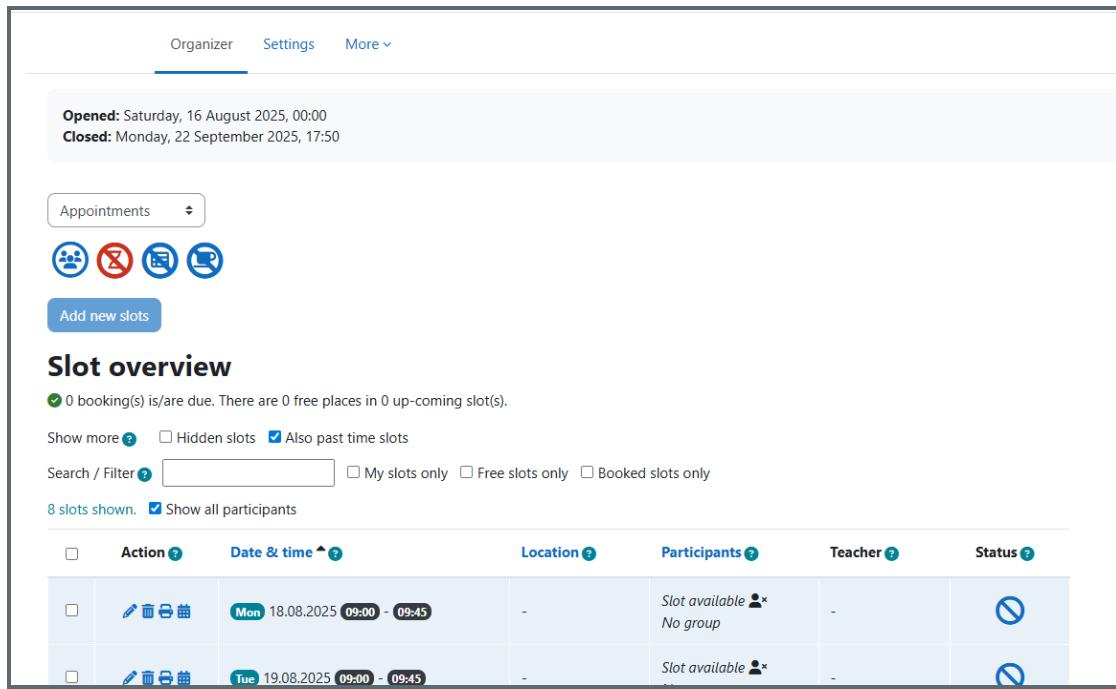


Using Organizer as a replacement for the Reservation activity

420 Bowen Zhang Sun, Oct 12, 2025 Activities and Resources

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The screenshot shows the Moodle Organizer activity interface. At the top, there are tabs for 'Organizer', 'Settings', and 'More'. Below this, a status bar indicates 'Opened: Saturday, 16 August 2025, 00:00' and 'Closed: Monday, 22 September 2025, 17:50'. A dropdown menu shows 'Appointments'. Below the menu are four icons: a group of people, a crossed-out person, a document, and a coffee cup. A blue button labeled 'Add new slots' is visible. The 'Slot overview' section shows a green checkmark indicating 0 booking(s) are due, with 0 free places in 0 up-coming slot(s). It includes checkboxes for 'Show more', 'Hidden slots', and 'Also past time slots', and a search/filter field. A table below shows two slots: one on Monday, 18.08.2025, 09:00 - 09:45, and another on Tuesday, 19.08.2025, 09:00 - 09:45. Both slots are marked as 'Slot available' with 'No group' and have a blue 'No' icon in the 'Status' column.

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.

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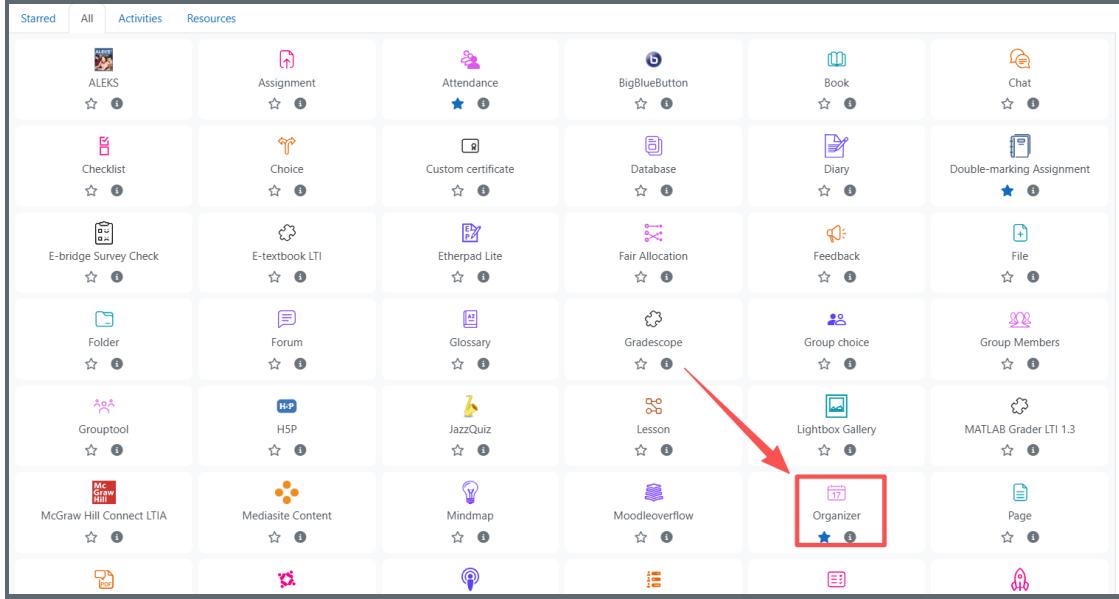
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Step 1: Add an Organizer activity

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").

New Organizer

General

Organizer name:

Description:

0 words

Display description on course page [?](#)

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 1

Maximum of slots per participant or group 1

Maximum of slots per participant or group per day 0

Relative deadline 1 days

Group appointments No group appointments

Include trainer in groups

Synchronize group members

Visibility of members - presetting Only visible to slot members

Send email notifications to teachers No registration notifications

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)
g (Bowen.Zhang@xjtu.edu.cn)

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

Visibility of members - presetting

Location

Location link URL

Duration

Gap

Max. participants

Applications possible from

Relative appointment reminder

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 Choose to 08:30 Slot visible

Total: 2 slots for 2 persons

Step 4: Edit the new time slots

- Once new slots are added, click the pencil icon to edit the detail for each individual slot.
- 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	-	

Selected slots

Slot visible Slot visible

Teacher Teacher

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.xjtu.edu.cn/article/using-organizer-as-a-replacement-for-the-reservation-activity-420.html>