



Charles Sturt
University

Educational Technology Help
Guide

Microsoft Bookings for Supervised Assessment

March 2026

Division of Learning and Teaching
Charles Sturt University

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Introduction to Microsoft Bookings for Supervised Assessment

Purpose

Microsoft Bookings allows students to schedule supervised assessment sessions with teaching staff using a shared calendar.

When a student books a session:

- a Teams meeting is automatically created
- both the student and marker receive a calendar invitation
- the session appears in the marker's Outlook calendar.

How the process works

1. A booking service is created for the assessment

This defines the assessment name, duration and available markers.

The screenshot displays the Microsoft Bookings interface for Charles Sturt University. The top navigation bar includes the university logo and the title 'Bookings'. Below the navigation bar, there is a search bar and a list of booking services. The services listed are:

Service Name	Duration	Available Markers
Subject code – Sessio...	30 minutes	1 marker
ABC100 202630 Asses...	30 minutes	1 marker
IKC101 202630 WI As...	30 minutes	1 marker, HS, +1
IKC101 202630 BI Ass...	30 minutes	1 marker
IKC101 202630 DD As...	30 minutes	1 marker, BE, BM, +15
IKC100 202630 Asses...	30 minutes	1 marker, AL, +20

Creating a Supervised Assessment Booking Service

Purpose

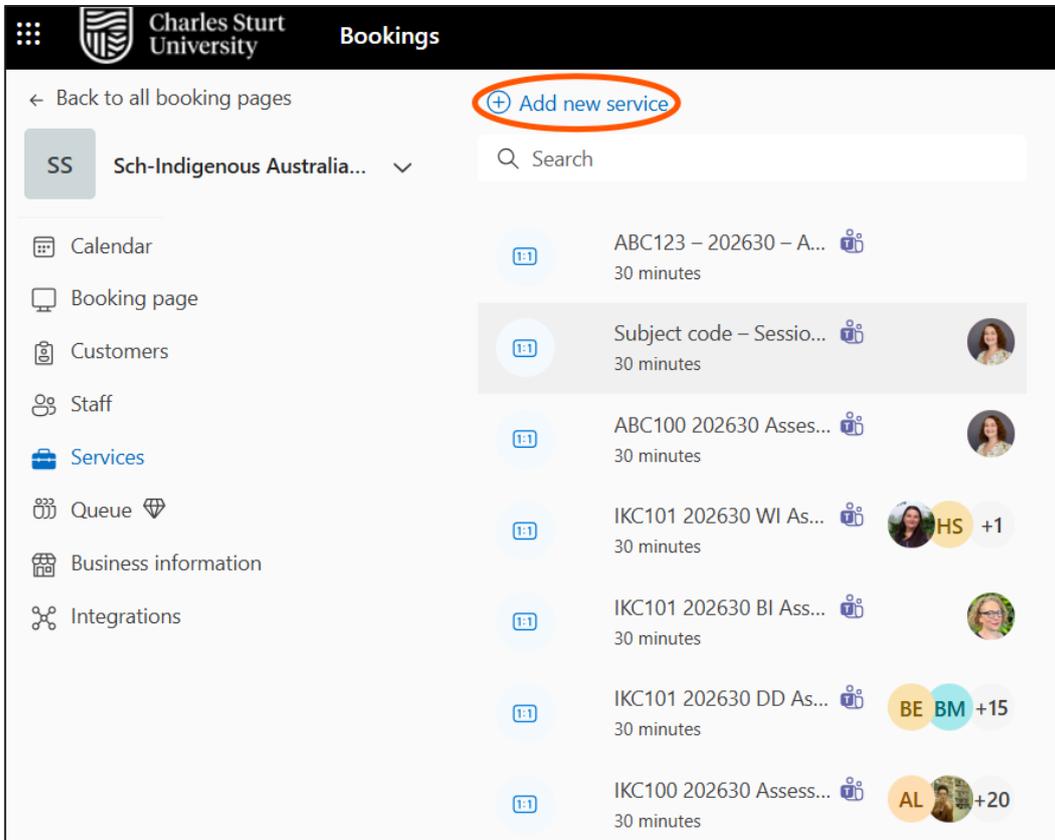
A booking service defines the appointment type students can book for an assessment.

Steps

1. Open the shared Bookings calendar and select Services.

The screenshot displays the Charles Sturt University Bookings interface. The top navigation bar includes the university logo, the title 'Bookings', and a date selector for 'March 9, 2026'. A left-hand sidebar contains a menu with options: 'Calendar', 'Booking page', 'Customers', 'Staff', 'Services' (circled in red), 'Queue', 'Business information', and 'Integrations'. Below the menu is a 'FILTERS APPLIED' section with a search icon and a list of filters: 'Services', 'Staff 6 of 56', 'No staff assigned', 'Acheson, Rebecca', and 'Alkassab, Leila'. The main area shows a calendar grid for the day of March 9, 2026. The grid is currently empty, with a 'No Staff' warning icon at the top. A 'New booking' button is visible in the top right of the calendar area.

