Moodle Methods

Did you know you can make advising a cinch by utilizing Moodle's Scheduler module and an Advising course?

Advising in Moodle

Several faculty have already taken advantage of the opportunity to have an Advising course. Having a separate course just for Advising makes the process seamless for students, and helps you stay organized as well.

Here's how to get started:
1. Export your advisee list to Excel from CentreNet.
2. Contact Kristi.burch@centre.edu for an Advising Course and attach your advisee list.
3. In your newly created Advising Course, you'll want to add the Scheduler activity.

Here you have two options:
 1. You can make the course strictly Advising, a single activity. This will go directly into the advising scheduling app when students click on the course.
2. You can create sections of Advising for various terms. Example

Setting up Advising Page

1. Create a name for the module (i.e. Advising: Fall 2015)
2. Set # of appointments students can schedule (default is 1)
3. Set advising slot duration (default is 15 minutes)
4. Click **Save and display**

On the next page, click **Add slots**
1. Choose Repeated slots
2. Choose your start date for advising appointments and set repeat until date
3. Choose days for which appointments will occur (i.e. M-W-F)
4. Set start time and end time
5. Divide into slots should = Yes; Duration should = your default slot time set above
6. If you wish to have a break between sessions, set that at Break between slots
7. You can display an appointment to the student starting now, or 1 day to 6 weeks before appt. time and email a reminder the morning of or days before.
8. Click **Save changes**

To make this a **Single Activity Course, go to Course Administration, Edit Settings. Change course format to **Single Activity** and **click Scheduler** for type of Activity. Then click **Save changes.**

Students can now sign up for advising appointments themselves, or you can manually assign them to open slots and notify them of their appointment times.