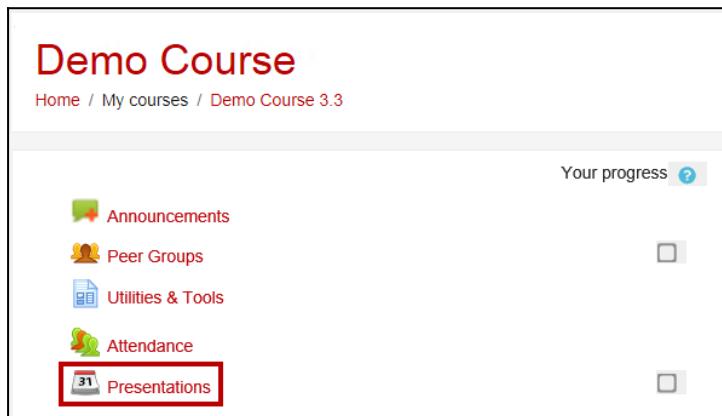


## Faculty: Scheduling Tool

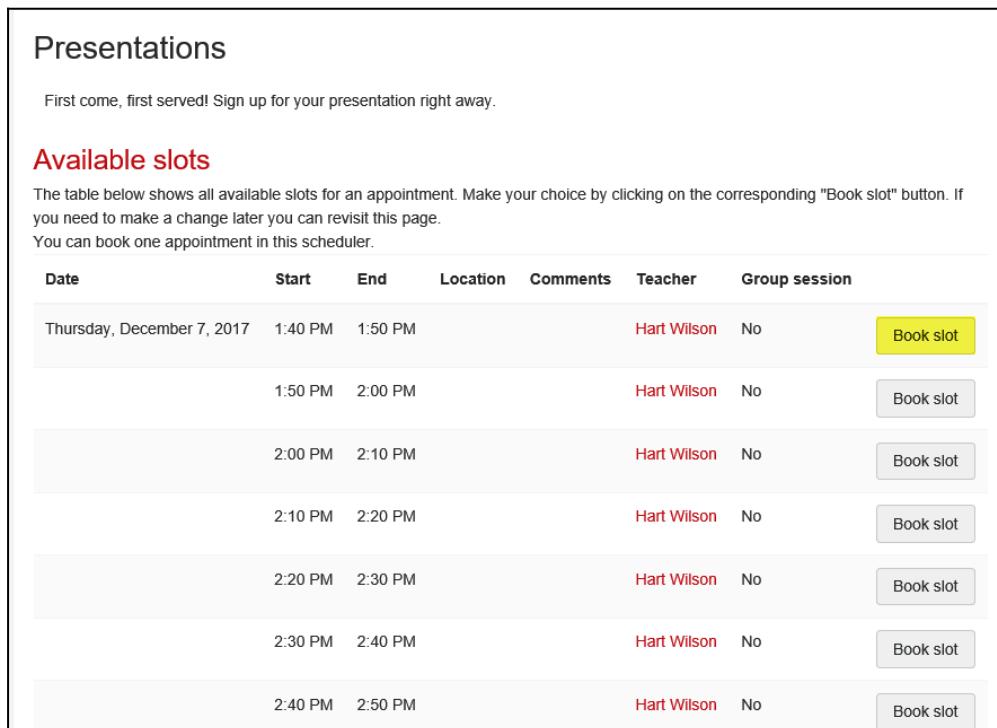
Hart Wilson - 2025-08-29 - [Comments \(0\)](#) - [Faculty](#)

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.

A screenshot of a Moodle course page titled 'Demo Course'. The page shows a navigation bar with 'Home / My courses / Demo Course 3.3'. Below the navigation is a 'Your progress' section with a question mark icon. A sidebar on the left contains links: 'Announcements' (green icon), 'Peer Groups' (orange icon), 'Utilities & Tools' (blue icon), 'Attendance' (green icon), and 'Presentations' (red icon, highlighted with a red border). The main content area is empty.

