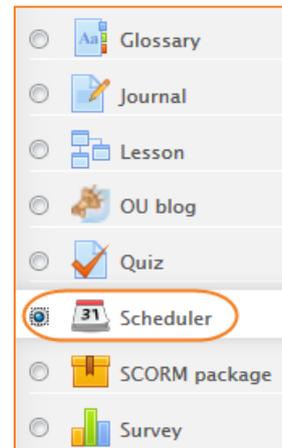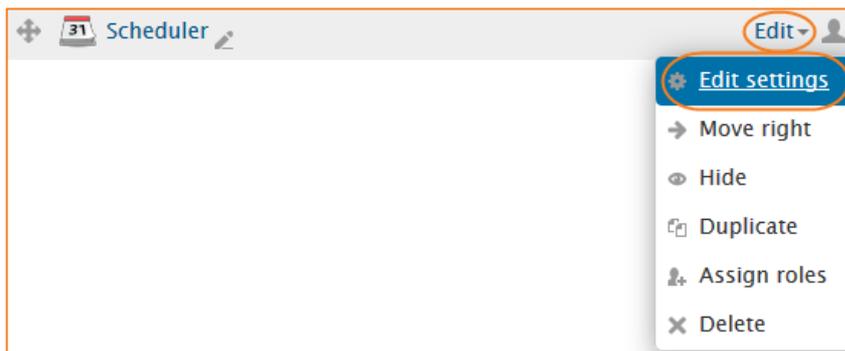# Scheduler

Contents

About

The Scheduler module helps you in scheduling appointments with your students. Teachers specify time slots for meetings, placements, exams, shifts etc. Students then choose one of them on eLearn. Teachers in turn can record the outcome of the meeting - and optionally a grade - within the scheduler.

Adding or editing a Scheduler in your course

1. In your course, *Turn editing on*.
2. If creating a new scheduler, click on *Add an activity or resources* and choose *Scheduler*.

   ✚ Add an activity or resource

3. If editing an existing scheduler, locate the activity, select the *Edit* menu to the right and choose *Edit settings*.

Settings

Name

Add in the name of your scheduler tool in eLearn. This could be something along the lines of Placement, Gym Shifts, etc.

Introduction

Not a required field but you could add more information here about what you are scheduling.

Role name of the teacher

The label for the role who attends students. This is not necessarily a "teacher". For placement use for example, this could be Manager or Supervisor.

Mode

You may choose here some variants in the way appointments can be taken.

- *'x' appointments in this scheduler*: The student can only book a fixed number of appointments in this activity. Even if the teacher marks them as seen, they will not be allowed to book further meetings. The only way to reset ability of a student to book is to delete the old seen records.
- *'x' appointments at a time*: The student can book a fixed number of appointments. Once the meeting is over and the teacher has marked the student as seen, the student can book further appointments. However the student is limited to '*x*' open (unseen) slots at any given time.

Guard time

A guard time prevents students from changing their booking shortly before the appointment.

If the guard time is enabled and set to, for example, 2 hours, then students will be unable to book a slot that starts in less than 2 hours' time from now, and they will be unable to drop an appointment if it starts in less than 2 hours.

Default slot duration

The default length (in minutes) for appointment slots that you set up.

Grade

- Select *Points* or *Scale* from the dropdown. If you will not be giving a grade for the scheduler, choose *None*.
- If choosing scale, select the appropriate scale. For more information on the scales and their values, see the guide on scales on http://teacher.cit.edu.au/__data/assets/pdf_file/0006/55653/GradingScales.pdf.
- If choosing points, enter the maximum grade available for this activity.

Grading strategy

In a scheduler where students can have several appointments, select how grades are aggregated. The gradebook can show either *the mean grade* or *the maximum grade* that the student has achieved.

Notifications

When this option is enabled, teachers and students will receive notifications when appointments are applied for or cancelled.

Common module settings

See eLearn guide – Groups and Groupings.

Restrict access

See eLearn guide – Conditional Release.

Activity completion

See eLearn guide – Completion Tracking.

Once you have filled in all the require settings, click on *Save and display* to bring up the scheduler, or *Save and return to course* to go back to the course.

Adding appointments

1. Once you have created the tool, you can then add in appointment slots.

2. From the *My appointments* tab within the scheduler, you can either *Add single slot*, or multiple (*Add repeated slots*). If creating a series of appointments that fall on specific dates or times, we recommend you use the *Add repeated slots* button.
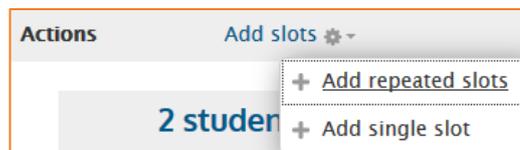
Note: the example below is for setting up a series of appointments over the space of a couple of months. Students can choose to book in slots that will go for an hour, any weekday between 9am and 5pm.

1. Choose the *date to begin*, and *end*. For this one, I am starting this on the 2nd February and going through to the end of March.

2. Choose what *days* you want the appointment on. I am choosing Monday – Friday.

3. Choose your *start and finish times* (e.g. 9am-5pm), and finally the slot duration (mine will be 60 mins).

4. If you want a *break* between the appointments, add the amount of time in there as well.

5. In the *Allow multiple students per slot*, you can change this from 1 multiple students if you choose. Then for example, you could have a maximum number of students booked into one appointment.

