

Booking an office hour appointment via the VLE

Some tutors may choose to schedule appointments, for instance, *Office hours appointments*, via the **Zoom meetings manager** activity in the VLE. Your tutors will inform you accordingly in such instances.

To book an appointment:

1. Access the required VLE area.
2. Click to access the *Zoom meetings manager* activity, identified by the Zoom icon.
3. Click the **Appointments** tab.



The screenshot shows the Zoom 'Appointments' page. At the top, there are navigation links for 'Home' and 'Appointments', with 'Appointments' being the active tab. Below this, the current time zone and language are displayed as '(GMT+2:00) Amsterdam, Berlin, Rome, Stockholm, Vienna, English'. The main section is titled 'Bookable Schedules' and has two tabs: 'Schedules' (selected) and 'Upcoming Events'. Under the 'Schedules' tab, there are two cards for bookable events: 'Office hours (Dr Dummy Tutor)' with a duration of 30 minutes and frequency 'Every Monday, Wednesday', and 'Office hours (Dr Joe Borg)' with a duration of 15 minutes and frequency 'Every Friday'.

4. Click on the event for which you would like to book an appointment, available under the *Schedules* tab. Considering the example above, to book an office hour appointment with Dr Dummy Tutor, click the *Office hours (Dr Dummy Tutor)* event.

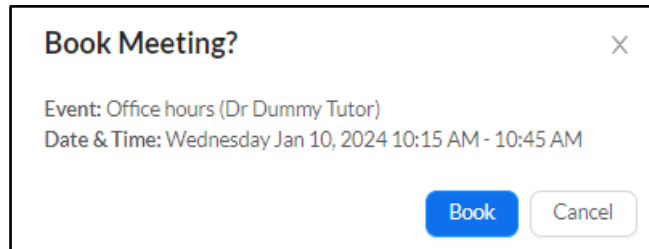
All remaining availabilities will be displayed.

The screenshot shows the Zoom 'Appointments' page for the event 'Office hours (Dr Dummy Tutor)'. It features a calendar view for January 2024. The event ends on January 26, 2024. The calendar shows availability for the following days and times:

Day	Availability
Sunday (Jan 7)	No availability
Monday (Jan 8)	9:15 AM - 9:45 AM
Tuesday (Jan 9)	No availability
Wednesday (Jan 10)	10:15 AM - 10:45 AM 10:45 AM - 11:15 AM 11:15 AM - 11:45 AM

5. Click on a preferred time slot to book the appointment.

A **Book Meeting?** confirmation dialog box is displayed.



6. Click the **Book** button to confirm.

The message *Successfully booked!* will be displayed.

Your booked appointments will also be listed under the **Upcoming Events** tab within the *Appointments* section.

Date	Start Time	Name	Topic	Meeting ID
Jan 10, 2024	10:15 AM	Dummy Tutor	Office hours (Dr Dummy Tutor)	920 1277 8150

Note:

- Your scheduled appointments cannot be viewed / accessed by other students enrolled on the respective VLE area.
- When you book an appointment, you will receive an email confirmation that a Zoom meeting has been scheduled. The tutor with whom you booked your appointment will also receive a similar email notification.

