

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](#).