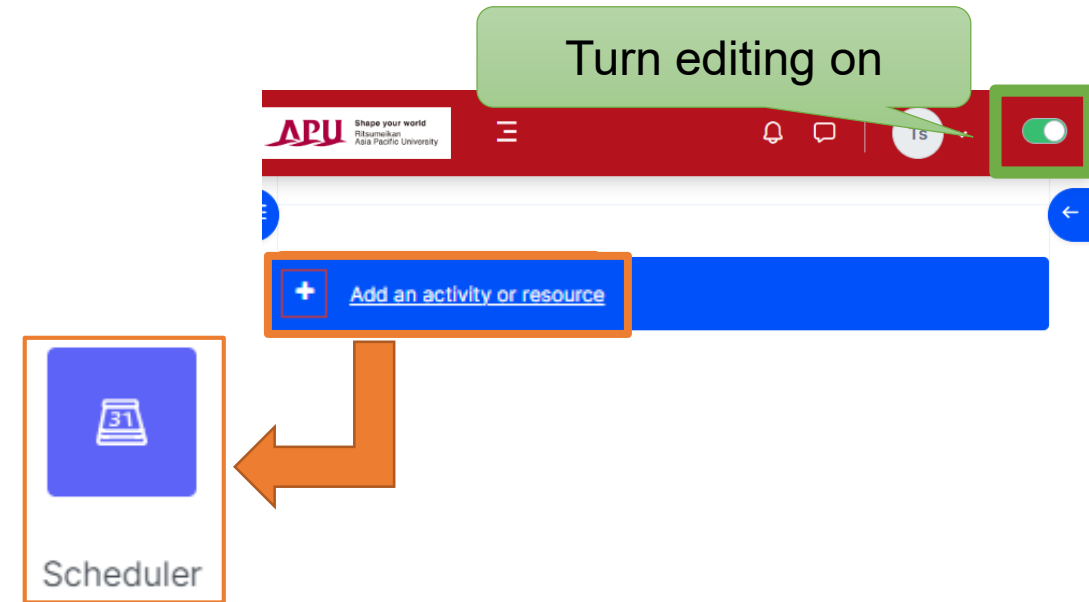
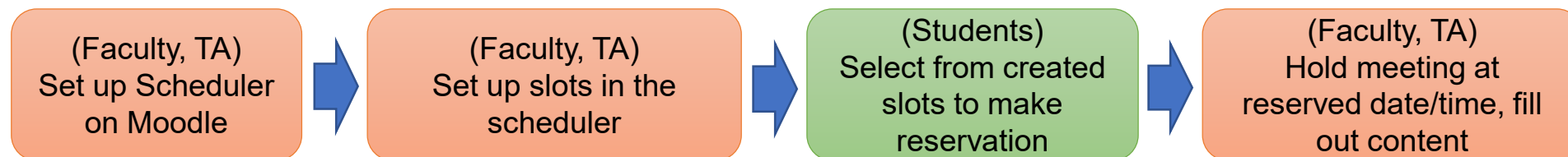
# Scheduler

- What can you do with the Scheduler?

- Faculty and TAs can create slots, and students can reserve those interview slots
- Manage office hour reservations or schedule individual consultations
- Groups can also make reservations

- Click [Add an activity or resource], then select [Scheduler]

- Flow of Scheduler usage



# Scheduler Settings



**Adding a new Scheduler**

**General**

Name

Introduction

**Scheduler Title**

If you want to add an explanation, enter it here

**Options**

Role name of the teacher  **Can change the teacher's role name**

Mode  Students can register  1  appointment(s) in this scheduler

Booking in groups  No

Guard time  0  minutes  Enable

Default slot duration  15

Notifications  No

Use notes for appointments  Appointment note, visible to teacher and student

Save and r

**Settings for the number of slots students can register**

Meeting Settings	
In this scheduler	Cannot book more than the number of appointments set
At the same time	Cannot book more than the number of appointments available, but can book additional appointments after their first appointment is over.

The option for group appointments can be turned on or off

Students can book directly, or you can set a time for an appointment and not allow students to pre-book

Time per appointment

Send an email once an appointment has been made?

