



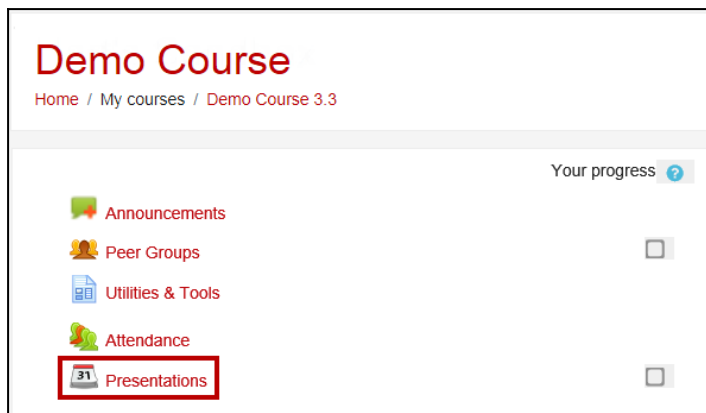
## Faculty: Scheduling Tool

Hart Wilson - 2018-08-21 - Comments (0) - Faculty

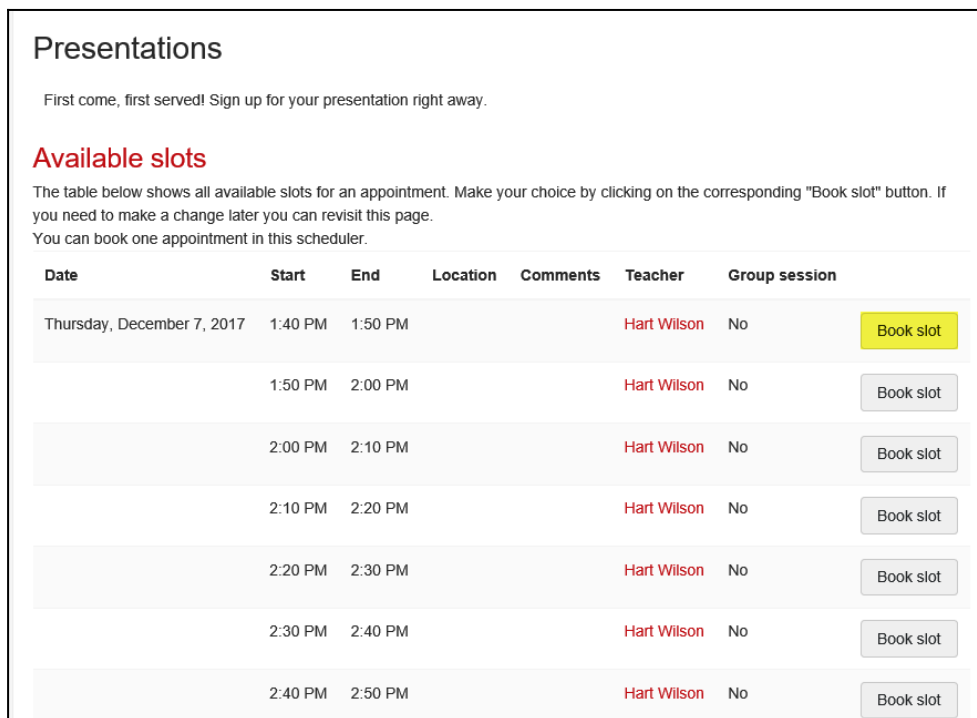
A **Scheduler** activity allows you to establish time slots for your students to meet with you—office hours, oral exams, even class presentations can be scheduled using this tool.

You can set up graded slots and assign points to an appointment. A feedback box is provided for the student as well as a confidential note-taking area for the instructor. Reminders can be auto-scheduled to be sent to students prior to the appointment.

The Scheduler activity below is designed for students to sign up for class presentations.



Here's what the options look like for students—they click on **Book slot** in order to claim an appointment (or in this case, the time they want to present):



Once a student has booked a slot, this is what they see when they open the scheduler:

## Presentations

First come, first served! Sign up for your presentation right away.


### Upcoming slots

Date	Teacher	Location	Comments	Grade
Thursday, December 7, 2017 1:30 PM – 1:40 PM	Hart Wilson			No grade

[Cancel booking](#)

You cannot book further appointments in this scheduler.

Once students begin booking slots, you can review their choices and see which students have not yet booked a slot. Note that you can email students who have not yet signed up (nagging made easy!).



My appointments *All appointments* [Overview](#) [Statistics](#) [Export](#) 















## Presentations

First come, first served! Sign up for your presentation right away.

### 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, December 7, 2017	1:30 PM	1:40 PM		<input type="checkbox"/>  Student1 One	<input type="checkbox"/>   
<input type="checkbox"/>	1:40 PM	1:50 PM		<input type="checkbox"/>  Student2 Two	<input type="checkbox"/>   
<input type="checkbox"/>	1:50 PM	2:00 PM			<input type="checkbox"/>   
<input type="checkbox"/>	2:00 PM	2:10 PM			<input type="checkbox"/>   

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

**8 students still need to make an appointment**

[Send invitation](#) — [Send reminder](#)

### Schedule by student

Name	Email address	Action
 Student5 Five	noemail5@noemail.com	<a href="#">Schedule</a> 
 Student4 Four	noemail4@noemail.com	<a href="#">Schedule</a> 
 Student7 Seven	student7@sou-gmail.com	<a href="#">Schedule</a> 
 Student6 Six	noemail6@noemail.com	<a href="#">Schedule</a> 
 Student3 Three	librarysou@gmail.com	<a href="#">Schedule</a> 

Opening the appointment slot allows you to enter a grade (if you've set the session up to be graded) and provide feedback to the student. You can also include a confidential feedback

box for your own notes.

The screenshot shows a user interface for managing appointments. At the top, there is a profile card for 'Student1 One' with a cartoon avatar of a person wearing a blue 'THINKING CAP' with a lightbulb on top. The profile includes the email address 'sousoe@gmail.com' and the last access time: 'Tuesday, November 7, 2017, 1:06 PM (21 mins 54 secs)'. To the right of the profile are links for 'Blogs', 'Notes', 'Activity', and 'Full profile...'. Below the profile is a table of appointment details:

Date and time	Thursday, December 7, 2017, 1:30 PM – 1:40 PM
Teacher	Hart Wilson
Attended	<input checked="" type="checkbox"/>
Grade	No grade
Notes for appointment (visible to student)	<p>Feedback to student</p>
Grade in gradebook	No grade

At the bottom of the appointment details, there are buttons for 'Save changes', 'Cancel', and 'Continue'.

The Scheduler is clearly very robust—here's an example of the stats you can review at a glance:

The screenshot shows a 'Statistics' overview page for appointments. The page has a navigation bar with tabs for 'My appointments', 'All appointments', 'Overview', 'Statistics', and 'Export'. Below the navigation bar are filters for 'Overall', 'By student', 'By Teacher', 'By slot duration', and 'By group size'. The main content area displays the following statistics:

- Attendable**
- Total candidates for scheduling: 10
- Attended**
- Amount of attended students: 0
- Unattended**
- Student appointed: 2
- Unappointed students: 8
- Available slots**
- Owned: 9
- Not owned: 0
- All slots: 9

At the bottom of the statistics page, there is a 'Continue' button.

Contact the Center for Instructional Support for assistance with this feature.