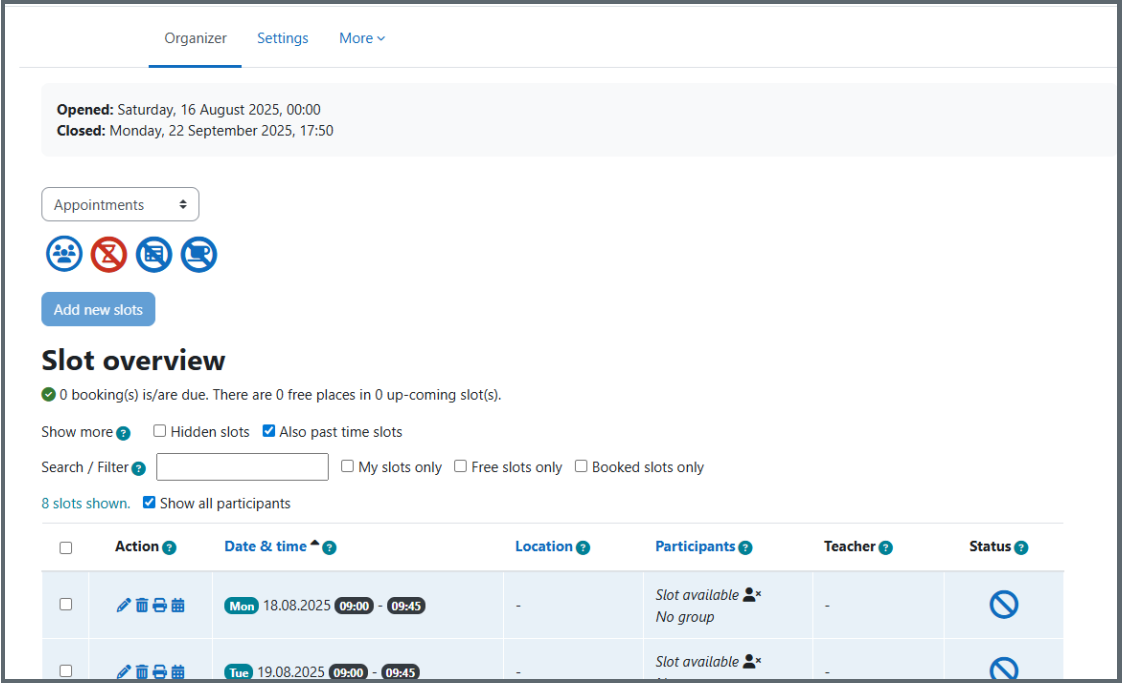


Using Organizer as a replacement for the Reservation activity



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:

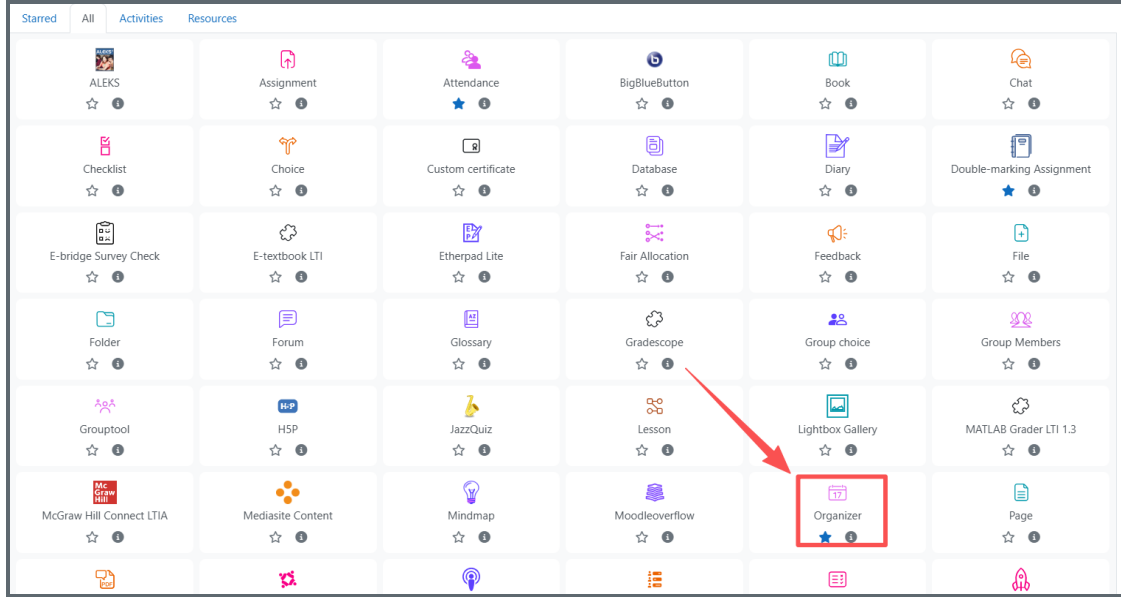
The Organizer can fully replace the Reservation activity by allowing students to book time slots or sessions directly within your module area. It supports both individual and group bookings, waiting list, attendance tracking, and exporting of booking data. Teachers can use it to manage tutorials, lab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

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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”).

The image shows the 'New Organizer' form. The 'General' tab is 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 toolbar. The toolbar includes options for Edit, View, Insert, Format, Tools, Table, and Help, along with various formatting icons like bold, italic, underline, and link. The description field is currently empty, showing '0 words'. At the bottom, there is a checkbox labeled 'Display description on course page' which is currently 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

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)
(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

Gap

Max. participants

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

End date

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

- 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

edit

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
<div>Tue</div> <div>14.10.2025</div> <div>10:00 - 10:30</div>	IA-323	1/30 places taken <div>Student Five</div>	-	<div>🟢</div> <div>👤</div>	<div>Unregister</div> <div>Edit your comment</div> <div>Export ICS</div>

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
<div>Tue</div> <div>14.10.2025</div> <div>10:00 - 10:30</div>	IA-323	<div>📅</div> 1/30 places taken <div>Student Five</div>	-	<div>🟢</div>	<div>Unregister</div> <div>Edit your comment</div> <div>Export ICS</div>
<div>Fri</div> <div>17.10.2025</div> <div>14:00 - 14:30</div>	-	0/1 place taken	-	<div>🟢</div>	<div>Re-register</div>

1

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>