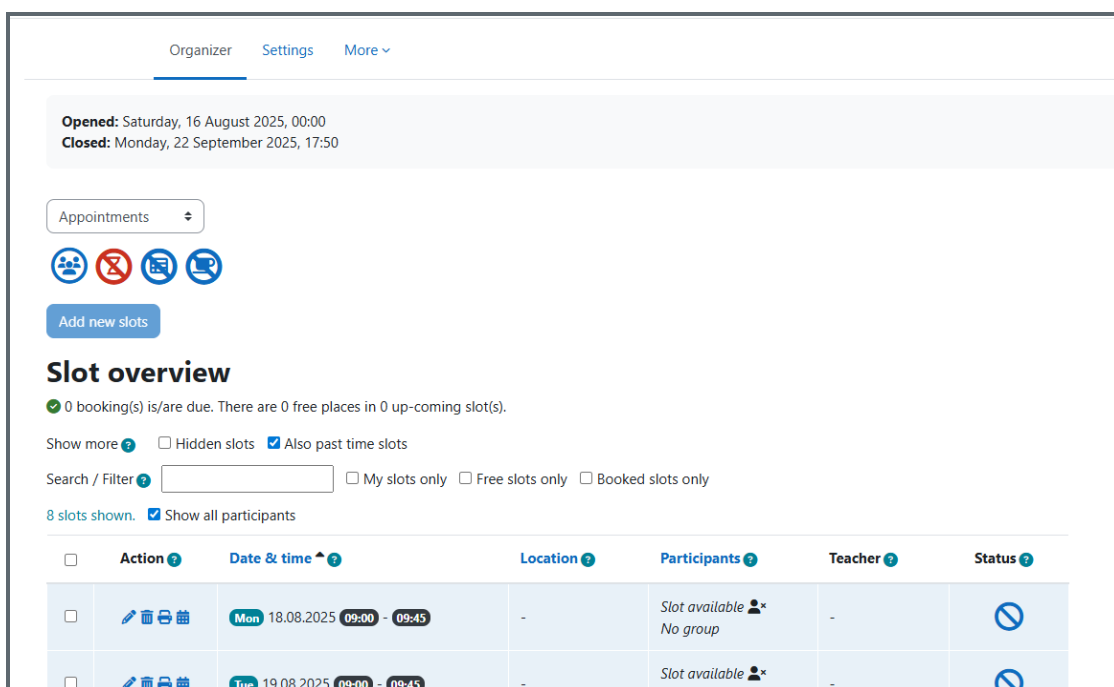


Using Organizer as a replacement for the Reservation activity



An example of the Organizer activity

Overview:

This guide will show you how to use the Organizer activity to replace the Reservation activity, which is not available in current Learning Mall Core AY25/26.

What to know:

