

Magic with Moodle

Tutorial Booking

Mark Daintree
Nottingham University Business School

With further examples from Politics and International Relations

1 Tutorials

- Excel Lab Exam - 29th November
- Case Study Report Presentations
- Excel Lab Tutorials
- Project Review Meetings

Background

- Massive build-up of students in corridors trying to add their name to a printed sheet on the door of the academic's office
- Reproduce the model of a printed piece of paper online – keep the simplicity
- Be able to use it for all sorts of sign-ups, groups, appointments etc., not just tutorials
- Problem of limited access times and remote access
- A way of printing out copies of the lists so students can physically sign in when attending the session

What we did

- Written originally in the Business School's own system Nexus
- Bespoke plugin created by Moodle team working with Business School – can now be used by the whole University
- Freeform design so you can use it for anything
- Solves the problem of limited access, as staff and students can access it whenever, wherever
- Can print out lists in name order or signup order, and also email groups should we need to change the time etc.

How it worked

- Has always worked well for us
- By modelling it on the 'piece of paper' system it is a tool that can be used for most purposes
- Simple for the academic
- First come, first served
- from student point of view

[Weekly Seminars sign up here](#)

Weekly Seminars (15 CREDITS)

(133 slots, 126 taken)

Tuesdays at 11:00 - 12:00 noon, beginning 2nd October, in room A100, Law and Social Science Building with Jonathan Mansell

17 places available in total (17 taken, 0 free)

Currently signed up

Thomas, G... Kay, E...

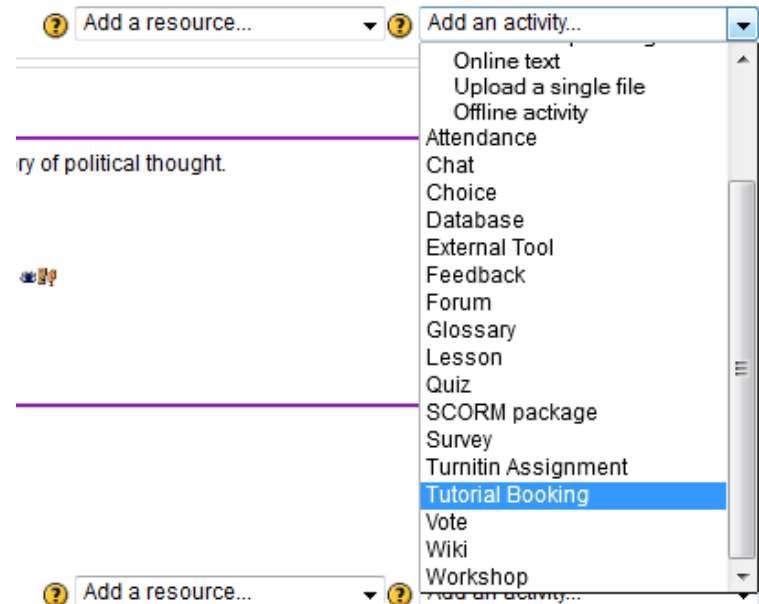
...ROBSON.

Tutorial Booking Tool Features

- Students can only sign up to one of the ‘time slots’
- They can remove themselves from one and sign up to another until it is LOCKED
- Similar to Choice, a maximum number of students can be set for each slot
- If an individual leaves a module but has signed up to a slot they will be removed from the slot once they are removed from the module

Examples

- Choose projects or essays
- Workshop, lab or practical sessions, mock interviews
- Booking equipment (camera, editing suite)
- Module choices
- Optional sessions
- Sign up for careers visits, talks etc.
- Choose presentation time
- Sign up for a Team or study group
- Visits & field trips



How it worked with students

- Students seem to like it
- Easy to use
- With links embedded in Moodle students know where to find it (rather than having to look for the right door or wall to sign up)
- Students use it as soon as we tell them the slots are available

2 Employer Programme Sessions

This link will provide the full list of Employer sessions currently available for this academic year. Please note that the list is constantly changing and so you should check the tutorials list regularly for any sessions you have signed up to.

- 27th Sep 12.30-1.30- BBC Stephen Moss 'Managing Big Beasts'
- 2nd October 12-2pm - PWC Applications and Interviews
- 3rd October 1-2pm- KPMG How to get the job you want
- 3rd October 2:30-4:30pm - Mars Case Study Session
- 3rd October 2:15-3:15pm- Careers Talk for Final Year Students
- 3rd October 3:30-4:30pm - Careers Talk for Second Year Students
- 8th Oct 12-2pm- Reckitt Benckiser Marketing and Sales in FMCG
- 9th Oct 6.30-9.00pm- Bright Futures Management Consulting Event
- 10th October 1-2:30pm - Introduction to PWC
- 10th Oct 2:30-4:30pm- Opportunities at Ernst and Young
- 10th Oct 6-8pm - Net Impact Launch with Boots and Capital One
- 15th October 12-2pm- PWC Commercial Awareness
- 16th October 12-2pm - Preparation for the Fair
- 17th October 12-2pm - E&Y Summer Internship Programme

Tips and recommendations

- Lock them as you create them, and only unlock once you have finished.
- Don't create each timeslot from scratch, but edit the previous one and save as new slot.
- Use the notes field to make it clear what the session is for, how often it runs, and what the students should bring with them.

Tips and recommendations

- Don't expect them to turn up when they have signed up (true for any system you use!).
- If using for group signups, make it very clear in the notes who should sign up from each group (ie the Group Leader), but don't expect them to get it right all the time!
- Make sure you leave room in seminars for the student who comes at the last minute and can't do any seminars but one!

Next steps

Improvements to Tutorial Bookings for next session:

- Easier editing
- Ability to add and remove students after they have made their choices (with a message to the student explaining why)
- “Sent messages” to keep record of emails sent out
- Tutors can view their lists

Further information

How to achieve this

- How to use the Tutorial Booking Tool

<https://workspace.nottingham.ac.uk/display/Moodlehelp/How+to+use+the+Tutorial+Booking+Tool>

- How to export a sign-up list from the Tutorial Booking tool

<https://how+to+export+a+sign-up+list+from+the+tutorial+booking+tool/>

Learning Team Support

learning-team-support@nottingham.ac.uk

Blog: bit.ly/ltnottingham

Moodle Help: bit.ly/uonmoodlehelp

(or search Workspace for “Moodle help”)