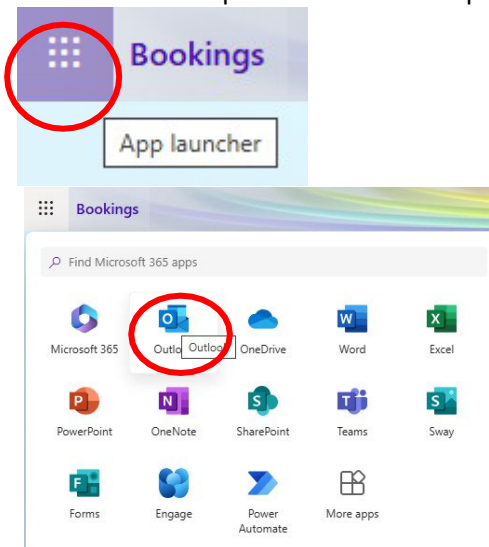


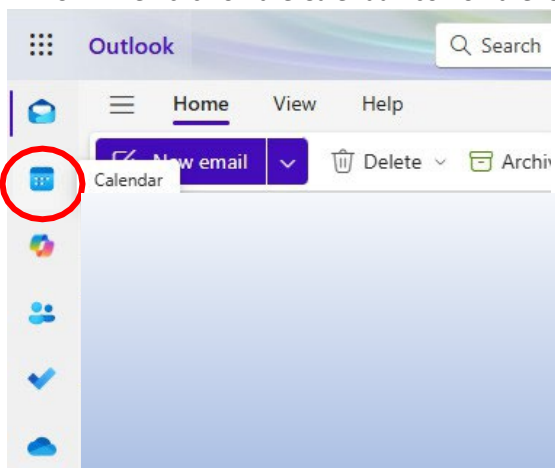
Instructions for creating bookings for Interactive Orals

You need to create a 'booking type' for each room we are using, in each week. This way students will be able to clearly understand which room they need to come to, and we can control which times they can book in during the allocated time for interactive orals. Once you've created your first one, you can duplicate it and just edit the room/times for additional booking slots. The link to each marker/tutor booking page will need to be shared with the students to allow them to book in.

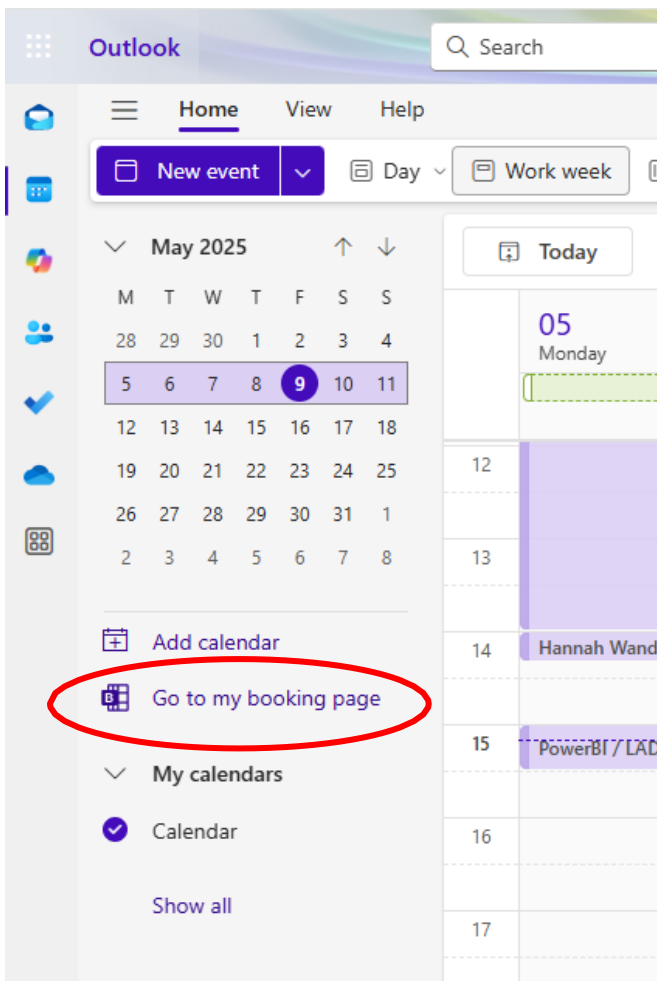
1. Go to microsoft365 in a browser window (the screenshots below are from Chrome)
Log in with your uni details (e.g. abc123@newcastle.edu.au)
2. Use the square of dots in the top left corner to open Outlook



