

Scheduling meetings with students

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

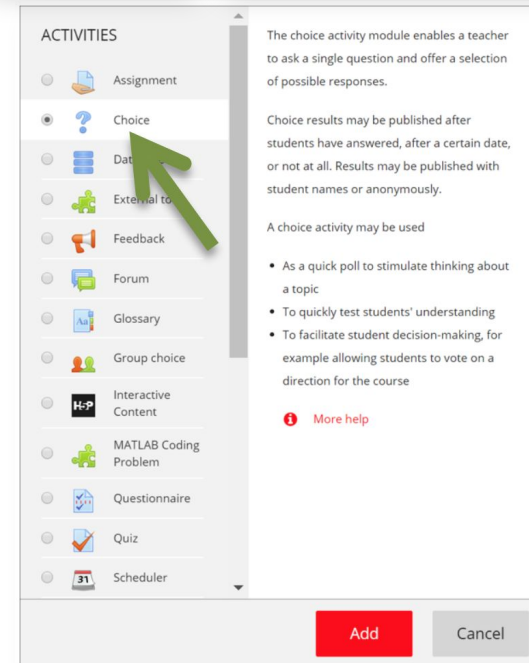
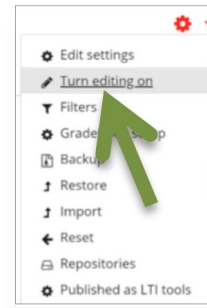


Teaching Support Centre (CAPE) / Center for Digital Education (CEDE)

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.

Adding a new Choice to 23 March - 29 March Expand all

General

Choice name ⓘ Please sign up for a time to discuss on Wednesday 18.03.2020

Description


Display mode for the options

- Display horizontally course page
- Display vertically**
- Display vertically







- Under Options, select Yes to limit the number of responses allowed (to ensure that students choose only one of your proposed time slots)

Options

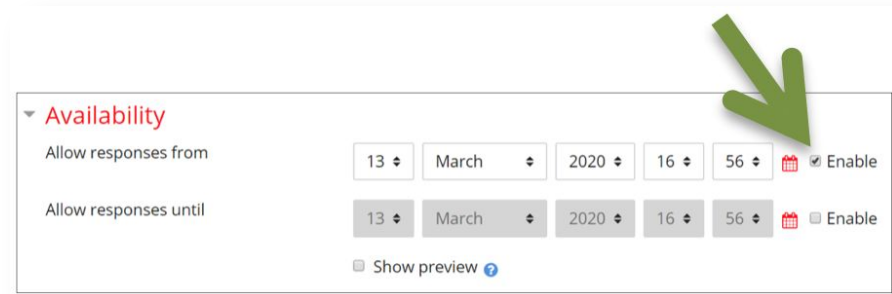
Allow choice to be updated		No
Allow more than one choice to be selected		No
Limit the number of responses allowed	?	Yes
Option 1	! ?	
Limit 1		0
Option 2	?	
Limit 2		0




- 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


Limit 4		<input type="text" value="1"/>
Option 5		<input type="text" value="17h30"/>
Limit 5		<input type="text" value="1"/> 
Option 6		<input type="text" value="17h45"/>
Limit 6		<input type="text" value="1"/>
Option 7		<input type="text" value="18h15"/>
Limit 7		<input type="text" value="1"/>
Option 8		<input type="text" value="18h30"/>
Limit 8		<input type="text" value="1"/>
		<input type="button" value="Add 3 field(s) to form"/>


- 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)



▼ Availability

Allow responses from 13 ▾ March ▾ 2020 ▾ 16 ▾ 56 ▾  Enable

Allow responses until 13 ▾ March ▾ 2020 ▾ 16 ▾ 56 ▾  Enable

Show preview 

Please sign up for a time to discuss on Wednesday 18.03.2020

The results of this activity will not be published after you answer.

- 16h15
- 16h30
- 16h45
- 17h15
- 17h30
- 17h45
- 18h15
- 18h30

Save my choice

- You can access the scheduling table for your students in your Moodle course screen

Please choose a time slot to meet and discuss the assignment

Responses

Choice options	16:30	16:45	17:00	17:15	17:15	17:30	17:45	18:00	18:15	18:30	18:45
Number of responses	0	1	0	0	0	0	0	0	0	0	0
Users who chose this option		 Ingrid Le Duc									

Select all / Deselect all

With selected

Happy Scheduling!

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