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):

A screenshot of a 'Presentations' scheduler page. The title is 'Presentations' and a sub-instruction says 'First come, first served! Sign up for your presentation right away.' Below is a section titled 'Available slots' with a table showing appointment slots for Thursday, December 7, 2017. The table has columns: Date, Start, End, Location, Comments, Teacher, and Group session. Each slot has a 'Book slot' button. The slots are: 1:40 PM - 1:50 PM, 1:50 PM - 2:00 PM, 2:00 PM - 2:10 PM, 2:10 PM - 2:20 PM, 2:20 PM - 2:30 PM, 2:30 PM - 2:40 PM, and 2:40 PM - 2:50 PM. All slots are associated with 'Hart Wilson' and 'No' for group session.

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	<a href="#">Cancel booking</a>

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!).

The screenshot shows a web-based scheduler for presentations. At the top, there are tabs: 'My appointments' (selected), 'All appointments', 'Overview', 'Statistics', and 'Export'. A gear icon for settings is also present. Below the tabs, the title 'Presentations' is displayed, followed by the instruction 'First come, first served! Sign up for your presentation right away.' A section titled 'Slots' is shown with the sub-instruction 'You can add additional appointment slots at any time.' Below this is a table of slots:

Date	Start	End	Location	Students	Action
Thursday, December 7, 2017	1:30 PM	1:40 PM		<input type="checkbox"/> Student1 One	<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Student</a>
	1:40 PM	1:50 PM		<input type="checkbox"/> Student2 Two	<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Student</a>
	1:50 PM	2:00 PM			<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Student</a>
	2:00 PM	2:10 PM			<a href="#">Delete</a> <a href="#">Edit</a> <a href="#">Student</a>

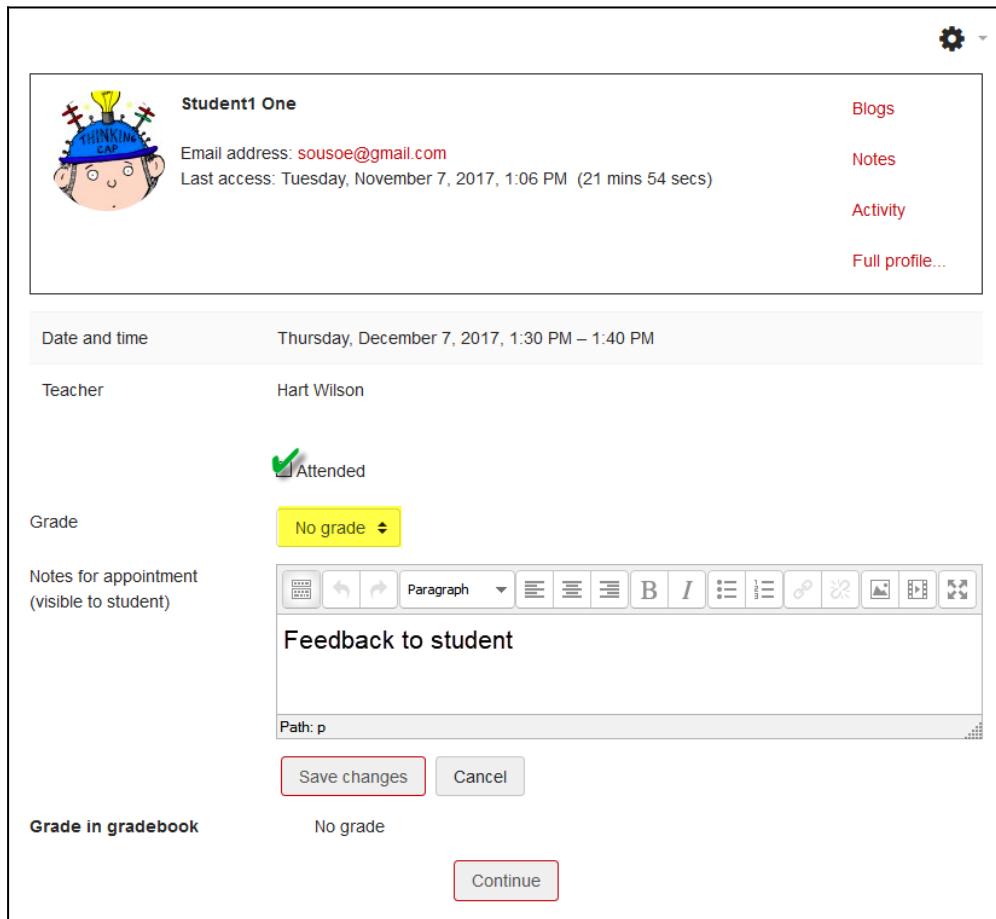
Below the table, a note says: 'After you have had an appointment with a student please mark them as "Seen" by clicking the checkbox near to their user picture above.' A callout box at the bottom left says '8 students still need to make an appointment' with buttons for 'Send invitation' and 'Send reminder'.