Use appointment note? (See p 14 of the Manual for details)

# Scheduler Settings

**Adding a new Scheduler**

General

Options

**Grade**

Booking form and student-supplied data

Common module settings

Restrict access

Activity completion

Tags

Competencies

Send content char

Save and r

**Grade**

Grade <sup>?</sup>

Type  ▾

Scale  ▾

Grade category <sup>?</sup>  ▾

Grade to pass <sup>?</sup>

Grading strategy <sup>?</sup>  ▾

Scoring Type	Do not need to set this up if you will not be evaluating
Points	You can enter the number of points (set the max number)
None	For assignments that will be submitted but not scored
Scale	You can choose non-numerical scales such as [A, B, C, F] or [Excellent, Good, Fair, Unacceptable] *Will need to set up a "Grading Scale" in the course settings in advance

If you have designated categories, they can be selected here

Send announcement to students after grading?

Use Booking Form?  
(If you want students to write a message or submit a file when booking an appointment)

Display booking form text  
(enter a message, etc.)

Allow or prevent students from entering messages  
(See Manual page 12)

Allow or prevent students to upload files when booking  
(If allowed, will need to set the number of files / file size)

**Booking form and student-supplied data**

Use booking form <sup>?</sup>  ▾

Booking instructions <sup>?</sup>

Let students enter a message <sup>?</sup>  ▾

Maximum number of uploaded files <sup>?</sup>  ▾  File upload required

Maximum file size <sup>?</sup>  ▾

# (Common Functions) Common Module Settings



**Common module settings**

Availability Show on course page ▾

ID number

Force language Do not force ▾

Group mode Separate groups ▾

Grouping None ▾

[Add group/grouping access restriction](#)

If the Whiteboard is hidden, this message will be displayed on the course's top page.

Hidden from students

**Common module settings** >

Restrict access >

Activity completion >

Tags >

Competencies >

Send content change notification

[Save and return to course](#) [Save and display](#)

## Common module settings

Availability	You can select either “Show on course page” or ”Hide on course page”. If “Hide” is selected, then students will not be able to view the Whiteboard until you change the setting to “Show”.	
ID number	You can set an ID number for the activity (to help identify different teaching materials). This setting is generally left blank and not used.	
Force language	This setting allows you to force all students to view the activity in a set language.	
Group mode	No groups	Everyone registered for the course can access the Whiteboard
	Separate groups	Students can only use Whiteboard within their own groups. Students cannot see the work of other groups.
	Visible groups	Students can only use Whiteboard within their own group, but they can also see the work of other groups.
Grouping	You can enable this setting if you have set up groupings (collections of groups) in the course.	
Add group/grouping access restriction	You can add access restrictions by group from the “Restrict access” section below. *You can only set up group access restrictions if you select one of the group settings under “Group mode” above.	

# (Common Functions) Restrict Access



The screenshot shows the 'Restrict access' section of a Moodle activity configuration page. The 'Restrict access' section is highlighted with a green box. Below it, the 'Add restriction...' dialog is open, showing various restriction options with their descriptions. A green arrow points from the 'Add restriction...' button in the main settings to the dialog. The 'Restrict access' section in the main settings shows 'Access restrictions' set to 'None' and an 'Add restriction...' button. The 'Restrict access' section in the dialog is highlighted with a green box. The 'Restrict access' section in the main settings is also highlighted with a green box. The 'Restrict access' section in the main settings is also highlighted with a green box.

Restrict access	
Activity completion	Require students to complete a separate activity in the course to be able to access this activity. E.g. 1: Students cannot access the activity unless they have completed a specified Survey E.g. 2: Students cannot access the activity unless they have completed a specified Assignment
Date	Set when students can start accessing the activity (the date and time it will appear in the course) and when they will lose access (the date and time it will be hidden from the course).
Grade	Use this setting if you want to require students to achieve a set grade in a separate Assignment or Quiz within the course in order to access this activity.
Group	Only allow students who belong to a specified group or students who don't belong to that group to access the activity.
Grouping	Only allow students who belong to the groups included in a specified grouping (collection of groups) to access the activity.
Other course completion	Use this setting if you want to require students to complete another course in order to access the activity. (This setting is not recommended.)
User profile	This setting allows you to limit access to specified students. E.g. Only allow students with specified student ID numbers to access the activity.
Restriction set	Use this setting if you want to use several of the above settings to set complex access restrictions for the activity.