6. If there is a location, you can enter it in the *Location* field. E.g. CIT Reid, E151.

7. Choose the associated *Teacher*.

8. Edit the last 2 settings as you wish. This is just how it displays and reminds student of their appointment.

Scheduling Appointments

Students scheduling their own appointments

1. When a student clicks on the scheduler tool, they will be taken to the list of possible slots to book in to.
2. Students can select their preferred time slot, and click *Save my choice* at the bottom. Depending on your settings (e.g. this one is set so the slots are one student per time), this slot will then no longer be available to others users. If the student changes their mind, they can change their selection by just picking another one.
3. If you have it set up, the teacher will receive an email giving the information on the student and when they have booked for.

Date	Start	End	Location	Choice	Teacher	Group session
Monday, 15 September 2014	9:00 AM	10:00 AM		●	AMY HOLLAND	Booked
	10:00 AM	11:00 AM		○	AMY HOLLAND	Limited (1/1 left)
	11:00 AM	12:00 PM		○	AMY HOLLAND	Limited (1/1 left)
	12:00 PM	1:00 PM		○	AMY HOLLAND	Limited (1/1 left)
	1:00 PM	2:00 PM		○	AMY HOLLAND	Limited (1/1 left)
	2:00 PM	3:00 PM		○	AMY HOLLAND	Limited (1/1 left)
	3:00 PM	4:00 PM		○	AMY HOLLAND	Limited (1/1 left)
	4:00 PM	5:00 PM		○	AMY HOLLAND	Limited (1/1 left)

Teachers scheduling appointments for students

1. To schedule an appointment for your student, scroll down to the bottom of the *My appointments page* and click on *Schedule*, choosing the *Schedule in slot* for the associated student.

2. Here you can schedule from the *Existing* range of appointment slots, or *Schedule in a new slot*.
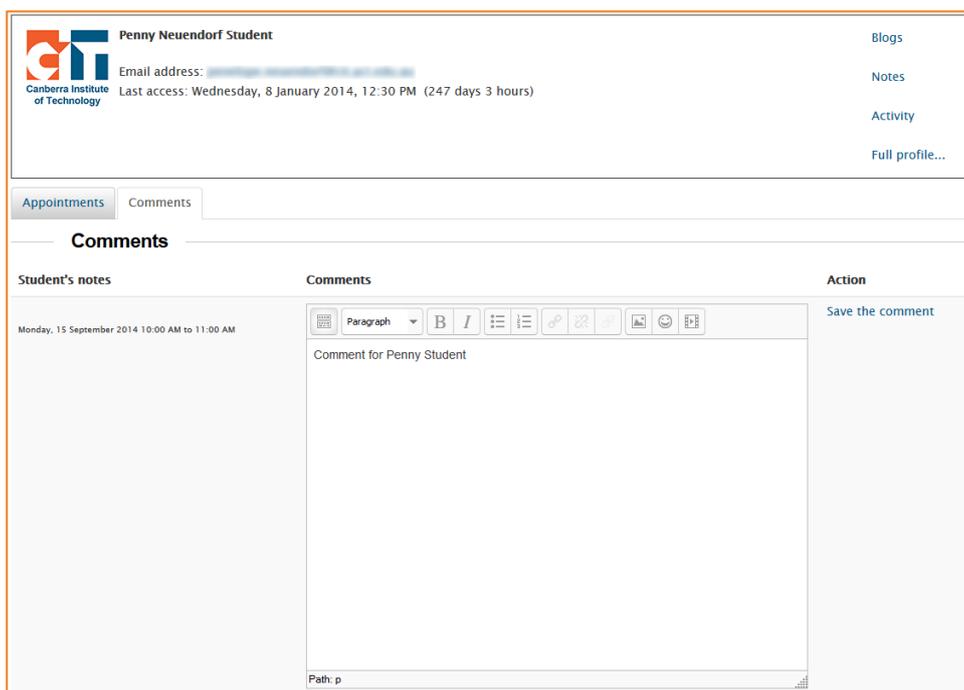
Post Appointment

Once you have seen the specific student, you can make note of this, as well as make comments associated with that appointment.

1. Back on the *My appointments* page, select the check box mark the student as attended.

2. If you wish to add a comment, click on the name of the student. This will bring up an overview of this student. From this page, you can view all appointments this student has had, and any comments you have made about them.

Editing or deleting appointments

You can edit individual appointments as well. If you have a list of repeating appointments like my example, but you want to change or remove one, you can do so with the Actions options on the right, or by selecting the appointments you want to remove, and choose the Delete slots option at the top.

For example, during the couple of months of the appointments set up in the example previously, there falls a public holiday. This means I need to delete all appointments for that day. So I find tick all appointments for the 9th March, and using the menu at the top, choose Delete selected slots.

Other features

There are a few other options you can use with this tool. One is grading. If you change the setting to allow for a grade (numbered or scaled grade), you can then grade each appointment. To mark these appointments, you need to edit the settings of the specific appointment. If anyone finds another way to do this, please don't hesitate to let eLearn Support know as this is a new feature and we admit that we may not have found every little quirk of this.

There is also functionality about "volatile" and "reusable" slots. The explanation on this feature leaves a bit to the imagination. Please feel free to have a play and provide something understandable to the eLearn Support team.