Storyboard for Scheduler Activity

# Setup

1. Use this course: <https://training.learninghouse.com/course/view.php?id=2850>
2. Ask Faculty Support (Hannah Stoltz) to:
   1. Create a fake scheduler activity that seems real.
   2. Ensure that maybe 5 users are enrolled as students in the course.

# Instructions

1. Locate the **Administration block** on the main course page and select **Turn editing on**.
2. At the bottom of module 1, select **Add an activity or resource**. Select **Scheduler,** then **Add**.
3. Be sure the “general” section is expanded (it probably is by default).
4. In the name field, type “Office Hours”
5. In the **introduction** field, type “Use this scheduler to sign up for office hours!”
6. In the pull-down menu next to **mode**, click to reveal the options.
7. Open the pull-down menu next to **booking in groups** to reveal the options.
8. Check “enable” next to **guard time** and enter 15 minutes.
9. Click the pull-down menu next to **notifications** and select “Yes.”
10. Open the pull-down menu next to **use notes for appointments** to reveal the options.
11. Expand the “grade” section.
12. Select type = “point,” and maximum grade = “100”