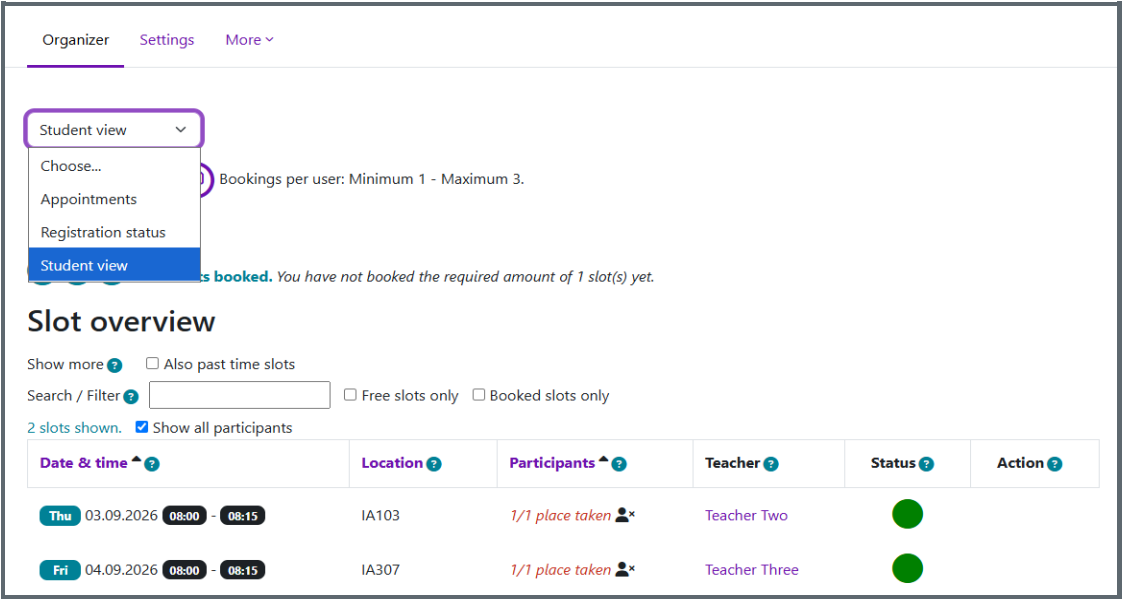


Using Organizer Instead of Scheduler



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 use Organizer for the main appointment-booking workflow.

Organizer can be used for both individual and group appointments.

Table of Contents

- Step 1: Add an Organizer
- Step 2: Set the booking rules
- Step 3: Create your appointment slots
- Step 4: Check what students will see
- Step 5: Manage the bookings

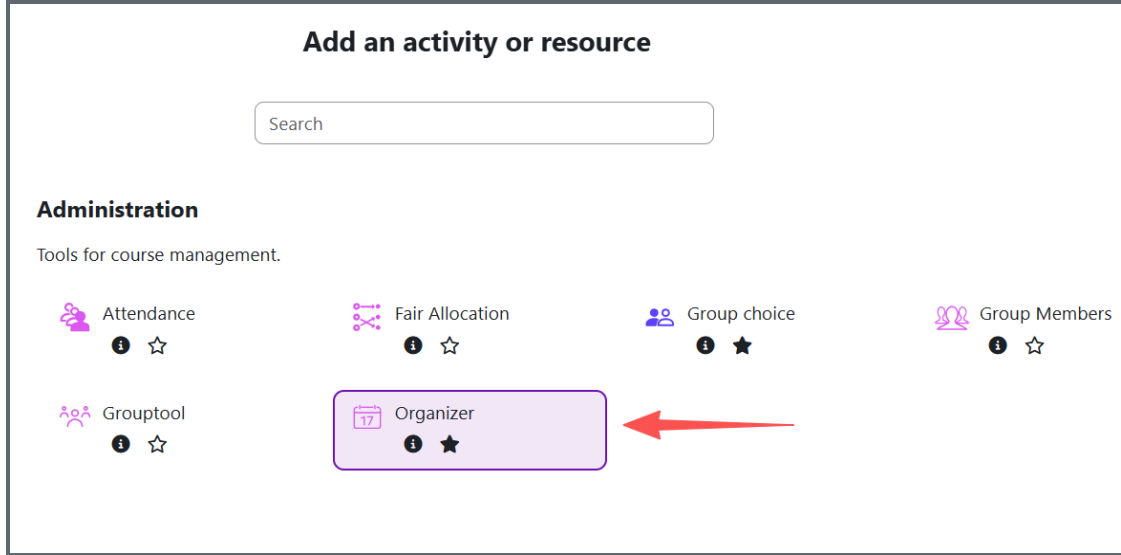
Step 1: Add an Organizer

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 to 1.

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.

▼ Availability

Registration start

?

☒ Enable

2

▼

September

▼

2026

▼

00

▼

00

▼

Registration end

?

☒ Enable

2

▼

October

▼

2026

▼

14

▼

36

▼

☒ Always show description

?

▼ 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

?

3

Relative deadline

?

1

hours

▼

Group appointments

?

Group creation per empty slot

▼

☒ Include trainer in groups

?

☐ Synchronize group members

?

Visibility of members - presetting

?

Only visible to slot members

▼

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 the maximum number of participants to 1. You can create several slots for a date range rather than creating every appointment separately.

Visibility of members - presetting

?

Only visible to slot members

Location

?

IR1024

Location link URL

?

Duration

?

15

minutes

Gap

?

30

minutes

Max. participants

?

1

Applications possible from

?

1

weeks

before the appointment

☒ Starting now

Relative appointment reminder

?

1

days

▼

Generate slots for date range

?

Start date

2

▼

September

▼

2026

▼

End date

8

▼

September

▼

2026

▼

Weekday slot 1

Wednesday

▼

from

08

▼

00

▼

Wednesday

▼

to

08

▼

15

▼

☒ Slot visible

0 slots for 0 persons (1 slots could not be created because the creation of past time slots is not allowed.)

Step 4: Check what students will see

Before releasing the Organizer, check the Student 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

Organizer

Settings

More

Student view

Choose...

Appointments

Registration status

Student view

Bookings per user: Minimum 1 - Maximum 3.

is booked. You have not booked the required amount of 1 slot(s) yet.

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
Thu 03.09.2026 08:00 - 08:15	IA103	1/1 place taken	Teacher Two		
Fri 04.09.2026 08:00 - 08:15	IA307	1/1 place taken	Teacher Three		

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.

Appointments

Bookings per user: Minimum 1 - Maximum 3.

Add new slots

Slot overview

5 booking(s) is/are due. There are 0 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

	Action	Date & time	Location	Participants	Teacher	Status
☒	edit delete	03.09.2026 08:00 - 08:15	IA103	1/1 place taken Admin Sue	Teacher Two	
☐	print grade	04.09.2026 08:00 - 08:15	IA307	1/1 place taken Student Nine	Teacher Three	
☐	export ICS edit					

Selected slots

Start

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>