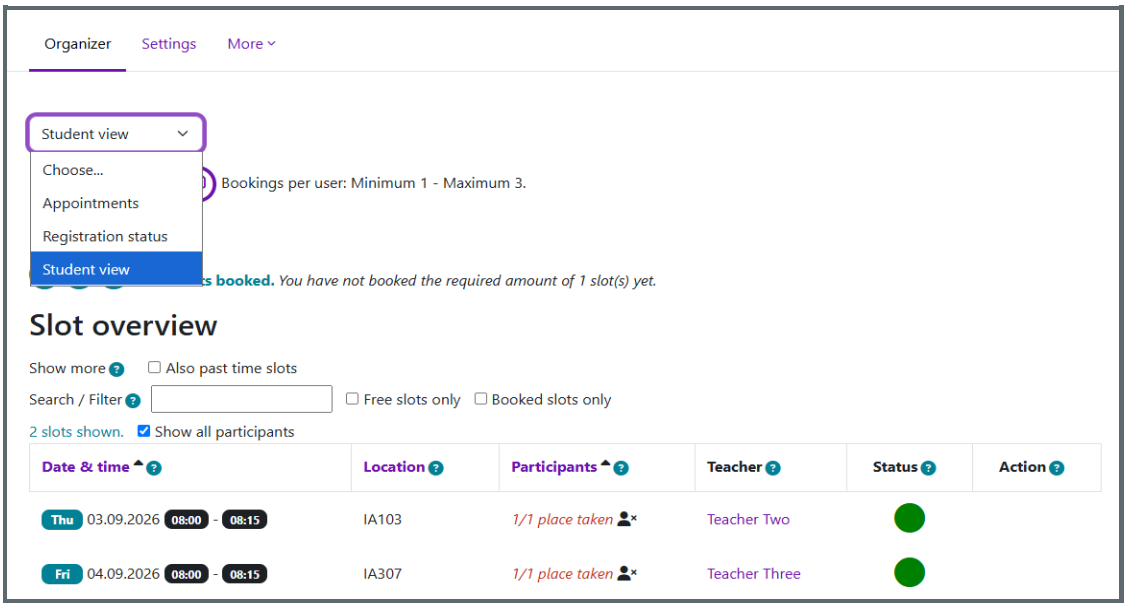
Using Organizer Instead of Scheduler

430 Knowledge Base Administrator Tue, Sep 8, 2026 Activities and Resources 482 0



An example of different views showing slots and registered students

Overview:

The Organizer activity allows you to create appointment time slots in LM Core and let students choose a suitable time. If you previously used Scheduler for office hours, tutorials, presentations or project meetings, you can useOrganizer for the main appointment-booking workflow.

Organizer can be used for both individual and group appointments.

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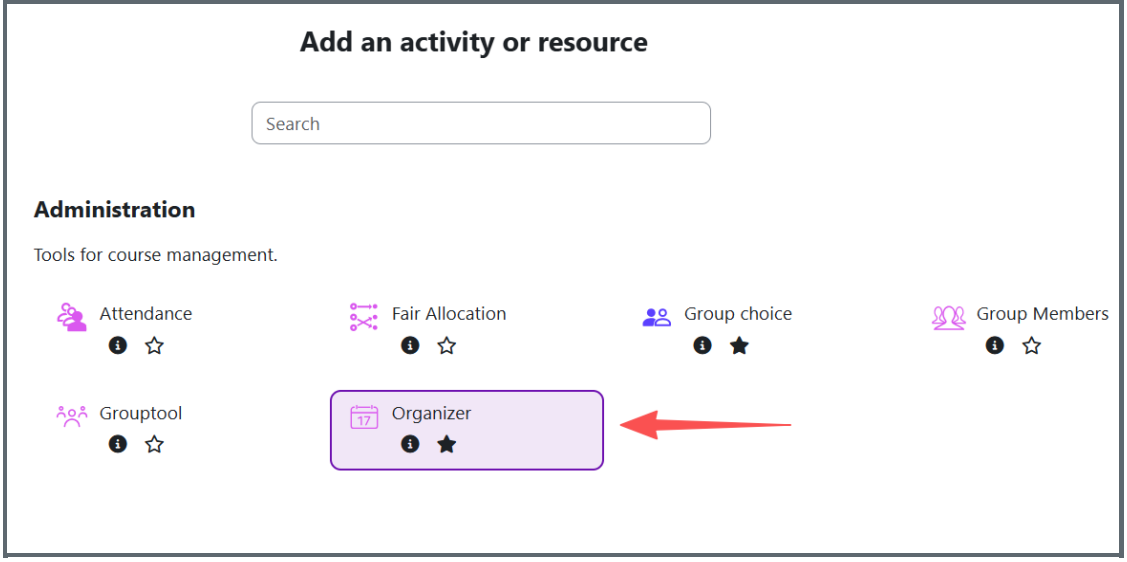
Step 1: Add an Organizer

