



**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**

**3 Settings (name, availability etc.)**

Adding a new Organizer to Topic 5

**General**

Organizer name  
Organizer

Description  
Register here for time slot ...

Display description on course page

**Availability**

Registration start  
22 August 2018 00:00  Enable

Registration end  
21 August 2019 23:55  Enable

Always show description

**Grade**

**Organizer settings**

Relative deadline  
1 hours

Group appointments  
No 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

Add group/grouping access restriction

**Restrict access**

**Tags**

Save and return to course Save and display Cancel

There are required fields in this form marked .

Allow groups to register to an appointment

**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  
Lecture Room 12

Location link URL

Duration  
15 minutes

Select either the lecture hall from the drop-down menu or enter the desired name directly in the input line.

**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 Monday to 08:30

Slot visible 2 slots for 2 persons

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

Slot visible 1 slots for 1 persons

Total: 3 slots for 3 persons

**Other**

Save changes Cancel

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 <a href="#">?</a>	Date & time <a href="#">↑</a> <a href="#">?</a>	Location <a href="#">?</a>	Participants <a href="#">?</a>	Teacher <a href="#">?</a>	Status <a href="#">?</a>
<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. Select either the lecture hall from the drop-down menu or enter the desired name directly in the input line.
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.