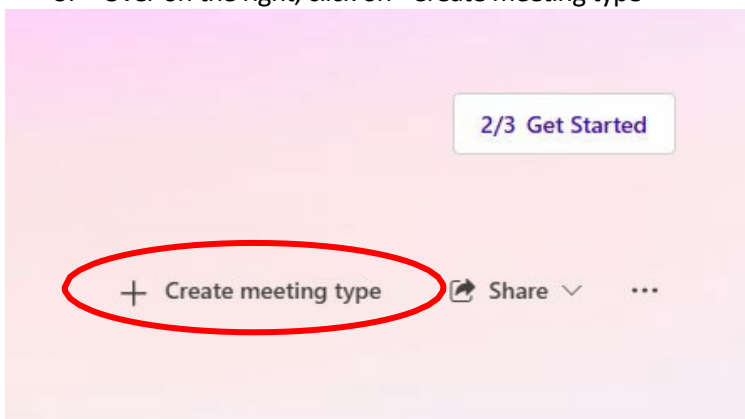
3. Then click on the Calendar icon on the left, under the mailbox icon



4. Towards the left, underneath the month display, click on 'Go to my booking page'



5. Over on the right, click on +Create meeting type



6. It will open up with a form to fill out with the details for your new booking type:

- a. The title should be CODE1234 ATX Interactive Oral – This title will help students identify the correct assessment and if you add the days, so they can pick between booking types. E.g. Wk12 Thu + Fri

- b. Change 'book a time to meet with me' to read 'Book a time for your Interactive Oral'.
- c. Location: You will need to create a new booking type for each different location you are using. Enter the room that you have booked, or has been booked using the separate booking system.
- d. Important: **turn off the Teams Meeting option**, otherwise students are going to be really confused.
- e. Suggest we try leaving them Public for ease of access to students, because if other people do go to your bookings page, it is clear that these are an assessment task for a CODE1234.
- f. Suggest you *untick* the append your personal booking page in your email signature, unless you want everybody you email to get the link for your bookings page.

It should now look something like this:

The screenshot shows a meeting booking form with the following fields and options:

- Title:** CODE1234 Interactive Oral W12 Wed 8-10
- Category:** + Category (dropdown)
- Description:** Book a time for your Interactive Oral.
- Location:** V-220 (with a close icon) and a toggle for Teams meeting (currently turned off).
- Duration:** 15 mins (dropdown)
- Privacy:** Two options: **Public** (highlighted in purple) with the subtext "These will appear on your booking page", and **Private** with the subtext "Only people with a booking link can view this".
- Append to signature:** An unchecked checkbox labeled "Append your personal booking page in your email signature."
- Schedule customisation:** A section with a help icon, containing a dropdown menu set to "Use my regular meeting hours" and a link "See regular meeting hours". Below this is a button for "+ Advanced options".

- 7. You now need to set up your available times for students to book with you in this room. Under 'Schedule customisation', use the drop-down to select 'use customised availability hours'.

Schedule customisation ⓘ

Use my regular meeting hours [See regular meeting hours](#)

Use my regular meeting hours

Use customised availability hours

- Set a start and end date for the week you're about to list, e.g. for Week 12 tell it to start 26/05/2025, and end 30/05/2025. Then tell it which blocks on which days. E.g. screenshot below. Note that the **X** will make a day 'Not Bookable' and the **+** will let you add another block of time to the same day (see red circle on image below).

Sunday	Not bookable		+
Monday	15:00	17:00	X +
Tuesday	Not bookable		+
Wednesday	09:00	12:00	X
	13:00	16:00	X +
Thursday	Not bookable		+
Friday	09:00	11:00	X +
Saturday	Not bookable		+

- Open up the Advanced Options (see red circle in screenshot above)
 - Do not include buffer times before or after meetings, because our 15min slots include buffer already
 - Limit start time to 15 minute intervals
 - Minimum lead time – this will prevent people from booking in at very short notice. The smallest you can set it to is 1hr. If you want, you can increase this so that bookings will close e.g. 3hrs in advance of the appointment times.
 - I suggest set maximum lead time to 30 days so that we're covered from the start of Week 11 to the end of Week 13 or potentially beyond.
 - It offers an automatic email reminder. I suggest we use this, and send an email 1 day before. You can use this text, or adapt it if you wish:

This is a reminder that you are booked in for your ATX Interactive Oral for CODE1234. Before you come, please look carefully at the ATX Interactive Oral module on Canvas, especially the rubric that we will use to mark you. Remember you can bring 2 sides of A4 notes to refer to during the conversation. **Please also bring your student ID or other photo ID.**

Note that all appointments are on Campus, so please allow plenty of time to park and come to the room. We look forward to seeing you!

