

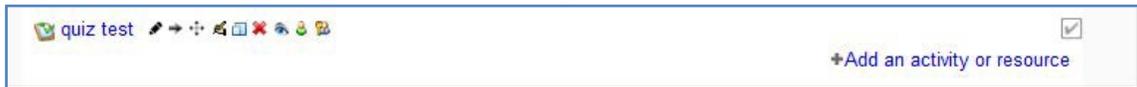
## Why Do This

The Scheduler activity is an efficient way to create a schedule of specified time slots for meetings, appointments or student presentations. Students then choose one of them. Each time slot can be set to accommodate one or several students, and it is possible to schedule appointments for entire groups at the same time. Instructors can also select a time slot for students. The scheduler also allows you to record the outcome of the meeting - and optionally a grade - within the scheduler.

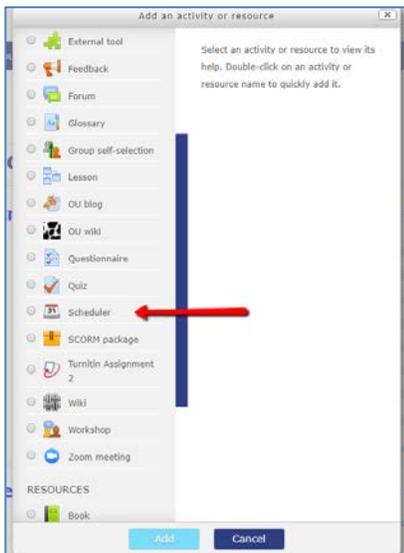
1. Log onto Cougar Courses and go to the main page of your course.
2. Click Turn editing on.



3. Go to the section where you wish to add the Scheduler.
4. Click the **Add an activity or resource** link at the bottom right of the topic.



5. Scroll down the list of Activities/Resources and click on **Scheduler**.
6. Click the **Add** button.



7. On the Adding a new Scheduler page:
  - a. *Name*: Enter a name for the sign-up sheet.
  - b. *Introduction*: Type any instructions about the sign-up sheet and/or the activity in the *Instructions* box.
  - c. *Mode*: One at a time mode allows students to make additional appointments in the schedule once their first scheduled appointment is done. *Useful when setting repeating online office hours.*
  - d. *“Default slot duration”*: enter the **amount of time** allotted to each appointment.
  - e. *Grade*: Choose if they will receive a grade for selecting a time.

**Adding a new Scheduler**

Name\* One on One Meetings - Monday evenings

Introduction

Path: p

Role name of the teacher: Instructor

Mode: Students can only register one appointment at a time

Reuse guard time: 24 hours

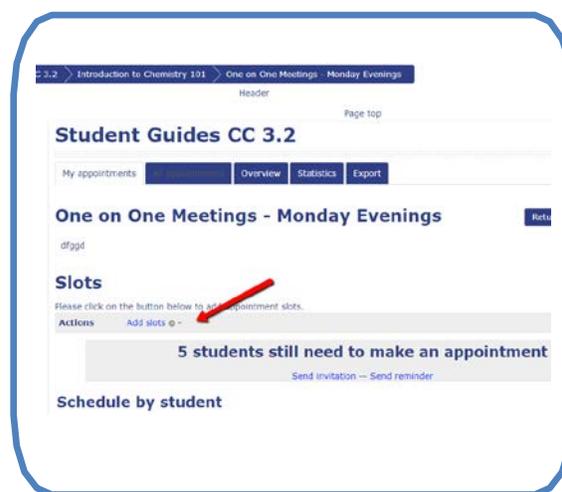
Default slot duration: 15

Grade: No grade

Grading strategy: Take the mean grade

Notifications: No

8. Group mode – You can set the scheduler to separate or visible groups. A student can schedule an appointment for their group and the appointment will be made for all students, locking the time slot at that number of users. Teachers can also schedule on a group basis.
9. Scroll past all of the options and click on the **Save and display** button.
10. On the next page click on the **Add repeated slots** button to setup multiple presentation/meeting times.



11. On the “Add repeated slots” page:
  - f. *Date*: Choose Set the **date** of first slots.
  - g. *Repeat Time Slot Until*: If all slots are on the same day, use the start date. To create slots at the same time on additional days, set the **end date** of last time slot.
  - h. *Add Appointments on*: Check the **day(s) of the week** you wish to add slots. Note the slots will all be in the same time window each day (this is a 24 hour clock so 1:00 pm is 13).

## Add repeated slots

Return to:

Date: 16 August 2017

Repeat time slots until: 16 August 2017 Enable

Add appointments on:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

- i. Select **start time** of first slot of the day and **End time** of last slot of the day.
- j. *Divide into Slots?* : If yes, will create multiple slots within the start and end times set above.
- k. *Duration*: Enter length of each slot within the time window set in start and end time. Add a break between slots if needed.
- l. *Maximum number of students*: Select the number of students who can sign-up for each time slot (typically 1). If they are in a group, leave it at 1 and tell the students one team member should sign-up for the whole group. Put in a *location*.
- m. *Email a reminder*, select how many days before the presentation students will receive an email reminder of their appointment.

12. Click on the **Save changes** button.

The screenshot shows a form for creating a meeting slot. At the top, there is a 'Time range' section with 'From' and 'To' time pickers. Below that is a 'Divide into slots?' dropdown menu set to 'Yes', with a red arrow pointing to it. The 'Duration' is set to 15 minutes, and 'Break between slots' is 0 minutes. 'Force when overlap' is set to 'No'. 'Maximum number of students per slot' is 1. 'Location' is 'MARK 125'. 'Instructor' is 'Cherie Vinopal'. 'Display slot to students from' is 'Now'. 'Email a reminder' is '1 day before slot'. A red arrow points to the 'Save changes' button at the bottom. A message at the bottom says 'There are required fields in this form marked \*'. A 'Return to: Introduction to...' link is also visible.

Note: Create additional slots using **Add slots** when the start and end times are different for different days. You will want to include the date/start times in the title so the students know which they choosing.

### Student's View

**One on One Meetings - Monday evenings**

The table below shows all available slots for an appointment. Make your choice by selecting a radiobutton and don't forget to click on "Save my choice" afterwards. If you need to make a change later you can revisit this page.

Slots					
Date	Start	End	Choice	Instructor	Group Session
Wednesday, December 19, 2012	4:50 PM	5:05 PM	<input type="radio"/>	Susan Wilson	Limited (1/1 left)
	5:05 PM	5:20 PM	<input type="radio"/>	Susan Wilson	Limited (1/1 left)
	5:20 PM	5:35 PM	<input type="radio"/>	Susan Wilson	Limited (1/1 left)
Monday, December 24, 2012	4:35 PM	4:50 PM	<input type="radio"/>	Susan Wilson	Limited (1/1 left)
	4:50 PM	5:05 PM	<input type="radio"/>	Susan Wilson	Limited (1/1 left)
	5:05 PM	5:20 PM	<input type="radio"/>	Susan Wilson	Limited (1/1 left)