At the bottom, a section titled 'Schedule by student' lists students with their names, email addresses, and 'Schedule' buttons:

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>

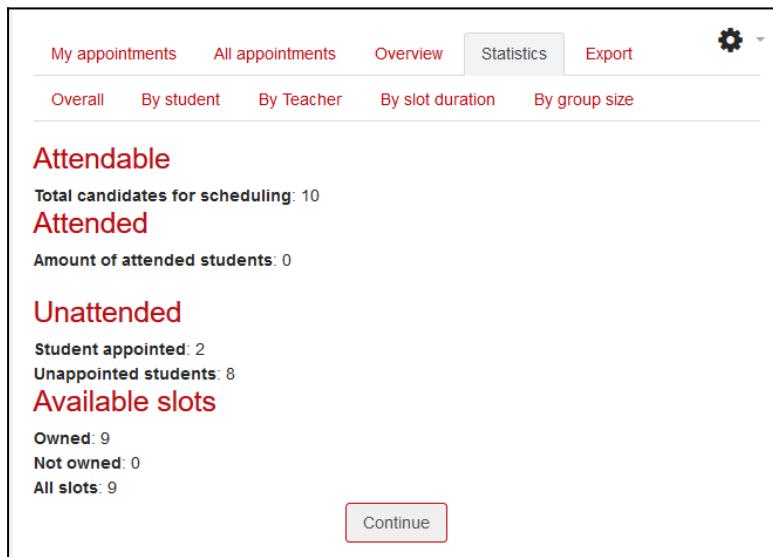
Opening the appointment slot allows you to enter a grade (if you've set the session up to be graded) and provide

feedback to the student. You can also include a confidential feedback box for your own notes.



The screenshot shows the Scheduler interface for a student named "Student1 One". The student's profile includes an illustration of a person wearing a "THINKING CAP" hat, an email address (sousoe@gmail.com), and a last access date (Tuesday, November 7, 2017, 1:06 PM). To the right of the profile are links for "Blogs", "Notes", "Activity", and "Full profile...". Below the profile, the appointment details are listed: Date and time (Thursday, December 7, 2017, 1:30 PM – 1:40 PM), Teacher (Hart Wilson), and Status (Attended, indicated by a green checkmark). The Grade is set to "No grade". The "Notes for appointment (visible to student)" field contains the text "Feedback to student". A rich text editor toolbar is visible above the notes field. Below the notes, there is a "Path: p" field and buttons for "Save changes" and "Cancel". At the bottom, the "Grade in gradebook" is listed as "No grade" with 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 the Scheduler interface with various statistics. At the top, there are tabs for "My appointments", "All appointments", "Overview", "Statistics" (which is selected), and "Export". Below these are sub-tabs: "Overall", "By student", "By Teacher", "By slot duration", and "By group size". The main content area is titled "Attendable" and shows "Total candidates for scheduling: 10". It then breaks down into "Attended" (Amount of attended students: 0) and "Unattended" (Student appointed: 2, Unappointed students: 8). Finally, it shows "Available slots" with statistics: Owned: 9, Not owned: 0, All slots: 9. A "Continue" button is at the bottom.

Contact CATAL for assistance with this feature.