How to easily schedule appointments with students

Interactive classroom – using doodle to manage your student appointments

What?
Doodle is an online-tool that simplifies scheduling appointments with your students. You set the date and time-slots during which you are available for meetings, and students sign up themselves.

Why?
Imagine you have 20 students to meet. Imagine every single one of them sends you at least two emails before you agree on a date and time. This makes 40 extra emails in your mailbox and creates a lot of distraction from whatever else is important to you. You could also do it the old-fashioned way and put a piece of paper with dates on your office door. However, you won’t be able to administer this schedule from anywhere else than your office. And there is a high chance that students will forget the date. Better do it electronically.

How?
2. Create an event. Add the location, your name and email address.
3. Choose available days and timeslots.
4. Send the link and the request to sign up to the students.
5. You will automatically receive a notification telling you who has signed up for what time.
6. After the event has taken place, your doodle event is automatically deleted.

My experience:
I am using doodle to schedule appointments with students, for example for the discussion of their draft BA Papers. I normally supervise some 10-15 students. I set up the doodle once, inform students of it and have no further communication with them regarding the schedule. I normally schedule appointments of 30 minutes/student. You can choose some extra settings. For example, I always limit the number of participants per time slot to one (only one person can sign up for one time slot). I might also make a hidden poll (other participants cannot see who has signed up) or add a yes/maybe/no option. I have been using doodle for several years already and I never experienced any confusion on part of the students on how to use it. In fact, many of them (and us) also use it to schedule their private events.

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