Turn editing on in your course and select:Add an activity or resource → Organizer

Give the Organizer a clear name, for example:

Tutorial Booking
Project Meeting Appointments
Office Hours

You can also add a short description to explain what students are booking.



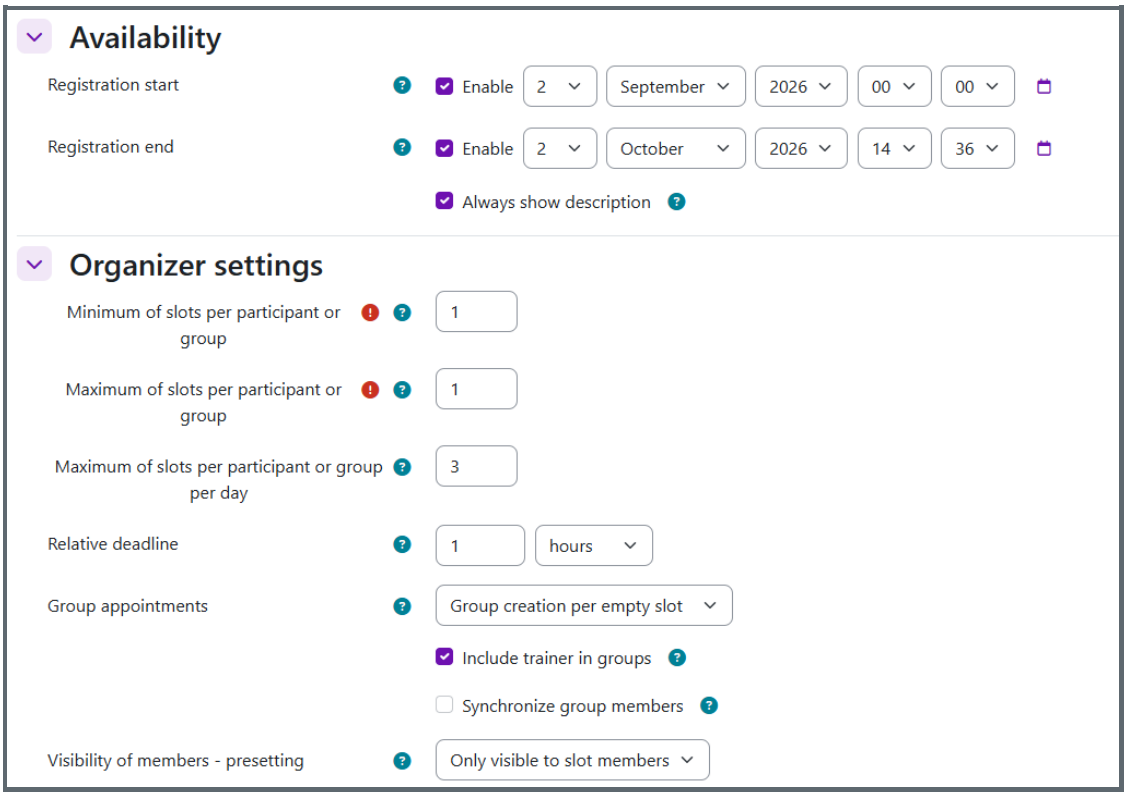
Step 2: Set the booking rules

Under Availability, set when students can start and stop making bookings.

Then check:

Bookings per user – for a simple one-appointment setup, set the minimum and maximum to1.
Group appointments – use No group appointments for individual bookings. Choose a group option only if students need to book as groups.

Save the settings when you are ready.