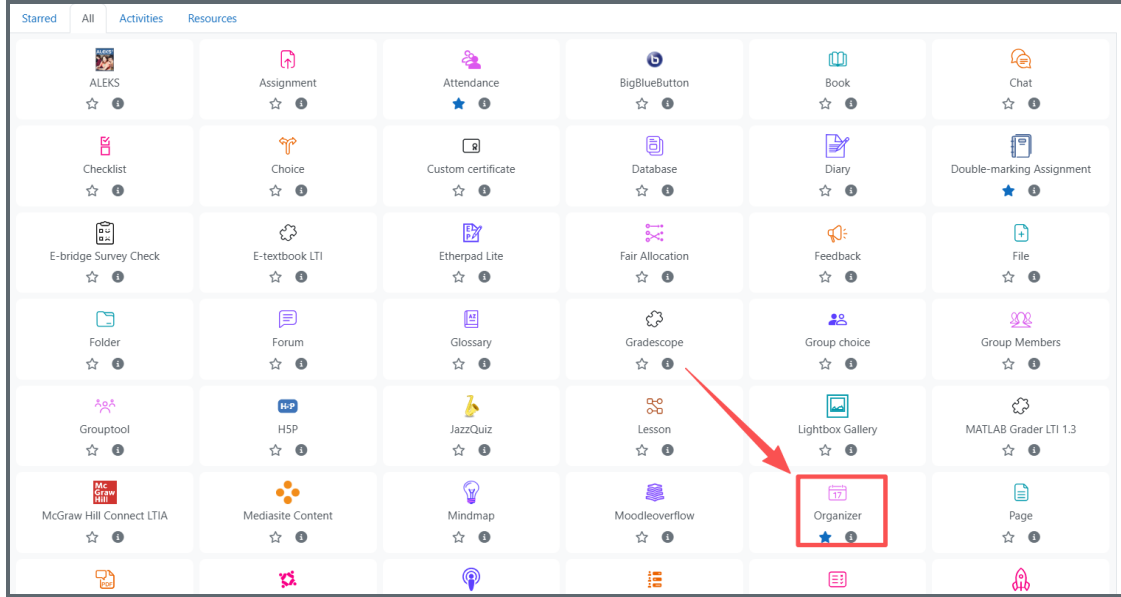
The Organizer can fully replace the Reservation activity by allowing students to book time slots or sessions directly within your module area. It supports both individual and group bookings, waiting list, attendance tracking, and exporting of booking data. Teachers can use it to manage tutorials, lab sessions, or workshop reservations efficiently.

Table of Contents

- [Step 1: Add an Organizer activity](#)
- [Step 2: Basic configuration](#)
- [Step 3: Add new slots](#)
- [Step 4: Edit the new time slots](#)
- [Step 5: Students' view](#)
- [Comparison: Reservation VS Organizer](#)
- [Best practice example](#)

Step 1: Add an Organizer activity

In your module, turn editing on -->Add an activity or resource --> Select Organizer.



Enter a name and brief description for the activity (e.g., "Workshop Reservations").

A screenshot of the 'New Organizer' configuration form. The form has a 'General' tab selected. The 'Organizer name' field is highlighted with a red box and contains the text 'Workshop Reservations'. Below the name field is a 'Description' field with a rich text editor. The rich text editor has a menu bar with 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. The description field is currently empty. At the bottom of the form, there is a checkbox labeled 'Display description on course page' which is unchecked.

Step 2: Basic configuration

1. Choose Booking mode: individual or group.
2. Set Max bookings per user (usually 1 for reservations)
3. Waiting list feature can be enabled by ticking the 'waiting queues'.
4. Leave grading optional and other settings as default.
5. Scroll down to the bottom-->'Save and display'.

Organizer settings

Minimum of slots per participant or group

Maximum of slots per participant or group

Maximum of slots per participant or group per day

Relative deadline days

Group appointments

Include trainer in groups

Synchronize group members

Visibility of members - presetting

Send email notifications to teachers

Waiting queues

Hide calendar

No calendar events for empty slots

Step 3: Add new slots

1. After saving the configuration page, you will be directed to the page of adding slots.
2. Define date, time, duration, location, and capacity for each slot. These details can all be edited later for individual slot as needed.

Add new appointment slots

Slot details

Teacher ?

Teacher Seven (teacher7@nonmail.com)
Teacher Eight (teacher8@nonmail.com)
Teacher Nine (teacher9@nonmail.com)
Teacher Five (teacher5@nonmail.com)
Teacher Six (teacher6@nonmail.com)
Bowen.Zhang@xjtlu.edu.cn

Teacher visible ?

Check this if you want to allow students to see the teacher associated with the timeslot.

Visibility of members - presetting ? Only visible to slot members ▾

Location ?

Location link URL ?