- When you are done, click SAVE in the top right corner

< **CODE1234** Interactive Oral W... ✓ Save

Use my regular meeting hours [See regular meeting hours](#)

Hide advanced options

Buffer time before meeting: 0 mins
 Buffer time after meeting: 0 mins
 Limit start time to: 15-min intervals

Minimum lead time: Customised 1 hrs Hours Days
 Maximum lead time: 14 days

Email reminders

Send reminder emails to the person booking time with you before the appointment.

[+ Add an email reminder](#)

Timing: 1 day before

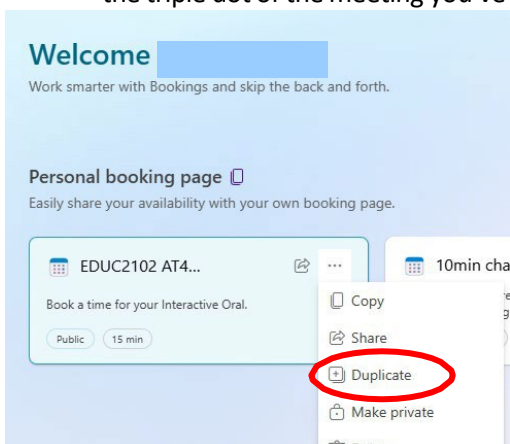
Message: This is a reminder that you are booked in for your AT4 Interactive Oral for [See more](#)

Email follow-up

Send automatic follow-up emails to collect feedback from person who booked time with you or remind them to book their next appointment.

[+ Add a follow-up email](#)

10. If you are also doing interactive orals in another room, or another week, you will need to create additional meeting types for those. **HOWEVER** it is much faster second time around – just click on the triple dot of the meeting you’ve created (from your bookings home page) and select ‘duplicate’:



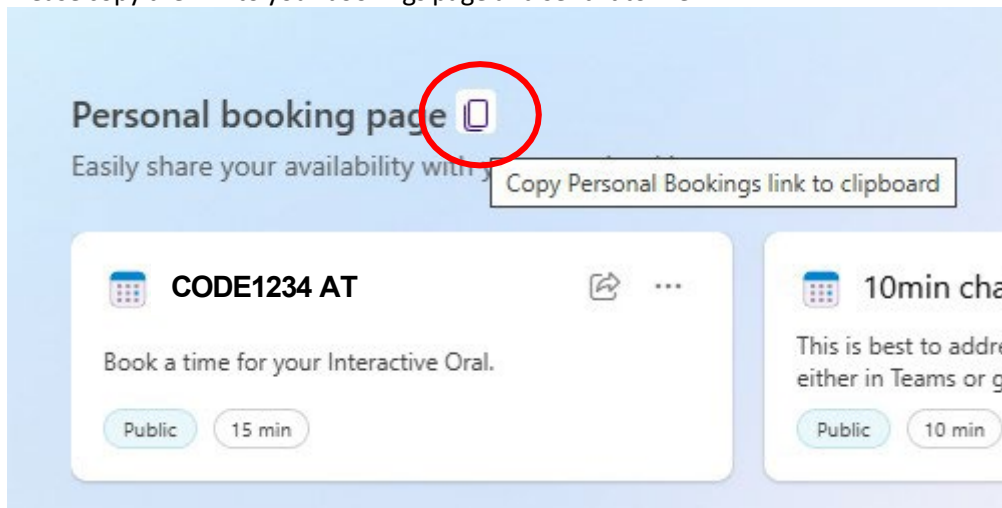
Then you can edit the title, location, and available dates/days/times as required. And repeat!

Once you have all your bookings created

Once you have your bookings created, hold tight! Do not share them with students yet.

I would like for these to go live to all students at the same time.

Please copy the link to your bookings page and send it to me.



The link will look like this: Book time with tutor name.

I can then schedule announcements to be synchronously released from Canvas to each group of students with the booking page link for their tutor/marker.

IMPORTANT your outlook calendar needs to be clear for the times you've created your bookings – you can write in that you're doing CODE1234 ATX but it will need to be set as 'free' rather than 'busy'. Otherwise if outlook thinks you're busy it won't let any students book in with you!

If you do need to add something else in, e.g. an hour for lunch, put that in your outlook calendar as a normal meeting that will show you as 'busy' and that will prevent any students booking in. If you want, you can also do this to keep the last hour of each block in reserve, and then if you want you can later delete the fake meeting and open up those times for students.

How will students book? And how will I know?

When students arrive on your bookings page, they will see the bookings categories you've created for each room/week, and can see the available times, and book in.

As each student books in, the booking will pop up in your outlook calendar with their name, so you can see who you're expecting when.