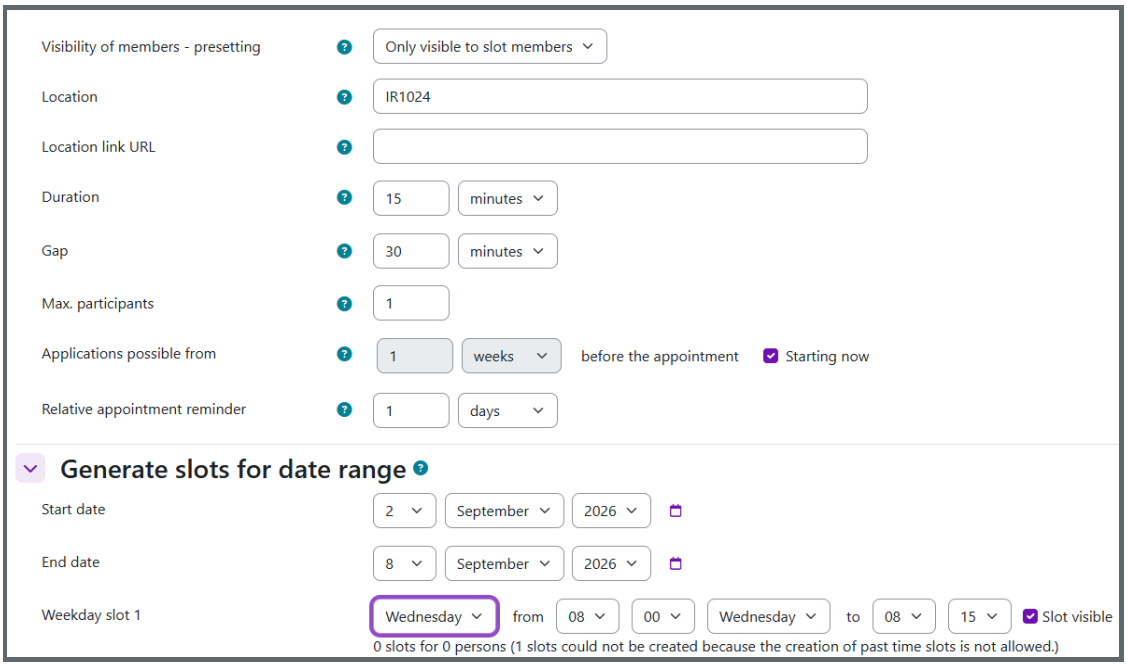
Tip: Maximum bookings and maximum participants are different.
Maximum bookings controls how many appointments a student can book.Maximum participants controls how many people can join one time slot.

Step 3: Create your appointment slots

After creating the Organizer, add the time slots that students can choose from. Set the key information for your appointments, such as:

date and time
teacher
duration
maximum number of participants
location, etc.

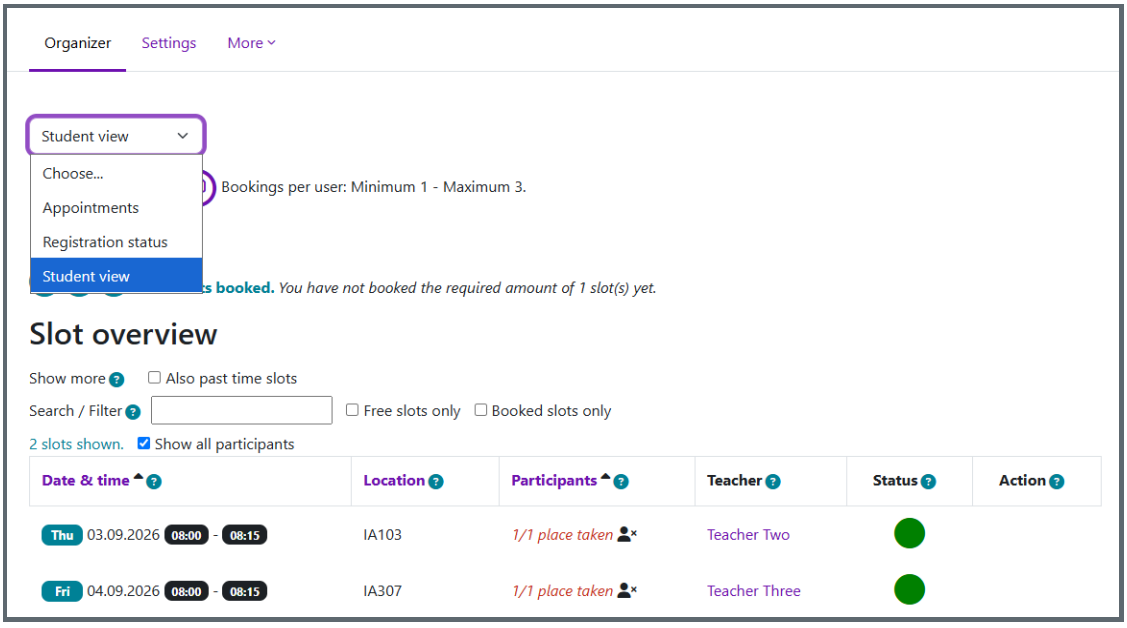
For a one-to-one meeting, set themaximum number of participants to 1 You can create several slots for a date range rather than creating every appointment separately.