# (Common Functions) Activity Completion, Tags, Competencies

## Adding a new Scheduler to Section 1

Expand all

**General**

**Activity completion**

Completion tracking Show activity as complete when conditions are met

Require view  Student must view this activity to complete it

Require grade  Student must receive a grade to complete this activity

Student must receive a passing grade to complete this activity

Or all available attempts completed

Require attempts  Minimum number of attempts:

Expect completed on  Enable

**Restrict access**

**Activity completion**

**Tags** Not used for APU Moodle

**Competencies** Not used for APU Moodle

Send content change notification

**Activity completion**  
 This setting allows you to check if students have accessed an activity. When enabled, a checkbox will appear underneath the activity on the course page. The checkbox will be marked complete when the student meets various customizable conditions, for example, when the student views the class materials. Furthermore, with this setting, instructors can check which students have viewed which teaching materials and keep track of students' progress for the entire course.

Completion tracking	
Do not indicate activity completion	Students will not see a checkbox to indicate activity completion on the course page
Students can manually mark the activity as completed	Students can mark the activity as complete manually by themselves. Please use this setting if you want students to manage their own learning progress.
Show activity as complete when conditions are met	The activity will automatically be marked as complete if the student meets one of the set requirements from the list below. Please use this setting if you want to track students' progress as the course instructor.

Require	
Student must view this activity to complete it	If selected, the activity will be automatically marked as complete when the student views the assignment (after submission or after grading is complete)
Student must receive a grade to complete this activity	The activity will be considered complete and automatically be marked as so after the instructor finishes grading
Student must receive a passing grade to complete this activity	The activity will be automatically marked as complete after grading only if the student receives a passing grade
Or all available attempts completed	The activity will be automatically marked as complete when the student submits the assignment, etc.

