3.5 Adding a scheduler for your students to reserve

1. Make sure your course is editing mode by clicking the 'Turn editing on' button at the top right of the course page.

2. Click the "Add an activity or resource" button.
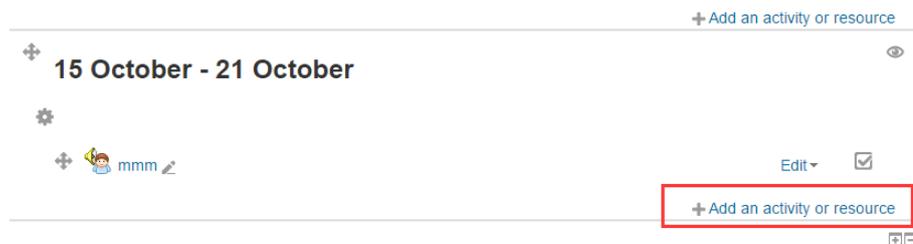
3. Choose activity type scheduler in the pop-up window and then click the 'Add' button. The settings will be presented.
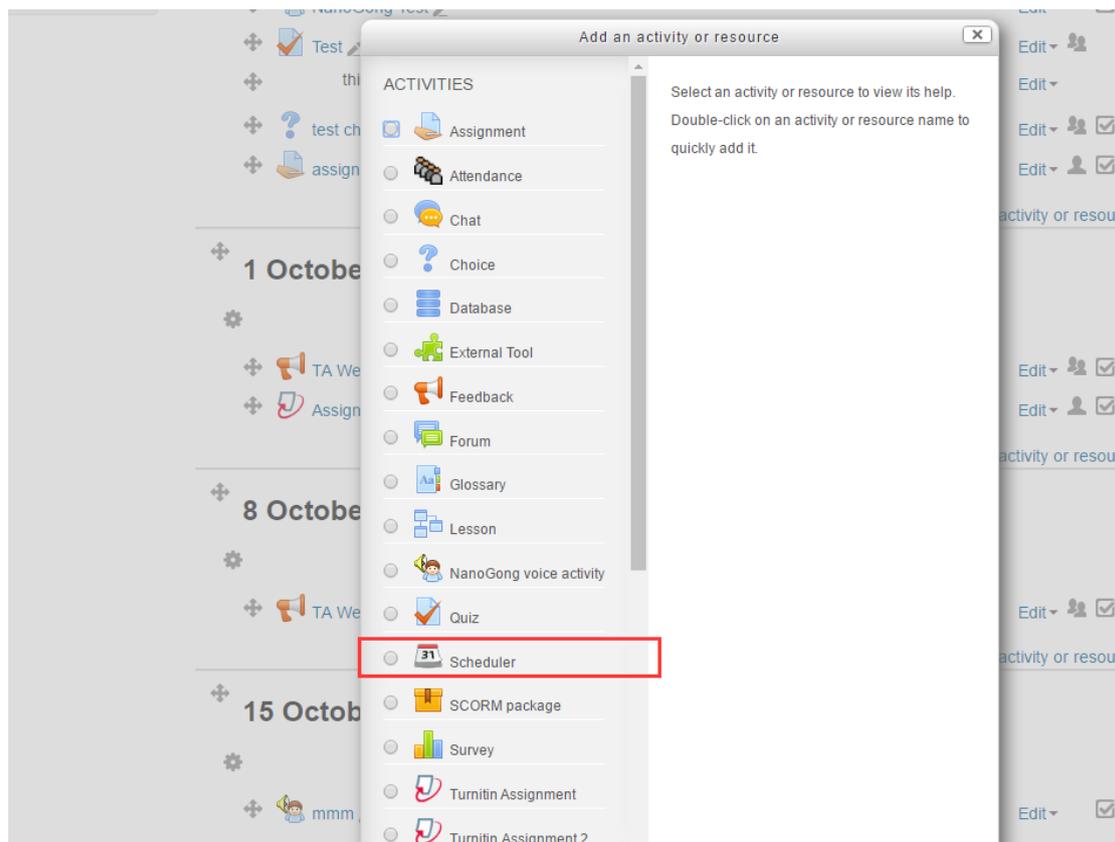
4. Enter the name and click the 'Save and display'.

📅 Adding a new Scheduler to 15 October - 21 October ⓘ

Name* | My Scheduler

Introduction

| 🔳 | Paragraph ▼ | **B** | *I* | ☰ | ☰ | 🔗 | ✂ | 🖼 | 🎞 | 📋 |

Path: p

Role name of the teacher ⓘ

Mode ⓘ   Students can register [1 ▼] appointment(s) [in this scheduler ▼]

Guard time ⓘ   [0]   [minutes ▼]   ☐ Enable

Default slot duration ⓘ   [15]

Grade   Type [None ▼]

Scale [Separate and Connected ways of knowing ▼]

Maximum points [　　　　　]

Grading strategy ⓘ   [Take the mean grade ▼]

5. Add time slots for students to reserve

▶ 15 October - 21 October ▶ My Scheduler

| My appointments | All appointments | Overview | Statistics | Exports |

My Scheduler

Slots

Please click on the button below to add appointment slots to see all your students.

Actions   Add slots ⚙ ▼

➕ Add repeated slots

➕ Add single slot 　　**0 students still need to make an appointment**

Compose email: Invitation — Reminder

Schedule by student

Add single slot

Date ⑦	30 ▾ September ▾ 2016 ▾ 10 ▾ 15 ▾ 📅
Duration	15 minutes
Ignore scheduling conflicts ⑦	☐
Allow multiple students per slot? ⑦	1 ▾
Location ⑦	
Teacher* ⑦	teacher01 uic ▾
Display appointment to students from	30 ▾ September ▾ 2016 ▾ 📅
Email a reminder on	30 ▾ September ▾ 2016 ▾ 📅 ☐ Enable
Comments	

▾ Appointment 1

6. It will show all the slots created by clicking the menu 'All appointments '.

My appointments | All appointments | Overview | Statistics | Exports

My Scheduler

Slots

You can add additional appointment slots at any time.

Actions	Add slots ⚙ ▾		Delete slots ⚙ ▾			
	Date	**Start**	**End**	**Students**	**Teacher**	**Action**
☐	Friday, 30 September 2016	10:15 AM	10:30 AM		teacher01 uic	✕ ⚙ 👤

After you have had an appointment with a student please mark them as "Seen" by clicking the appropriate checkbox in the table above.