

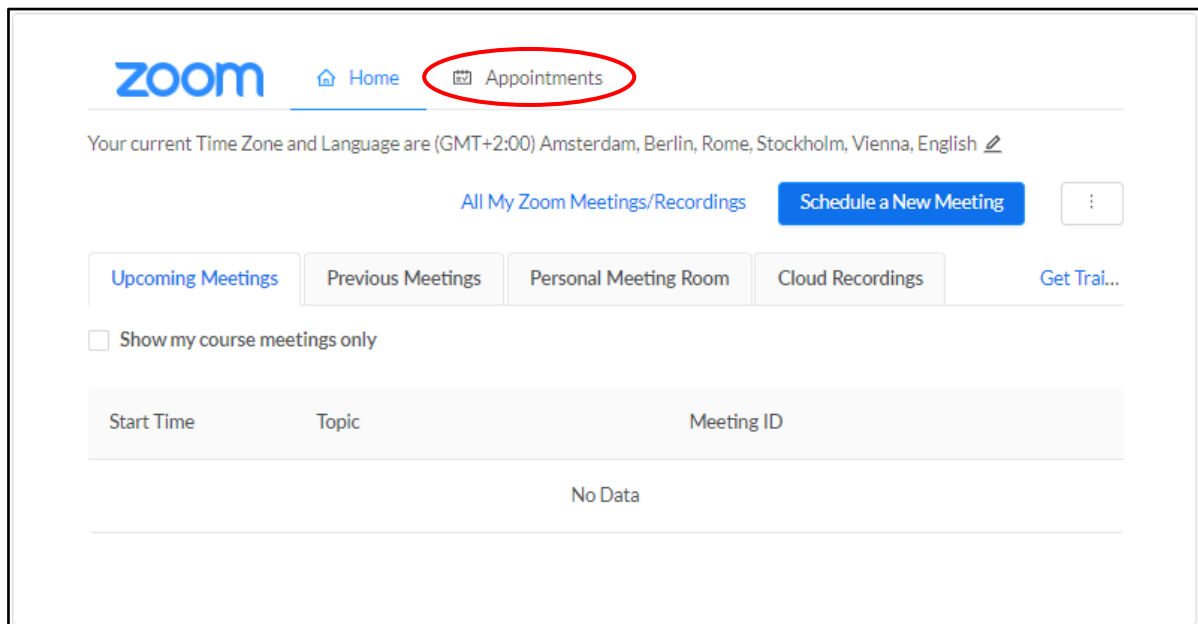
Scheduling office hours appointments via the VLE

Tutors may schedule appointments, for instance, *Office hours appointments*, via the **Zoom meetings manager** activity in the VLE.

Note:

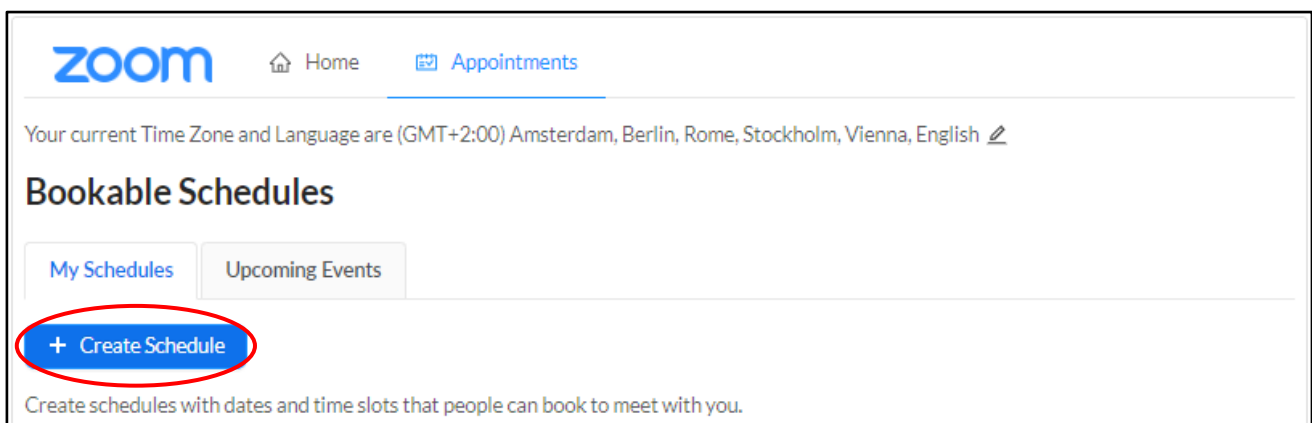
- Tutors should first [set up the Zoom meetings manager activity in the respective VLE area](#).

Upon accessing the newly created *Zoom meetings manager* activity, one will notice that in addition to the Zoom meetings scheduler, a new **Appointments** tab is displayed at the top.



To schedule appointments:

1. Access the required VLE area.
2. Click to access the *Zoom meetings manager* activity.
3. Click the **Appointments** tab.
4. Click the **Create Schedule** button.



The *New Bookable Schedule* dialog box is displayed.