Manually mark as complete

Activity will be marked as complete when conditions met

View  
Receive a grade

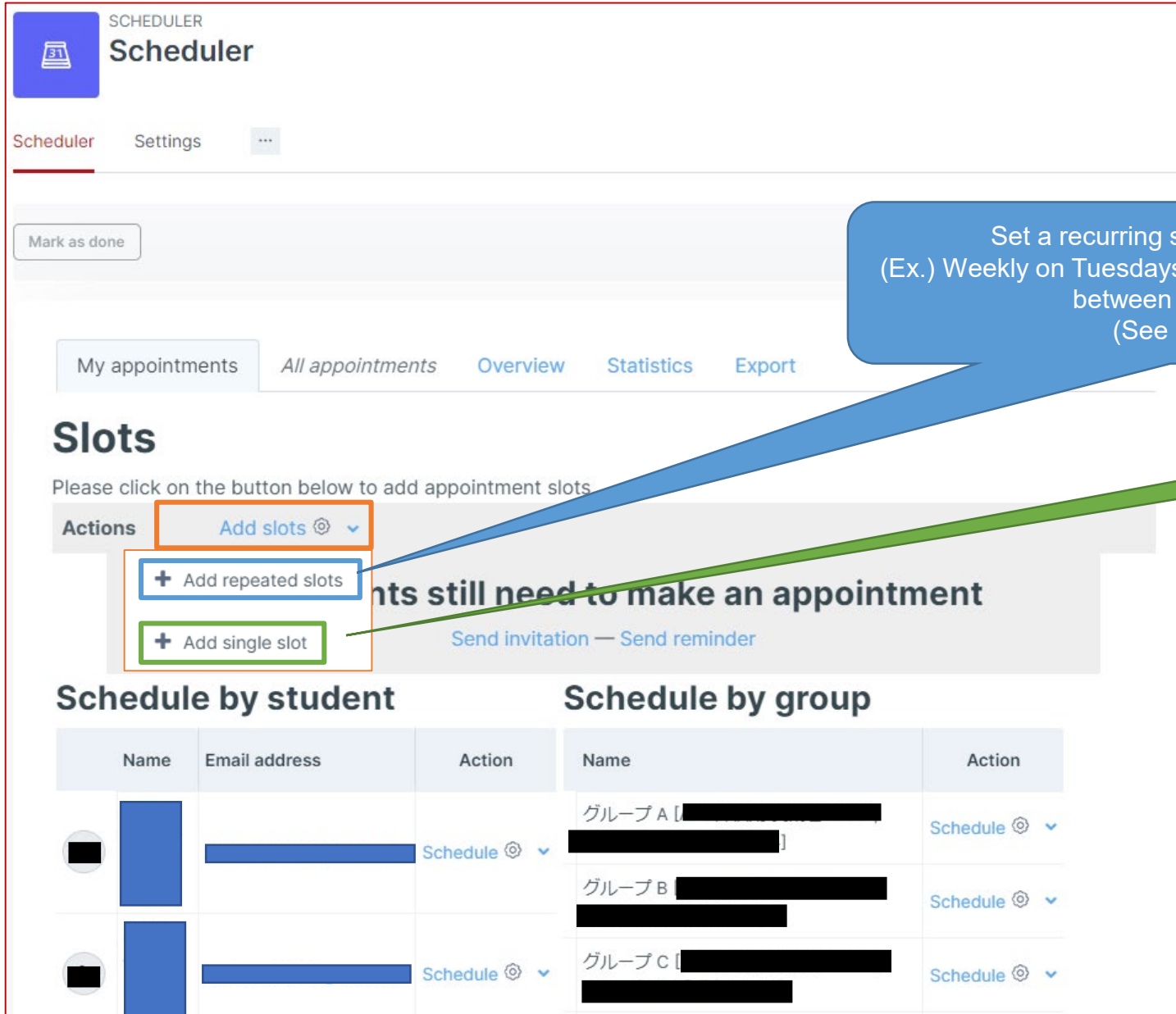
Done

After completion

Make sure to **save** after you finish setting up the activity.



# Creating Slots



The screenshot shows the Moodle Scheduler interface. At the top, there is a navigation bar with 'Scheduler' and 'Settings'. Below this, there are tabs for 'My appointments', 'All appointments', 'Overview', 'Statistics', and 'Export'. The main section is titled 'Slots' and contains a message: 'Please click on the button below to add appointment slots'. Underneath, there are three buttons: 'Add slots' (highlighted with an orange box), '+ Add repeated slots' (highlighted with a blue box), and '+ Add single slot' (highlighted with a green box). Below the buttons, there is a large grey box with the text 'Students still need to make an appointment' and two links: 'Send invitation' and 'Send reminder'. At the bottom, there are two tables: 'Schedule by student' and 'Schedule by group'. The 'Schedule by student' table has columns for Name, Email address, and Action. The 'Schedule by group' table has columns for Name and Action. Both tables contain data for three groups: グループ A, グループ B, and グループ C.

Set a recurring slot for a set period of time  
(Ex.) Weekly on Tuesdays and Thursdays from 10:00 – 11:00  
between April 1 and April 30  
(See Manual page 9)

Create a single slot  
(See Manual page 10)

Create a slot for a designated student  
(Faculty or TA creates a designated slot for a specific student)

# Creating Slots

## Creating repeating slots



**Add repeated slots**

Date: 10 January 2024

Repeat time slots until:  Enable 10 January 2024

Add appointments on:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Time range: From: 00:00 To: 00:00

Divide into slots?: Yes

Duration: 15 minutes per slot

Break between slots: 0 minutes

Force when overlap: No

Maximum number of students per slot: 1  Enable

Location: [Empty]

Teacher: [Redacted]

Display slot to students from: Now

Email a reminder: Never

Set the period slots should repeat

Set the days and time range

Do you want to subdivide these slots?

If subdividing the slots, how long should each subslot last (min)? Do you want to set a break between slots?

If new and existing slots overlap, should the new slots take priority?

How many students can reserve each slot?

Fill in the appointment location (classroom, office, Zoom, etc.)

Select who will be in charge of the appointment (Only course members registered as TAs or Instructors)

When should the slots be shown to students?

After filling out the info, click [SAVE]

Timing of appointment reminder emails (Sent to both students and instructors)

(Example of created slots) Set up 15 minute slots weekly on Mondays and Thursdays, 3<sup>rd</sup> period (12:30 – 14:10), with a 5 minute break between each slot.

