



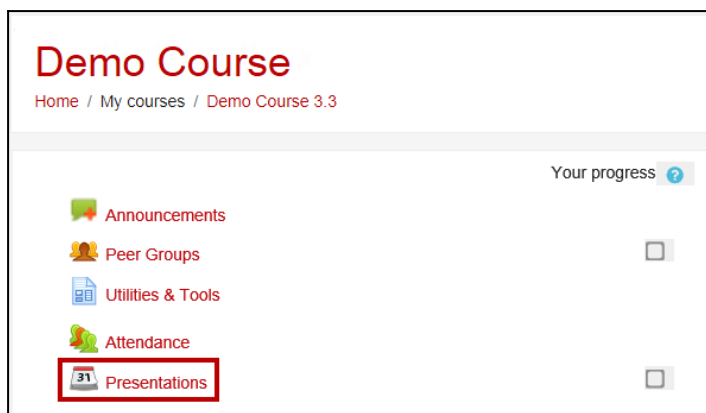
## Faculty: Scheduling Tool

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

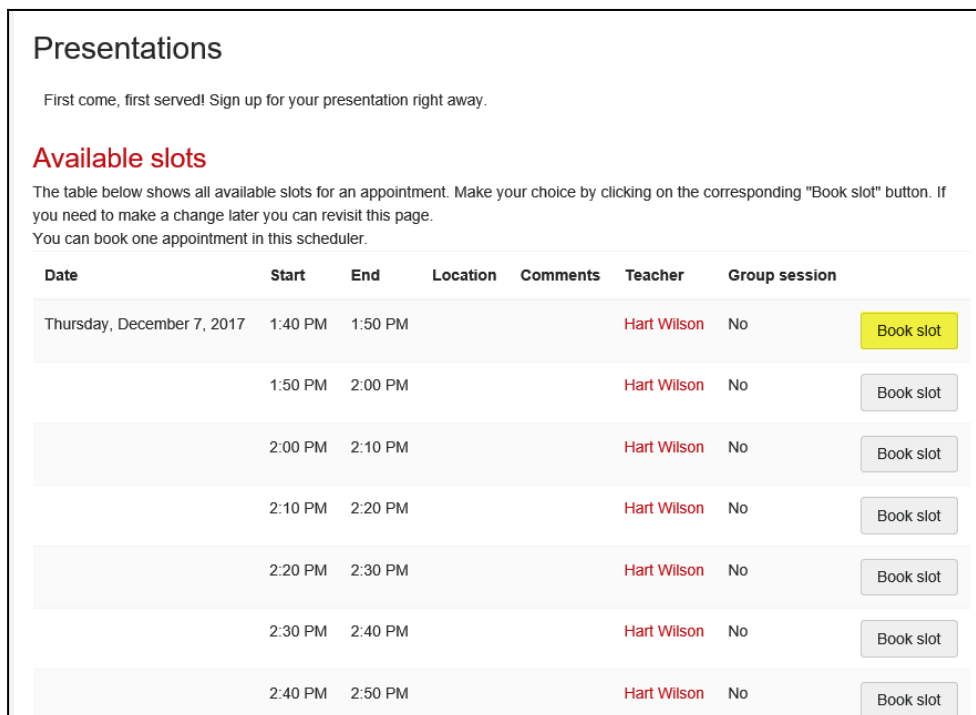
A **Scheduler** activity allows you to establish time slots for your students to meet with you—office hours, oral exams, even class presentations can be scheduled using this tool.

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	Schedule 
 Student4 Four	noemail4@noemail.com	Schedule 
 Student7 Seven	student7@sou-gmail.com	Schedule 
 Student6 Six	noemail6@noemail.com	Schedule 
 Student3 Three	librarysou@gmail.com	Schedule 

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 student profile for 'Student1 One'. The profile includes a cartoon avatar of a person with a blue 'THINKING CAP' and a yellow lightbulb. To the right of the profile are links for 'Blogs', 'Notes', 'Activity', and 'Full profile...'. Below the profile is a table with the following information:

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

At the bottom of the page is a 'Continue' button.

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

The screenshot shows a 'Statistics' page for a scheduler. The page has a navigation bar with 'My appointments', 'All appointments', 'Overview', 'Statistics', and 'Export'. Below the navigation bar are tabs 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

A 'Continue' button is located at the bottom of the page.

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