

HKU Moodle Scheduler user guide

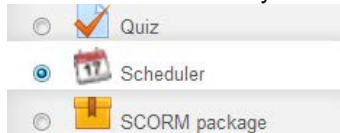
Teachers can use Scheduler to set up time slots for planning face-to-face meetings between teachers and students. Students can choose the time slot and meet with teachers.

Create a Scheduler on Moodle

1. Click **Turn Editing On** button on the course site.
2. Click "**Add an activity or resource**".

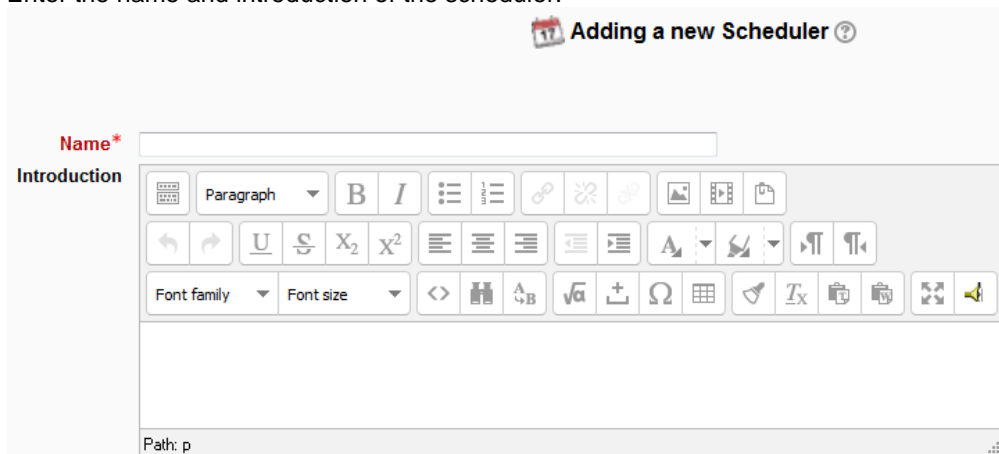


3. Select "**Attendance**" by clicking the radio button, click "**Add**".



Edit settings

1. Enter the name and introduction of the scheduler.



The screenshot shows the 'Adding a new Scheduler' form. At the top right, there is a title 'Adding a new Scheduler' with a question mark icon. Below the title, there is a 'Name*' field with a red asterisk. Underneath is an 'Introduction' field with a rich text editor toolbar. The toolbar includes icons for Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, Image, Video, and File. Below the toolbar are icons for Undo, Redo, Underline (U), Strikethrough (ABC), Subscript (x₂), Superscript (x²), Text color, Background color, Text background color, Text direction, and Text alignment. At the bottom of the form, there is a 'Path:' field with the value 'p'.

2. Enter the name of the teacher.



Role name of the teacher

3. Select the appointment mode:

Students can only register one appointment at a time: The student can only have a single appointment in this module. Once it has been seen by the teacher, he will not be allowed to apply for any further meeting.

Students can only register one appointment: The student can apply only to one date. Once the

meeting is over and concluded, he can appoint back.

Mode  Students can only register one appointment at a time 
Students can only register one appointment at a time
Students can only register one appointment

4. Click **“Save and display”** to save the changes.

Add slots


1. Click **“Add slots”** to add slots to schedule.

[Add slots](#)

2. Fill in the form with the date and time.

Date: 10 ▾ March ▾ 2014 ▾
Repeat Time Slot Until: 15 ▾ March ▾ 2014 ▾
Add appointments on: Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday
Start time: 12 ▾ 10 ▾
End time: 13 ▾ 10 ▾

3. It prevents you from double booking your calendar with scheduled events if you select **“No”** under **“Force when overlap”**.

Force when overlap: Yes No 

4. Click **“Save changes”**.

[Save changes](#)

View appointments

1. Click **“My appointments”** tab to view your appointments.

[My appointments](#) [Overview](#) [Statistics](#) [Exports](#)