Date	Start	End
Monday, [Redacted]	12:30 PM	12:45 PM
	12:50 PM	1:05 PM
	1:10 PM	1:25 PM
	1:30 PM	1:45 PM
	1:50 PM	2:05 PM
Thursday, [Redacted]	12:30 PM	12:45 PM
	12:50 PM	1:05 PM
	1:10 PM	1:25 PM
	1:30 PM	1:45 PM
	1:50 PM	2:05 PM
Monday, [Redacted]	12:30 PM	12:45 PM

Set to repeat during the designated period

# Creating Slots

## Creating a single slot

**Add single slot**

Date: 10 January 2024 11:20

Duration: 15 minutes

Ignore scheduling conflicts

Maximum number of students per slot: 1  Enable

Location: [Text field]

Teacher: [Dropdown menu]

Display slot to students from: 10 January 2024

Email a reminder on:  Enable 10 January 2024

Comments: [Rich text editor]

**Appointment 1**

Student: [Dropdown menu]  No selection  Seen

Search: [Text field]

Notes for appointment (visible to student): [Rich text editor]

Confidential notes (visible to teacher only): [Rich text editor]

Delete this appointment (when saving the form)

Add another student

Save changes Cancel

Set the slot date, start time, and duration

If new and existing slots overlap, should the new slot take priority?

Fill in the appointment location (classroom, office, Zoom, etc.)

When should the slot be shown to students?

Set the date to send a reminder email

Comment displayed when student reserves a slot

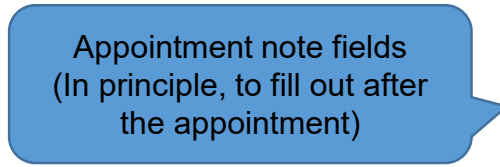
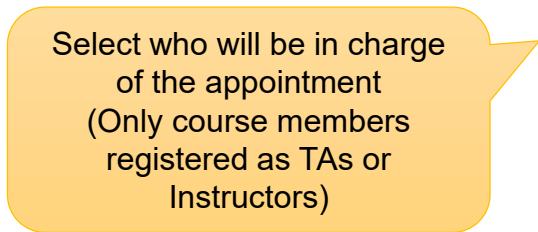
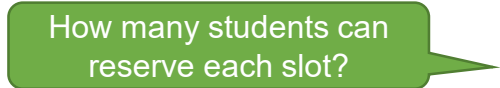
If setting this slot up for a specific student, you can enter their information here (Student Name or ID Number)

After filling out the info, click [SAVE]

How many students can reserve each slot?

Select who will be in charge of the appointment (Only course members registered as TAs or Instructors)

Appointment note fields (In principle, to fill out after the appointment)



# Confirming Created Slots

My appointments | All appointments | Overview | Statistics | Export

## Slots

You can add additional appointment slots at any time.

Actions: Add slots Delete slots

	Date	Start	End	Location	Students	Action
<input type="checkbox"/>	[REDACTED]	12:30 PM	12:45 PM			<input type="checkbox"/>
<input type="checkbox"/>		12:50 PM	1:05 PM			<input type="checkbox"/>
<input type="checkbox"/>	[REDACTED]	12:30 PM	12:45 PM			<input type="checkbox"/>
<input type="checkbox"/>		12:50 PM	1:05 PM			<input type="checkbox"/>
<input type="checkbox"/>		1:10 PM	1:25 PM			<input type="checkbox"/>
<input type="checkbox"/>		1:30 PM	1:45 PM			<input type="checkbox"/>

Add more slots

Delete created slots

### Icons

	Delete selected slot
	Change settings of selected slot
	Ignore reservation limit for slots (Turn off / on the limit on the number of reservations per slot)

Confirm created slots

# Checking Student Appointments

## Student Reservation Screen

Can choose between individual or group booking

Make appointments for: **Group A**

### 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.

Date	Start	End	Location	Comments	Teacher	Group session	
Thursday, [redacted]	12:30 PM	12:45 PM			[blue bar]	Limited (3/3 left)	Book slot
	12:50 PM	1:05 PM			[blue bar]	No	Book slot
Monday, [redacted]	12:30 PM	12:45 PM			[blue bar]	No	Book slot

Shows [max number of students per slot] or whether the slot is available

### Book a slot

Date and time: Thursday, [redacted]

Teacher: [blue bar]

Make appointment for: Group A

Your message:

Rich text editor toolbar with options for bold, italic, link, unlink, list, and image.

