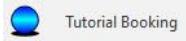
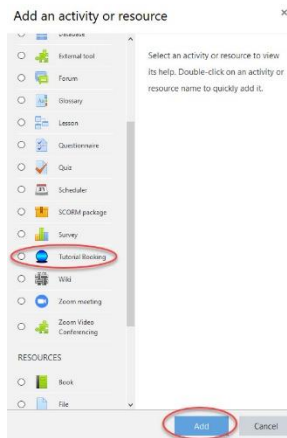


## Using Tutorial Booking in Moodle to Set Up Tutoring Appointments



The Tutorial Booking plugin is designed to allow Teachers and Student Assistants of a course to create slots to which the students can sign themselves up. It replicates the sign up sheet on an office door.

1. From the course page turn editing on. Go to “Add an activity or resource” wherever you want the signup sheet to appear. Choose Tutorial Booking from Activities and Click Add.



2. The next page to appear is settings for your signup sheet. Configure the signup sheet as suggested in the graphic below. A name for the sheet must be added. Everything else is optional. Click “Save and return to course” when you are finished.

**General Settings**

Sign-up List Title

e.g. Tutorial 1 or Computer Labs or Fortnightly Tutorials

Sign-up List Notes 

Add any special instructions about the signup sheet here

Information students need to know when signing up, such as duration of session.

Locked

Privacy

▶ **Signup List Management**

▶ **Common module settings**

Availability

ID number

▶ **Restrict access**

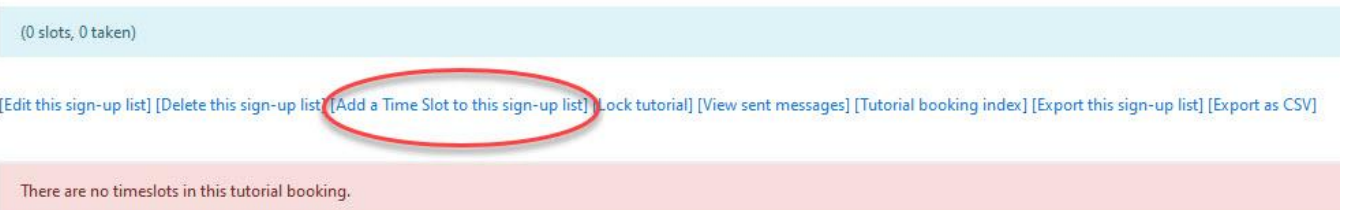
▶ **Tags**

▶ **Competencies**

3. In the main course page, you can see that your new signup sheet has been added for students to use. In the graphic below there are two occurrences of signup sheets in two different weeks.



4. Click on the signup sheet from your course page to set up tutoring slots. Next, click on the link “Add a Time Slot to this sign-up list.”



5. Configure the new tutoring slot as shown in the graphic below. Title the slot. Provide details about the appointment. Set the number of students who can sign up for the slot. Do not worry about the position of the slot. Finally click “Save as new time slot.”

▼ New Time Slot

To create a new time slot in the above sign-up list, please fill in the form below.

Title

Details

Max Number of Students

Position

Date, Time & Location e.g. 10:00am on Thursday 14th Aug in Room B35, Business School or 10:00am on Thursday 14th & 21st Aug, and 4th Sep in Room B35, Business School.  
Please ensure you have included the name of the building!  
Module Convenors should make sure that they have booked the room!

6. What the student sees when they use the signup sheet:

## Econ 110

Sign up for a free, one-hour tutoring session here. Remember to bring all related course materials and if necessary and possible to cancel at least 24 hours in advance

(6 slots, 0 taken)

## Econ Tutoring

Friday, July 10th at 10am in HO 002.

6 places available in total (0 taken, 6 free)

[Sign me up for this slot](#)

## Econ Tutoring

Friday, July 10th at 10am in HO 002.

6 places available in total (1 taken, 5 free)

Currently signed up  
You,

[Remove me from this slot](#)

7. What the Teacher and Student Assistant see as students sign up:

Econ 110

**Name of signup sheet**

Sign up for a free, one-hour tutoring session here. Remember to bring all related course materials and if necessary and possible to cancel at least 24 hours in advance

(6 slots, 1 taken)

**Instructions**

[\[Edit this sign-up list\]](#) [\[Delete this sign-up list\]](#) [\[Add a Time Slot to this sign-up list\]](#) [\[Lock tutorial\]](#) [\[View sent messages\]](#) [\[Tutorial booking index\]](#) [\[Export this sign-up list\]](#) [\[Export as CSV\]](#)

## Econ Tutoring

Friday, July 10th at 10am in HO 002.

**Date and time of appointment**

6 places available in total (1 taken, 5 free)

Currently signed up  
Moodle Test1

**For this student named Moodle Test1**

[\[Edit/Move/Copy\]](#) [\[Delete\]](#) [\[Add Students\]](#) [\[Print Register \(By Name\)\]](#) [\[Print Register \(By Signup\)\]](#) [\[Email group\]](#)