# Setting up Choice as a scheduling tool

The Moodle Choose tool is at first glance just a simple polling tool. It is useful for asking a quick question to gauge students' attitudes, beliefs or understanding of a topic or content area and allows you to decide whether students can see their classmates’ responses or not.

The choice activity can also allow you to limit the number of students who can select each choice. Because of this, it is also an excellent tool for scheduling the use of scarce resources or for making appointments.

## Setup in your LearnOnline page

1. Turn on edit.
2. Click on Add an activity or resource.
3. Select the Choice tool.
4. Name it something relevant (e.g. Choose your date and time for X).
5. Description text – you can indicate the limits on the choices or just generic text saying, “Choose your preferred date and time”.
6. Display mode for options – you can choose horizontal or vertical. If you will have more people than options, choose horizontal. If more options than people, choose vertical.
7. If you wish to limit the number of responses, select Yes.
8. Fill in the description blanks for each option. If a day and time enter the day, date and time.
9. If you have chosen to limit the number of responses, enter the number of responses for each option.
10. You can choose to display the options to students or not as well as choose whether or not to display student names.
11. Leave the other options under Results set to the default of No. If you want to show choices not chosen, then change that to Yes.
12. Click Save and display to ensure it is laid out the way you wish.