Buttons: **Confirm booking** (highlighted), Cancel

Click [Confirm booking] to reserve slot

## After Reserving

Make appointments for: **Group A**

### Upcoming slots

Date	Teacher	Location	Comments	Other participants
Thursday, 2024 12:30 PM - 12:45 PM	[blue bar]			[blue bar] [redacted]

Delete own reservation

Edit booking

Cancel booking

You cannot book further appointments in this scheduler.

Edit own reservation

When the student is booking, they can fill out their topic of discussion here (If option is enabled in the settings)

# Checking Student Appointments

## Instructor's Screen

Display list of reservations (see next page)

Can check the details of who reserved each slot

If you click the thumbs down icon [👎], the reservation will be deleted.

If you click the checkbox  the reservation will be confirmed.

Students who have not yet reserved are shown here

You can send a reminder or invitation email to students who have not yet reserved

The instructor can force set a date/time for the reservation.

The screenshot shows the Moodle appointment interface. At the top, there are tabs for 'My appointments', 'All appointments', 'Overview', 'Statistics', and 'Export'. Below this is the 'Slots' section, which includes a table of appointment slots. The table has columns for 'Date', 'Start', 'End', 'Location', 'Students', and 'Action'. A callout points to the 'Students' column, indicating that details of who reserved each slot can be checked. Another callout points to the 'Action' column, specifically to a thumbs down icon, stating that clicking it will delete the reservation. A third callout points to a checked checkbox in the 'Action' column, stating that clicking it will confirm the reservation. Below the table, there is a section titled '6 students still need to make an appointment' with buttons for 'Send invitation' and 'Send reminder'. Below this are two tables: 'Schedule by student' and 'Schedule by group'. The 'Schedule by student' table has columns for 'Name', 'Email address', and 'Action'. The 'Schedule by group' table has columns for 'Name' and 'Action'. Callouts point to the 'Schedule' buttons in both tables, indicating that the instructor can force set a date/time for the reservation.

Date	Start	End	Location	Students	Action
Thursday [redacted]	12:30 PM	12:45 PM		<input type="checkbox"/> [redacted] <input type="checkbox"/> [redacted]	[trash] [gear] [thumbs down] (3)
	12:50 PM	1:05 PM		<input checked="" type="checkbox"/> [redacted]	[trash] [gear] [thumbs up]
Monday, [redacted]	12:30 PM	12:45 PM			[trash] [gear] [thumbs down]
	12:50 PM	1:05 PM		<input type="checkbox"/> [redacted]	[trash] [gear] [thumbs up]
	1:10 PM	1:25 PM			[trash] [gear] [thumbs up]

6 students still need to make an appointment

Send invitation — Send reminder

Schedule by student			Schedule by group	
Name	Email address	Action	Name	Action
[redacted]	[redacted]	Schedule	グループ B [redacted]	Schedule
[redacted]	[redacted]	Schedule	グループ C [redacted]	Schedule
[redacted]	[redacted]	Schedule	グループ D [redacted]	Schedule

# Checking Student Appointments

## Instructor's Screen

**SCHEDULER Scheduler**

Scheduler Settings

Sort reservations by the person in charge (Select from Instructor or TA)

Mark as done

My appointments All appointments Overview Statistics Export

Show slots for: Myself Show slots in: this scheduler

Reset table preferences

Course	Scheduler	When?	Where?	With whom?	From where?	What?	What resulted?	What happened?
AC test	Scheduler	12:30 for 15 minutes						

Show slots in:	
This scheduler	Show slots in this Scheduler only
This course	Show with slots from other Schedulers in the course
The entire site	Show with slots from Schedulers in other courses

After the appointment, if you fill out any notes they will be shown here

Which course / Scheduler?

Date/Time of Slot

Student who Reserved

# Holding Appointments

## Slots

Fill out the Appointment Content

You can add additional appointment slots at any time.

