How to Create a Moodle for Advising

An advising Moodle can be used for various functions, including:

- Scheduling office hours
- Scheduling appointments to discuss papers or projects
- Creating a common Q&A forum for advisees
- Creating a place to link to useful documents

Creating an advising Moodle is simple:

1. Contact your Academic Computing Manager (ACM) to request creation of an advising Moodle. You may want to request two if you want separate sites for pre-major vs. major advisees, or you could use one for both, with separate content for each group (i.e., one block for each, with dedicated Schedulers and forums).

   a. If you want to be able to email your advisees through the site, please request that your ACM include the Quickmail block when creating the site.

2. Once created, go into your advising “course” as you would a regular Moodle course and enroll your advisees as Students by following the directions here.

3. Back on the main page of the course, Turn editing on, then click Add an activity or resource in whichever block you would like to add the link to the scheduler utility. In the window that opens, select Scheduler and click OK.

4. You should now see the options screen for the Scheduler. Type in a name (e.g., Schedule your Advising Appointment Here), and then set other options as needed. Most you can (and should) leave as the default, but at least a couple are worthy of attention:

   a. You can adjust the Default slot duration to something other than 15 minutes, if you wish.

   b. You may want to set the Notifications toggle from No to Yes, if you (and the student) wish to receive an email when a slot is reserved. Otherwise, you will need to open the Scheduler to view upcoming appointments.

5. When satisfied with the settings, click Save and return to course. You should now see a link to the Scheduler. Click this, and you will be taken to the administration interface, where you can Add slots (both in bulk and individual) or compose either an initial Invitation or, later, a Reminder email.

A video showing the basic steps to add and configure a Scheduler is available here. Should you have any questions, please contact your ACM.