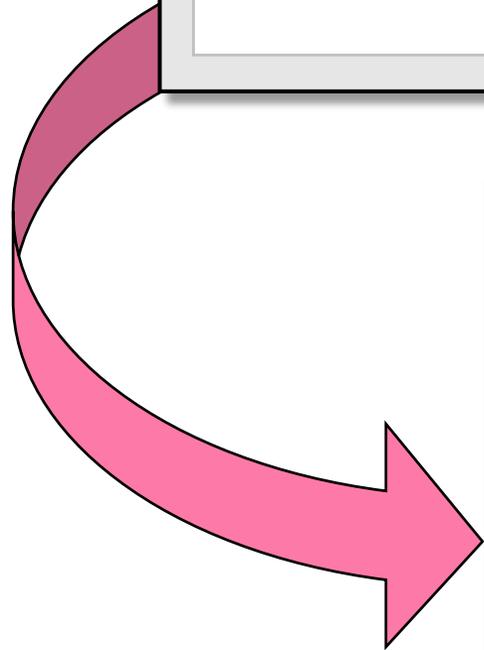
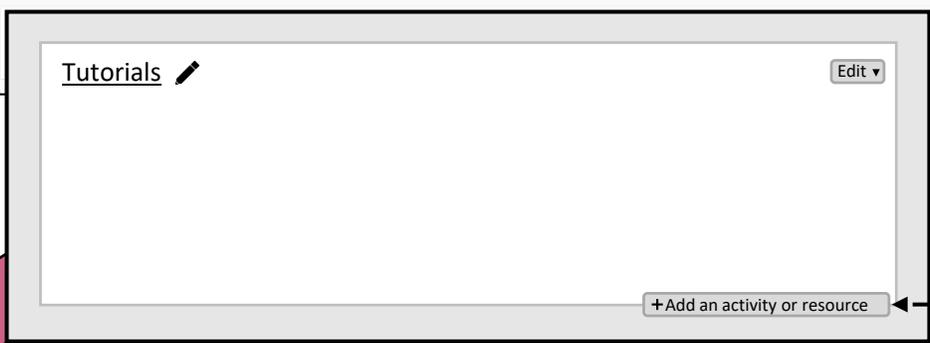
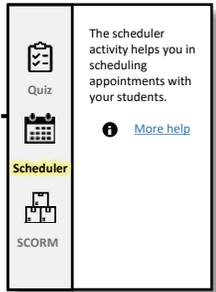


- 1
- Edit Settings
- Edit Content**
- Filters
- Gradebook setup
- Backup
- ...

2

Click on **+Add an activity or resource** and scroll down until you find **Scheduler**. Click **Add**.



Tutorial Signup

Paragraph

My office hours are every Monday and Thursday, 1pm-3pm, not including bank holidays.

**Options**

Role name of the teacher: Tutorial Leader

Mode: Students can register 1 appointment(s) in this scheduler

Booking in groups: No

Guard time: 0 minutes

Default slot duration: 15

Notifications: No

Use notes for appointments: Appointment note, visible to teacher and student

3

### Setting up Scheduler

Add a title and a brief description. Change the settings including the duration of tutorials under **Options**.

**Role name:** title for the role, ie Tutorial Leader.

**Mode:** how many appointments students can select.

**Booking in groups:** allow students in pre-existing groups to sign up for a single tutorial slot.

**Guard Time:** Prevent students from changing their booking shortly before the appointment time.

**Default slot duration:** length of each tutorial session

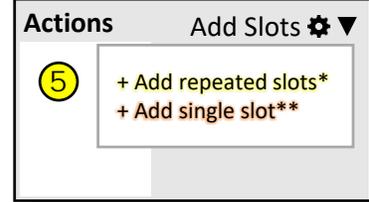
**Notifications:** notify tutors and students whenever an appointment is made of cancelled.

Click **Save and return to course**





4 Click **Tutorial Signup** then find **Add Slots**.



\***Add repeated slots**: best option if your office hours are consistent each week and you wish to create a tutorial sign-up sheet where students can self-select a time and date you've specified.

\*\***Add single slot**: best option if you wish to assign a specific student to a specific tutorial time and date or if your availability changes each week.

### Add repeated slots

Date: 27 September 2019

Repeat time slots until: 27 September 2019  Enable

Add appointments on:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Time range: From: 00:00 To: 00:00

Divide into slots?: Yes

Duration: 15 minutes per slot

Break between slots: 0 minutes

Force when overlap: No

Maximum number of students per slot: 1  Enable

Location:

Tutorial Leader: Lee Leewis

Display slot to students from: Now

Email a reminder: Never

## 6 Adding Tutorial Slots

Select the date of the first tutorial then select which days of the week they will repeat on as well as the time range.

Decide what the duration will be, whether there will be breaks in between, set the maximum number of students per slot, the tutorial location, as well as the hosting tutor and whether to notify students by email.

Click **Save Changes** to return to the tutorial page where you can see who has and has not signed up.