Actions		Add slots ⚙️		Delete slots ⚙️		Fill out details of selected student's appointment	
Date	Start	End	Location	Students	Action		
<input type="checkbox"/> Thursday, [REDACTED]	12:30 PM	12:45 PM		<input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED]	<input type="checkbox"/> [REDACTED] <input type="checkbox"/> [REDACTED]	(3)	

Email address: [REDACTED]  
Last access: [REDACTED]

[Blogs](#)

[Notes](#)

[Activity](#)

[Full profile...](#)

---

This appointment
Students in this slot

---

Date and time	Thursday, [REDACTED]
Teacher	[REDACTED]
Message by student	

---

Attended

Distribute to the whole group

Notes for appointment (visible to student)

[Rich text editor content]

Confidential notes (visible to teacher only)

[Rich text editor content]

### Appointment 1

Student: [REDACTED] Seen

Search: [REDACTED]

Notes for appointment (visible to student)

[Rich text editor content]

Confidential notes (visible to teacher only)

[Rich text editor content]

Delete this appointment (when saving the form)

---

### Appointment 2

Student: [REDACTED] Seen

Search: [REDACTED]

Notes for appointment (visible to student)

[Rich text editor content]

Confidential notes (visible to teacher only)

[Rich text editor content]

Delete this appointment (when saving the form)

Fill out details of selected student's appointment

Group together and fill out information for group appointments

After the appointment, you can share appointment content or advice with the student(s) (if setting is enabled).  
(NOTE) Please be very careful to not include personal information about other students!

After the appointment, shown only to the course instructor and TAs. You can make notes (If setting is enabled)

Click [SAVE] after filling out

Save Changes

Cancel



# After the Appointment

After the appointment, click the checkbox to show the session is complete . (Does not happen automatically after appointment.)



## Slots

You can add additional appointment slots at any time.

Actions		Add slots		Delete slots	
Date	Start	End	Location	Students	Action
<input type="checkbox"/> Thursday, [redacted]	12:30 PM	12:45 PM		<input type="checkbox"/> [redacted] <input type="checkbox"/> [redacted]	(3)

If you want to mark as complete without entering information, click the checkbox .

[redacted] [Blogs](#)

[redacted] [Notes](#)

[redacted] [Activity](#)

[redacted] [Full profile...](#)

---

This appointment [Students in this slot](#)

---

Date and time: Thursday, [redacted]

Teacher: [redacted]

Message by student

---

Attended

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

Distribute to the whole group

Check  to mark as complete

If you want to enter notes on the appointment

Click [SAVE] after filling out

Appointment 1

Student: [redacted]  Seen

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

Delete this appointment (when saving the form)

---

Appointment 2

Student: [redacted]  Seen

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

Delete this appointment (when saving the form)

# Other Functions

## Statistics

You can see statistics for appointment reservation (attendance) status by student or by interviewer (instructor, TA).

My appointments All appointments Overview **Statistics** Export

Overall By student By Teacher By slot duration By group size

**Attendable**  
Total candidates for scheduling: 10

**Attended**  
Amount of attended students: 0

**Unattended**  
Student appointed: 4  
Unappointed students: 6

**Available slots**  
Owned: 9  
Not owned: 0  
All slots: 9

Continue

Display by selected category

## Export

Export slots and appointments

General

Format  One line per slot  One line per appointment  Appointments grouped by slot

Include slots for: Everyone

Pagination: All slots on one page

Time range: Future and past slots

Include empty slots: Yes

Data to include

Slot:  Date  Start time  End time  Location  Teacher  
 Max. students  Slot notes

Student:  Student full name  Student first name  Student last name  Student e-mail  Student user name  
 Student id number  Groups (one column)  Groups (several columns)

Appointment:  Attended  Appointment note (to student)  Confidential note (teacher only)  
 Message by student

File format

File format:  CSV  Excel  ODS  HTML  PDF

Field separator for CSV: Comma

PDF page orientation: Portrait

Preview Create export file Cancel

You can export Scheduler data in Excel format

Select the data and settings for what you want to export

Recommended to export as CSV

After selecting the settings, click [Create Export File]