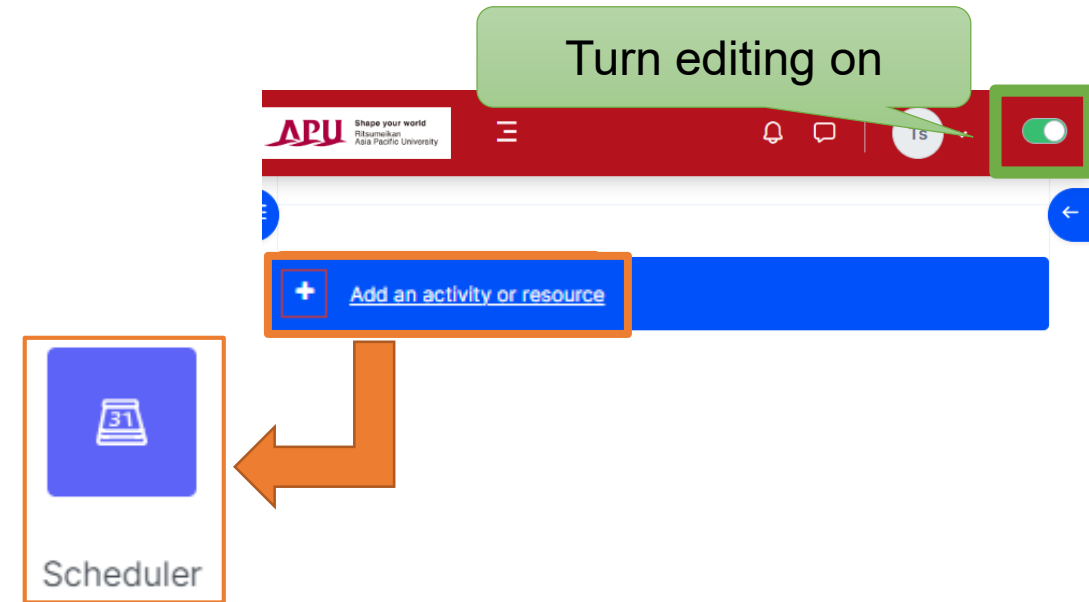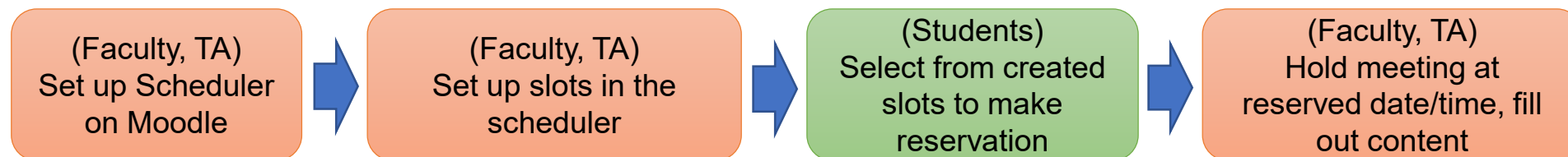# Scheduler

Table of Contents

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

Turn editing on

Add an activity or resource

Scheduler

| (Faculty, TA)
Set up Scheduler on Moodle | → | (Faculty, TA)
Set up slots in the scheduler | → | (Students)
Select from created slots to make reservation | → | (Faculty, TA)
Hold meeting at reserved date/time, fill out content |

Scheduler Settings

General

Name ⓘ

Introduction

Scheduler Title

If you want to add an explanation, enter it here

General

Options

Grade

Booking form and student-supplied

Common module settings

Restrict access

Activity completion

Tags

Competencies

☐ Send content char

Save and r

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

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

APU moodle

Adding a new Sched...

General

Options

Grade

Booking form and student-supplied data

Common module settings

Restrict access

Activity completion

Tags

Competencies

☐ Send content chan...

Save and r...

Grade

Grade ⑦

Type [Scale ⌄]

Scale
[Default competence scale ⌄]

Grade category ⑦
[Uncategorised ⌄]

If you have designated categories, they can be selected here

Grade to pass ⑦

Enter pass score

Grading strategy ⑦
[Take the mean grade ⌄]

Send announcement to students after grading?

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

Booking form and student-supplied data

Use booking form ⑦
[Yes ⌄]

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

Booking instructions ⑦

Display booking form text
(enter a message, etc.

Let students enter a message ⑦
[Yes, optional for student ⌄]

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

Maximum number of uploaded files ⑦
[0 ⌄] ☐ File upload required

Maximum file size ⑦
[Site upload limit (512 MB) ⌄]

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

(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.

WHITEBOARD
Miroボード

Hidden from students

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.	