Step 4: Check what students will see

Before releasing the Organizer, check theStudent view. Students will see the available appointment slots and can register for an available time. Check that:

the correct slots are available
the dates and times are correct
the location is clear
the booking period is open at the right time

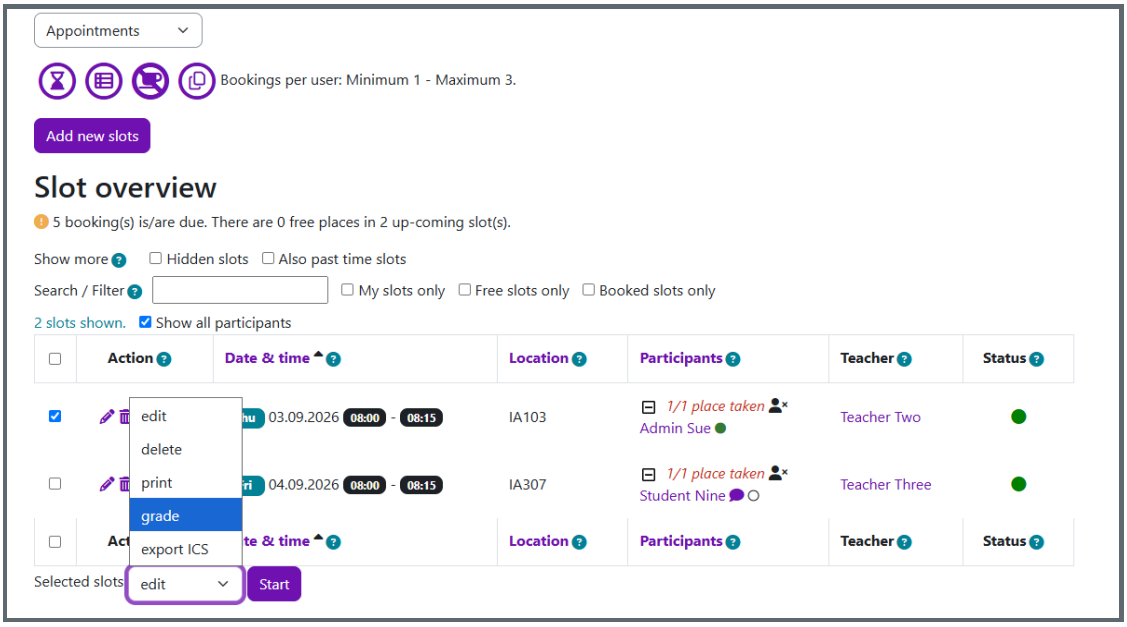


Step 5: Manage the bookings

Open the Organizer and stay in the Appointments view. In the Slot overview, you can:

see booked students under Participants;
edit individual slots using the icons under Action;
select one or more slots and use the Selected slots menu to manage them.

To check which students have or have not made a booking, select Registration Status from the view dropdown.



Tips: Organizer replaces the main appointment-booking workflow in Scheduler, but two Scheduler features are not currently available:
Organizer does not use the same one-click “Check” workflow as Scheduler. Attendance is recorded through the Evaluate function.
Students cannot upload files directly when booking an appointment.

Next steps:

Now that you have finished creating an Organizer activity, you may be interested in the following related articles:

Using Organizer as a replacement for the Reservation activity

Online URL: https://knowledgebase.xjtlu.edu.cn/article/using-organizer-instead-of-scheduler-430.html