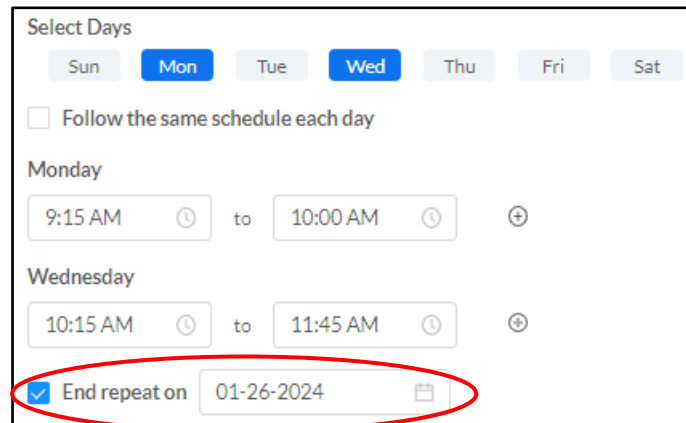
- From the **Select Days** section, click on the dates when you are available to set up your appointments. The example below shows that the selected days are *Mondays* and *Wednesdays*.

- If you would like to follow the same schedule on all selected days, for instance, if on both *Mondays* and *Wednesdays* the office hours are to be set between 09:00 – 11:00, tick the **Follow the same schedule each day** option. Otherwise, leave this option unticked.

- Set the start and end time for your appointment schedules. If you will be using the same schedule for each selected day, you need only set the start and end time once. Otherwise, you need to set the start and end time for each selected day.

You may also click the plus (+) sign adjacent to each selected day to add multiple time slots.

8. It is recommended that you also enable the **End repeat on** option and set the date accordingly, for instance, end of semester 1 or end of the academic year.



Select Days

Sun Mon Tue Wed Thu Fri Sat

Follow the same schedule each day

Monday

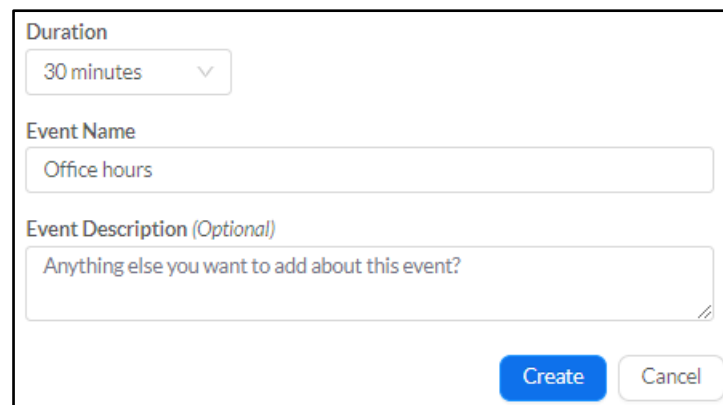
9:15 AM to 10:00 AM

Wednesday

10:15 AM to 11:45 AM

End repeat on 01-26-2024

9. Set the duration of your appointments by updating the **Duration** setting, for example **30 minutes**.
10. In the **Event Name** field, enter a name for your scheduled appointments, for example, *Office hours*. **Note:** If multiple tutors are enrolled on the VLE area, consider including your name as well, example, *Office hours (Dr Joe Borg)*.
11. Optionally, you may also enter a description within the **Event Description** field.



Duration

30 minutes

Event Name

Office hours

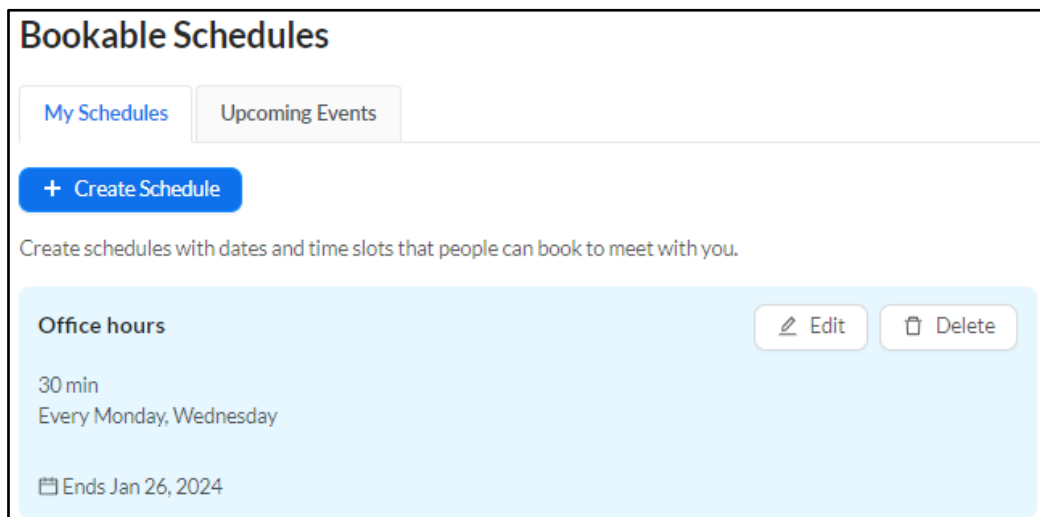
Event Description (Optional)

Anything else you want to add about this event?

Create Cancel

12. Click the **Create** button.

The scheduled appointments are displayed accordingly. You may always **Edit** or **Delete** scheduled appointments as necessary.



Bookable Schedules

My Schedules Upcoming Events

+ Create Schedule

Create schedules with dates and time slots that people can book to meet with you.

Office hours Edit Delete

30 min
Every Monday, Wednesday

Ends Jan 26, 2024

Note:

- Once you have scheduled your event's appointments, consider informing your students by [sending a notification via the Announcements forum](#).
- When a student books an appointment, you will receive an email confirmation that a Zoom meeting has been scheduled.