Adding a n

General

Options

Grade

Booking form and student

Common module settings

Restrict access

Activity completion

Tags

Competencies

☐ Send content change notification

Save and return to course   Save and display

(Common Functions) Restrict Access

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: 1

Expect completed on — ☐ Enable 6 September 2023 09 16

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 — Quiz APU Quiz — Mark as done

Activity will be marked as complete when conditions met — Quiz APU Quiz — View / Receive a grade
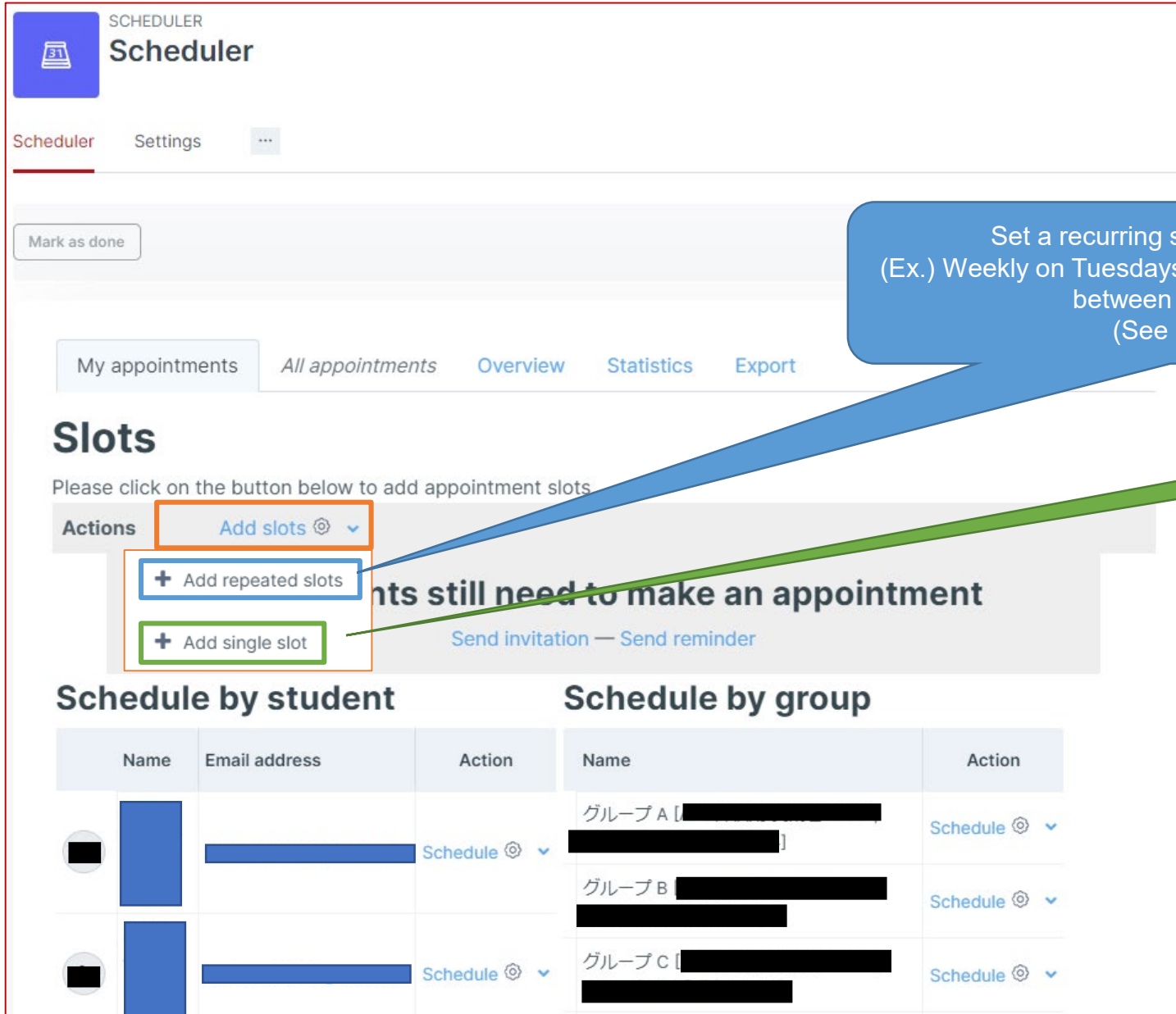
After completion — ✔ Done

Make sure to _save_ after you finish setting up the activity.

Save and return to course / Save and display

Creating Slots

Creating Slots

Creating repeating slots

APU moodle

Add repeated slots

| Date | 10 ∨ | January ∨ | 2024 ∨ | 📅 |

Set the period slots should repeat

| Repeat time slots until | ☐ Enable | 10 ∨ | January ∨ | 2024 ∨ | 📅 |

Set the days and time range

| Add appointments on | ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☐ Saturday ☐ Sunday |

| Time range | From: 00 ∨ 00 ∨ To: 00 ∨ 00 ∨ |

| Divide into slots? | Yes ∨ |

Do you want to subdivide these slots?

| Duration | 15 | minutes per slot |

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

| Break between slots | 0 | minutes |

| Force when overlap ⑦ | No ∨ |

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

| Maximum number of students per slot | ⑦ 1 | ☑ Enable |

How many students can reserve each slot?

| Location ⑦ | |

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

| Teacher 🔲 ⑦ | ███████ ∨ |

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

| Display slot to students from | Now ∨ |

When should the slots be shown to students?

| Email a reminder | Never ∨ |

After filling out the info, click [SAVE]

Save changes   Cancel

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, 3rd period (12:30 – 14:10), with a 5 minute break between each slot.

