Scheduling meetings with students

This guide explains how to schedule a meeting with students and groups.

Teaching Support Centre (CAPE) / Center for Digital Education (CEDE)
Feedback and Support: flexible-teaching@epfl.ch
More information: https://go.epfl.ch/flexible-teaching
- Turn editing on
- Add an activity
- Select the option ‘Choice’
● In ‘Choice name’, add a title (for example: ‘Please sign up to discuss on a specific date and schedule’)
● Add indications in the description about the meeting (zoom number, email, etc)
● You can choose an to display your activity vertically or horizontally
● Add in the description the ‘location’ of the meeting, e.g. the ZOOM meeting room number.
● Under Options, select Yes to limit the number of responses allowed (to ensure that students choose only one of your proposed time slots)
● For each option, attribute:
  ○ A time
  ○ A Limit of participants (if you are meeting with a group, increase the limit to the appropriate number)
● Add more fields if necessary
● Under availability, enable the first date
● Save and display your Choice activity at the bottom of your screen
● This is what students will see (they will be able to choose a time slot for your activity)
• You can access the scheduling table for your students in your Moodle course screen
Happy Scheduling!

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