SETTING UP A DIARY TO MANAGE APPOINTMENTS
The diary is an area that lets the teacher manage appointments with students.

To add a diary click on the settings icon in the top right under the username and select > Attiva modifica (Activate changes):

Then click on the ‘Aggiungi’ (Add).

Then select ‘Agenda’ ‘Diary’ in the section Attività (Activities).

On the right-hand side of the window a help screen will appear illustrating the functionality of the resource. Click on ‘Aggiungi’ (Add).
L’attività Agenda aiuta ad organizzare gli appuntamenti con i tuoi studenti.

Il docente specifica le fasi orarie per gli incontri, gli studenti possono scegliere uno di loro su Moodle. Il docente può registrare, comunque, la prenotazione all’interno dell’Agenda.

La pianificazione di gruppo è supportato, ovvero, ogni fase oraria può ospitare diversi studenti, ed eventualmente è possibile programmare appuntamenti per interi gruppi contemporaneamente.

Digite utile
General

Fill in the General section with a title and a brief description of the diary.

Selecting the option ‘Visualizza descrizione nella home del corso’ (Show description on course homepage) you will be able to see the description directly on the course homepage.
Options

In this section you can decide on the number of bookable appointments for the students across the whole diary or at specific times (this can be set up as follows):

- Decide how much time the students will have to make/change/cancel their appointment: if “Scadenza per cambio prenotazione” (Deadline to change appointment) is set on “2 ore” (two hours) the student will be able to make/change/cancel the booking up to 2 hours before the appointment. This setting is useful for the teacher to have the necessary forewarning to prepare for the meeting and to go to the meeting location.
• You can set the duration of every meeting (for example 15 minutes)

• You can decide to send a notification to the student and the teacher when a booking is made or cancelled.

• It is possible for a space for a note to appear, choosing between the various types.
Before saving, you can set up options for evaluation, as for the other resources/activities.
Setting up the timetables

After having set up the general diary characteristics, click on the title on the homepage.

The teacher has various options available:

First, the teacher can decide to add meeting times one by one, or if they have already fixed the days, they will meet their students, they can all be added automatically.

- From the drop-down menu ‘Aggiungi fasce orarie’ (Add timetable) you can select ‘Aggiungi fasce orarie ripetute’ (Add repeated timetable)
Set the booking start and end dates (optional)

Select the available days and the time interval, which in this case will be subdivided into 15 minute slots, with no interval one between the other.
In the last section it is possible to force an overlap between timetables: if you decide Sì (Yes), the new timetable will remove the old one, if you decide No, the new timetable, overlapping, will not be created.
You can decide to see one or more students at the same time, and which course tutor (if there is more than one) will keep the appointment.

- The teacher can decide when to make the booking slots available:
The teacher can decide to make the system send a reminder before the appointment.
Visualisation TEACHER – diary set up

This is the teacher’s view of the diary, once it has been set up:

<table>
<thead>
<tr>
<th>I miei appuntamenti</th>
<th>Tutti gli appuntamenti</th>
<th>Panoramica</th>
<th>Statistiche</th>
<th>Esporta</th>
</tr>
</thead>
</table>

**Appuntamenti tutoring**

In questa agenda è possibile prenotare un appuntamento per il tutoring.

**fasce orarie**

È possibile aggiungere date aggiuntive in qualsiasi momento.

<table>
<thead>
<tr>
<th>Azioni</th>
<th>Aggiungi fasce orarie</th>
<th>Elimina le fasce orarie</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data</strong></td>
<td><strong>Inizio</strong></td>
<td><strong>Fine</strong></td>
</tr>
<tr>
<td>venerdì, 6 ottobre 2017</td>
<td>10:00</td>
<td>10:15</td>
</tr>
<tr>
<td></td>
<td>10:15</td>
<td>10:30</td>
</tr>
<tr>
<td></td>
<td>10:30</td>
<td>10:45</td>
</tr>
<tr>
<td></td>
<td>10:45</td>
<td>11:00</td>
</tr>
<tr>
<td></td>
<td>11:00</td>
<td>11:15</td>
</tr>
<tr>
<td></td>
<td>11:15</td>
<td>11:30</td>
</tr>
<tr>
<td></td>
<td>11:30</td>
<td>11:45</td>
</tr>
<tr>
<td></td>
<td>11:45</td>
<td>12:00</td>
</tr>
</tbody>
</table>

Dopo aver visualizzato un appuntamento di uno studente si prega di contrassegnarli come “Visto” facendo clic sulla casella di controllo vicino alla loro

42 Studenti devono ancora prenotarsi ad un appuntamento.
Visualisation STUDENT – booking an appointment

The student sees the list of timeslots/timetable:

By clicking on Prenota (Book) the students can choose a time (which can still be cancelled within the period the teacher has set up)
Visualisation TEACHER – appointments

The teacher will see the appointments in this way:

- The thumbs down icon lets the teacher cancel the booking.

- The single person icon becomes a group if it is selected, transforming the appointment from an individual to a group one.

- The change icon allows you to make changes to single timeslots.
By clicking on the name of the student, or their photo, you can update the status of the appointment, and insert any notes (which will be visible to the student).

<table>
<thead>
<tr>
<th>Data</th>
<th>Inizio</th>
<th>Fine</th>
<th>Studenti</th>
<th>Azione</th>
</tr>
</thead>
<tbody>
<tr>
<td>venerdì, 6 ottobre 2017</td>
<td>11:00</td>
<td>11:15</td>
<td>Studente Test</td>
<td></td>
</tr>
</tbody>
</table>

By checking the box ‘Appuntamenti presenziati’ (Attended appointments) you can have an overview of the meetings that have taken place. You can also check the box on the
previous screen, next to the student's name and photo (here are screenshots of these two screens).

The teacher, going back to the diary and clicking ‘Panoramica’ (Overview) we will see a list of all the appointments and any notes:
With the tabs ‘Statistiche’ (Statistics) and ‘Esporta’ (Export) you can see the statistics for the appointments and extract a summary file in various formats.

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