Date	Start	End
Monday ███████	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, ███████	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, ███████	12:30 PM	12:45 PM

Set to repeat during the designated period

Creating Slots

Creating a single slot

Add single slot

Set the slot date, start time, and duration

If new and existing slots overlap, should the new slot 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 slot be shown to students?

Set the date to send a reminder email

Comment displayed when student reserves a slot

Appointment 1

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

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

After filling out the info, click [SAVE]

Confirming Created Slots

Checking Student Appointments

Checking Student Appointments

Instructor's Screen

Display list of reservations (see next page)

My appointments | All appointments | Overview | Statistics | Export

Slots

You can add additional appointment slots at any time.

Can check the details of who reserved each slot

Actions	Add slots ⊙ ∨		Delete slots ⊙ ∨			
	Date	Start	End	Location	Students	Action
☐	Thursday, ████	12:30 PM	12:45 PM		☐ ▬▬▬▬ / ☐ ▬▬▬▬	🗑 ⊙ 👥 👎 (3)
☐		12:50 PM	1:05 PM		☐ ▬▬▬▬	🗑 ⊙ 👤 👎
☐	Monday, ████	12:30 PM	12:45 PM			🗑
☐		12:50 PM	1:05 PM		☐ ▬▬▬▬	🗑 ⊙ 👤 👎
☐		1:10 PM	1:25 PM			🗑 ⊙ 👤

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

If you click the checkbox ☑ the reservation will be confirmed.

After you have had an appointment with a student please mark them as "Seen" by clicking the checkbox near to their user picture above.

Students who have not yet reserved are shown here

6 students still need to make an appointment

Send invitation — Send reminder

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

Schedule by student

	Name	Email address	Action
⚫	▬	▬▬▬▬▬	Schedule ⊙ ∨
⚫	▬	▬▬▬▬▬	Schedule ⊙ ∨

Schedule by group

Name	Action
グループ B ████,	Schedule ⊙ ∨
グループ C [████ ████]	Schedule ⊙ ∨
グループ D ████	Schedule ⊙ ∨

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

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

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

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						

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

APU moodle

Slots

You can add additional appointment slots at any time.

Fill out the Appointment Content

Actions	Add slots ⚙ ▾		Delete slots ⚙ ▾			
Date	Start	End	Location	Students		Action
☐ Thursday, ▮▮▮	12:30 PM	12:45 PM		☐ ▮▮▮ ☐ ▮▮▮		🗑 ⚙ 👥 🧠 (3)

Fill out details of selected student's appointment

Blogs
Notes
Activity
Full profile...

Email address: ▮▮▮
Last access: ▮▮▮

| This appointment | Students in this slot |

Date and time	Thursday, ▮▮▮
Teacher	▮▮▮
Message by student	

☐ Attended

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

☐ Distribute to the whole group

Appointment 1

Student
☐ Seen
Search ▾

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

☐ Delete this appointment (when saving the form)

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!

Appointment 2

Student
☐ Seen
Search ▾

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

☐ Delete this appointment (when saving the form)

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**
☐	Thursday, ▮▮▮▮	12:30 PM	12:45 PM		☐ ▮▮▮▮▮▮▮ / ☐ ▮▮▮▮▮▮	🗑 ⚙ 👥 👎 (3)

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

Blogs
Notes
Activity
Full profile...

Email address: ▮▮▮▮
Last access: ▮▮▮▮

This appointment | Students in this slot

Date and time	Thursday, ▮▮▮▮
Teacher	▮▮▮▮
Message by student	

Appointment 1

Student

Seen ☐

Search

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

☐ Delete this appointment (when saving the form)

Appointment 2

Student

Seen ☐

Search

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

☐ Delete this appointment (when saving the form)

Check ☑ to mark as complete

If you want to enter notes on the appointment

☐ Attended

Notes for appointment (visible to student)

Confidential notes (visible to teacher only)

☐ Distribute to the whole group

Click [SAVE] after filling out

Save changes | Cancel

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 |

Display by selected category

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

Export

Overview   Statistics   **Export**

Export slots and appointments

You can export Scheduler data in Excel format

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

Select the data and settings for what you want to export

File format ?

File format	● CSV ○ Excel ○ ODS ○ HTML ○ PDF
Field separator for CSV	Comma ⌄
PDF page orientation	Portrait ⌄

Recommended to export as CSV

After selecting the settings, click [Create Export File]

Preview   Create export file   Cancel