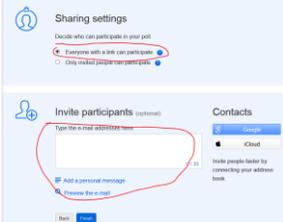


Cool Tools Quick Reference Guide: Doodle

<input type="checkbox"/> What is Doodle	Information: Doodle is an easy way to schedule appointments
<input type="checkbox"/> What could I use Doodle for in my class	Information: Doodle can be used to schedule appointments and conferences with your students. The down side is that the students will be able to see each other's appointments
<input type="checkbox"/> How do I create a Doodle	<p>How to:</p> <ol style="list-style-type: none"> Go to doodle.com Click on Schedule an event Complete the Schedule an event form Click Next  <ol style="list-style-type: none"> Select the dates you want to have the appointments Click Next Put in the times desired, click on Add further time slots if needed  <ol style="list-style-type: none"> Click Next Click on settings and check "Participant can only choose one option" – use this for doing student conferences Click Next Choose the settings as to how you will be distributing the schedule  <ol style="list-style-type: none"> Choose "everyone with a link can participate" and put the link into the course The limitation with "Invite participants" is that you can only send the email up to 20 persons Click Finish when done – this will send you two emails. Keep these emails on file for future reference if necessary
<input type="checkbox"/> How do I put the Doodle into my course	<p>How to:</p> <ol style="list-style-type: none"> Copy the URL from the page the opens after you clicked finished or from the email that you were sent Go into Moodle Turn editing on Add an URL Paste in the URL Click Save and return to course
<input type="checkbox"/> How do my students use Doodle	<p>How to:</p> <ol style="list-style-type: none"> Click on the link in Moodle Select the appointment time Click Save – the teacher will get an email that the student has just participated

□ **How do I see the appointments**

How to:

1. Go to the course
2. Click on the link
3. All the appoints will show