Duration ? 15 minutes ▾

Gap ? 0 minutes ▾

Max. participants ? 1

Applications possible from ? 1 weeks ▾ before the appointment Starting now

Relative appointment reminder ? 1 days ▾

3. Define the date range if you want the new slots to be added in sequence.

Generate slots for date range

Start date 12 October 2025 📅

End date 20 October 2025 📅

Weekday slot 1 ? Tuesday from 10:00 to 10:30 Slot visible 1 slots for 1 persons

Weekday slot 2 ? Friday from 14:00 to 14:30 Slot visible 1 slots for 1 persons

Weekday slot 3 ? Choose from 08:00 to 08:00 Slot visible

Total: 2 slots for 2 persons

Step 4: Edit the new time slots

1. Once new slots are added, click the pencil icon to edit the detail for each individual slot.
2. Redefine the date, time, duration, location, and capacity as needed.

Appointments ▾

2 new slots were added. ✕

Grading is not active.

[Add new slots](#)

Slot overview

🚨 5 booking(s) is/are due. There are 2 free places in 2 up-coming slot(s).

Show more ? Hidden slots Also past time slots

Search / Filter ? My slots only Free slots only Booked slots only

2 slots shown. Show all participants

<input type="checkbox"/>	Action ?	Date & time ?	Location ?	Participants ?	Teacher ?	Status ?
<input type="checkbox"/>		Tue 14.10.2025 10:00 - 10:30	-	0/1 place taken No participants	-	
<input type="checkbox"/>		Fri 17.10.2025 14:00 - 14:30	-	0/1 place taken No participants	-	

Action ? Date & time ? Location ? Participants ? Teacher ? Status ?

Selected slots [Start](#)

Slot visible Slot visible

Teacher: Teacher Seven (teacher7@nonmail.com), Teacher Eight (teacher8@nonmail.com), Teacher Nine (teacher9@nonmail.com), Teacher Five (teacher5@nonmail.com), Teacher Six (teacher6@nonmail.com), Bowen Zhang (Bowen.Zhang@xjtlu.edu.cn)

Teacher visible: Teacher visible

Visibility of members - presetting: Members only visible if own slot

Location: IA-323

Location link URL: BigBlueButton room

Max. participants: 30

Applications possible from: 0 minutes before the appointment Starting now

Relative appointment reminder: 1 days

Other

Comments: workshopdescription
workshopdescription
workshopdescription
workshopdescription

Step 5: Students' view

As the student's view, the booked slots will be displayed. Students can export the ICS file as the calendar reminder.

My slots

1 of 1 slots booked. You have booked the maximum amount of 1 slot(s).

Date & time	Location	Participants	Teacher	Status	Action
Tue 14.10.2025 10:00 - 10:30	IA-323	1/30 places taken Student Five	-	○	Unregister Edit your comment Export ICS

Slot overview

Show more Also past time slots

Search / Filter Free slots only Booked slots only

2 slots shown. Show all participants

Date & time	Location	Participants	Teacher	Status	Action
Tue 14.10.2025 10:00 - 10:30	IA-323	1/30 places taken Student Five	-	○	Unregister Edit your comment Export ICS
Fri 17.10.2025 14:00 - 14:30	-	0/1 place taken	-	○	Re-register

Comparison: Reservation VS Organizer

Feature	Reservation	Organizer
Group booking support	No	Yes
Waiting list	No	Yes
Grading integration	No	Yes
Reminder notification	Basic	Yes
CSV export	Yes	Yes
Calendar integration	Manual	Automatic
Ease of setup	Basic	Flexible & advanced

Best practice example

Scenario: Teachers need to sign up for one of several workshops.

Setup: Create an Organizer activity named "Workshop Booking." Add multiple slots (e.g., Wed/Fri 14:00–15:00), set Max bookings = 30, and enable reminders.

Outcome: Teachers choose their preferred slot, receive confirmation emails, and administrators can view and export attendance data easily.

Next steps:

Now that you have setup the Organizer activity to replace the Reservation, you may be interested in the following related articles:

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/using-organizer-as-a-replacement-for-the-reservation-activity-420.html>