



Purpose and approach

7 min

- Easily create timeslots for appointments with students or groups of participants.
- Choose out of different options such as: location, anonymous registry, group appointments etc.

1 Turn editing on

Max Multimedia

Turn editing on

+ Add an activity or resource

2 select activity

17

Organizer

4 Enter basic data of the time slots

Slot details

Teacher: Max Multimedia ()

Teacher visible

Visibility of members - presetting: Only visible to slot members

Location:

Location link URL:

Duration: 15 minutes

Gap: 0 minutes

Enter the desired name of the location in the input line.

3 Settings (name, availability etc.)

Adding a new Organizer to Topic 5

General

Organizer name:

Description:

Display description on course page

Availability

Registration start: 22 August 2018 00:00 Enable

Registration end: 21 August 2022 23:55 Enable

Always show description

Organizer settings

Relative deadline: 1 hours

Group appointments:

Include trainer in groups

Visibility of members - presetting: Only visible to slot members

Send email notifications to teachers: No registration notifications

Waiting queues

Hide calendar

No calendar events for empty slots

Print slot user fields

Common module settings

Availability: Show on course page

ID number:

Group mode: No groups

Grouping: None

Grade

Restrict access

Tags

There are required fields in this form marked .

Allow groups to register to an appointment

5 Set the specific time frames

Generate slots for date range

Start date: 22 August 2018

End date: 28 August 2018

Weekday slot 1: Monday from 08:00 to 08:30

Slot visible 2 slots for 2 persons

Weekday slot 2: Monday from 13:00 to 13:15

Slot visible 1 slots for 1 persons

Total: 3 slots for 3 persons

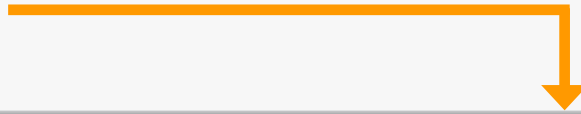
Other

There are required fields in this form marked .

→ continue on page 2...



continue ...



6 Done! The time slots have been created ...

Add new slots

2 new slots were added.

Slot overview

My slots
 Free slots
 Hidden slots
 Past time slots
 Booked slots

Search

<input type="checkbox"/>	Action ?	Date & time ↑ ?	Location ?	Participants ?	Teacher ?	Status ?
<input type="checkbox"/>		Mon 27.08.2018 08:00 - Mon 27.08.2018 08:15 (15 mins)	Lecture Room 42	No participants 0/1 place taken	Max Multimedia	
<input type="checkbox"/>		Mon 27.08.2018 08:15 - Mon 27.08.2018 08:30 (15 mins)	Lecture Room 42	No participants 0/1 place taken	Max Multimedia	
<input type="checkbox"/>		Mon 27.08.2018 13:00 - Mon 27.08.2018 13:15 (15 mins)	Lecture Room 42	No participants 0/1 place taken	Max Multimedia	

Selected slots edit Start

Overview of all (new) timeslots as well as registration status.



Additional editing, deleting, printing or grading is done here. Actions are applied to all selected time slots.



**Short description of the procedure:**

1. Activate the button "Turn editing on" on the top right and then click in the preferred topic on "Add an activity or resource".
2. Under the activities section choose "Organizer".
3. Configure now the settings of the organizer. First, type in a name for the organizer. Second, set an availability date. Hereby specify the start and the end of the registration. If necessary, check the box for "group appointments". This ensures that if one participant enrolls, all other group members are enrolled as well and are notified about time and place of the event. In order to add the organizer, click "Save and display".
4. Next, select in the section "Slot details" the teacher and enter the location of the event in the input field.
5. On the same page in the section "Generate slots for date range" set the required date range - in particular set the start and the end date. Afterwards set the specific workday slots e.g., Monday between 08:00 and 08:30. Check your time slots and click "Save changes".
6. You are directed to the appointment view with the new slots marked green.