

Doodle – Scheduling Tool

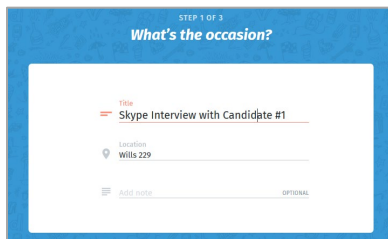
Doodle is a web-based scheduling tool that can be used to quickly create polls to determine meeting times when multiple people are available. Required technology: Computer or mobile device with web browser.

Possible educational uses

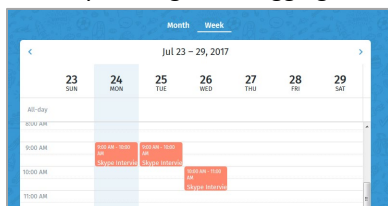
- Polls
- Organization/time management
- Productivity tool

Create a Poll

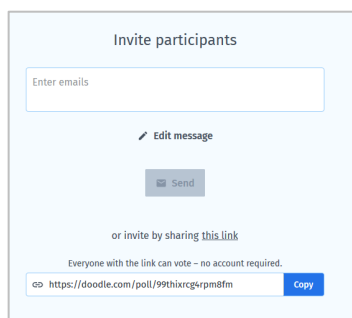
1. Sign up for a free account at www.doodle.com. You will receive an e-mail request to verify your identity.
2. Click **Create meeting**.
3. Enter the meeting **Title**. Click **Continue**.

A screenshot of the Doodle 'What's the occasion?' form. It has a blue header with 'STEP 1 OF 3' and 'What's the occasion?'. Below is a white box with a 'Title' field containing 'Skype Interview with Candidate #1', a 'Location' field with a location pin icon and 'Wills 229', and an 'Add note' field with 'OPTIONAL'.

4. Click the **Week Tab**. Scroll through the calendar and click on date and time options. You can expand the meeting times by clicking and dragging the three lines at the bottom of the time frame. Click **Continue**.

A screenshot of the Doodle calendar view. It shows a week from July 23 to 29, 2017. The days are Sun, Mon, Tue, Wed, Thu, Fri, Sat. The time slots are 8:00 AM, 9:00 AM, 10:00 AM, and 11:00 AM. There are red blocks indicating meeting times: 9:00 AM on Mon, Tue, and Wed; 10:00 AM on Tue and Wed; and 11:00 AM on Wed.

5. If desired, change **Settings** to limit the number of votes per option, limit participants to a single vote or make the poll private so that participant names and votes are confidential. Click **Finish**.
6. There are two options for inviting participants:
 - a. Copy the displayed **URL link** and send to participants via e-mail.
 - b. Enter the email address for each participant in the poll window, Click **Send**. Inviting via Doodle allows you to track who has not voted.

A screenshot of the Doodle 'Invite participants' form. It has a light blue background. At the top is the title 'Invite participants'. Below is a text input field labeled 'Enter emails'. Underneath is a link 'Edit message' with a pencil icon. Below that is a 'Send' button with an envelope icon. Further down is the text 'or invite by sharing this link'. Below that is a note 'Everyone with the link can vote - no account required.' and a text input field containing the URL 'https://doodle.com/poll/99thixcgrpm8fm'. To the right of the URL is a 'Copy' button.

View Poll Results

1. Log in to your Doodle account and navigate to your **Dashboard**. Click on the poll you wish to view.

Table		Calendar			
		Jul 24 MON 9:00 AM - 10:00 AM	Jul 24 MON 3:00 PM - 4:00 PM	Jul 25 TUE 9:00 AM - 10:00 AM	Jul 26 WED 10:00 AM - 11:00 AM
4 participants	+	2	3	4	2
Steven			✓	✓	
Jimmy		✓	✓	✓	✓
Richard				✓	

2. To choose the final meeting option, click **More** then **Choose final option** from the drop down menu.
3. The meeting option when most respondents are available will be indicated with a **solid yellow star**.

		Jul 24 MON 9:00 AM - 10:00 AM	Jul 24 MON 3:00 PM - 4:00 PM	Jul 25 TUE 9:00 AM - 10:00 AM	Jul 26 WED 10:00 AM - 11:00 AM
4 participants		2	3	4	2
Final options		☆	☆	★	☆
Steven			✓	✓	

4. Click **Done**. The poll will be closed to all future responses.

Things to Consider

- It is important to consider accessibility for students who need accommodation as you plan course content and activities. Not all tools included in the Malone Instructional Technology Toolkit are fully accessible, but all can be valuable for teaching and learning. If you choose to use these tools, please consider how you will make the activity or assignment accessible if requested.