2. Select “Add a new service”.



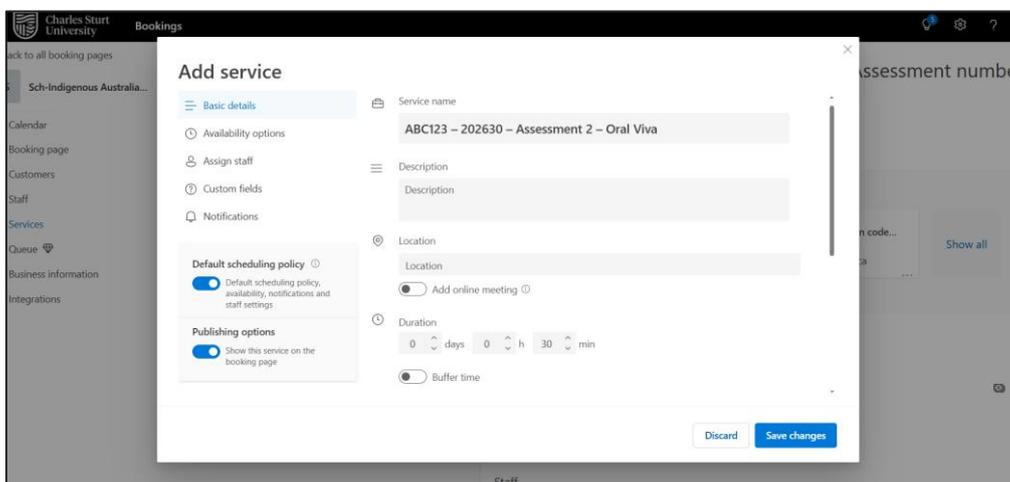
3. Enter the service details.

Recommended naming format:

Subject Code – Session – Assessment – Title

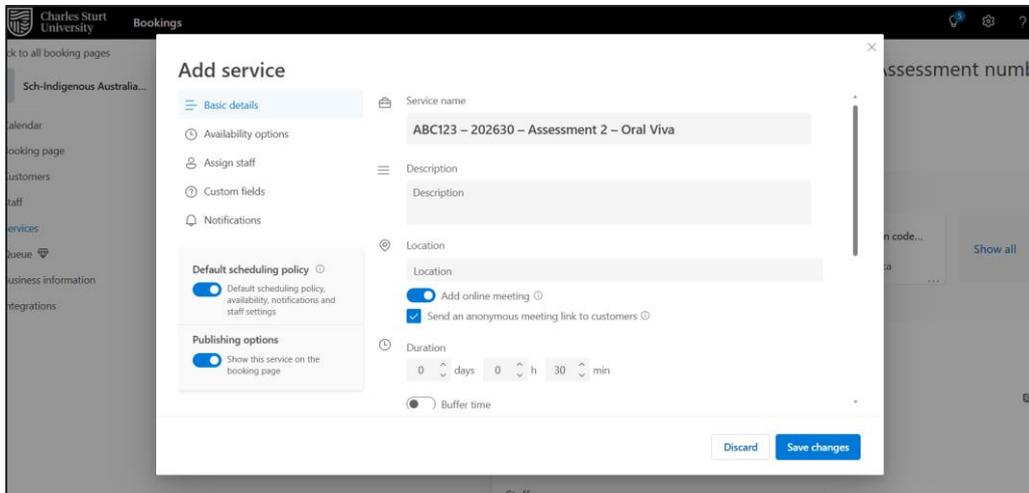
Example:

ABC123 – 202630 – Assessment 2 – Oral Viva

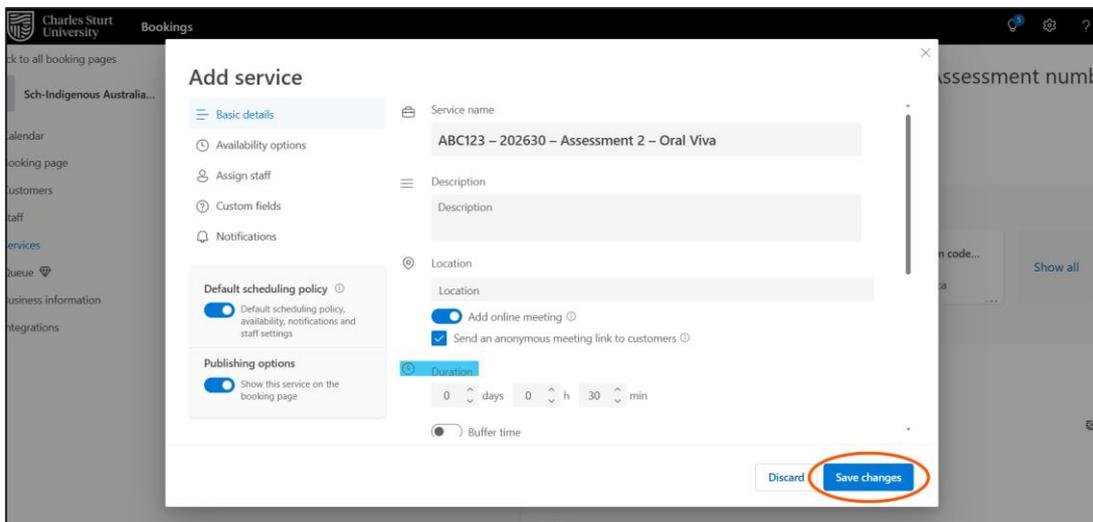


4. Enable “Add online meeting”.

This ensures a Teams meeting link is automatically created.



5. Set the appointment duration and save the service.



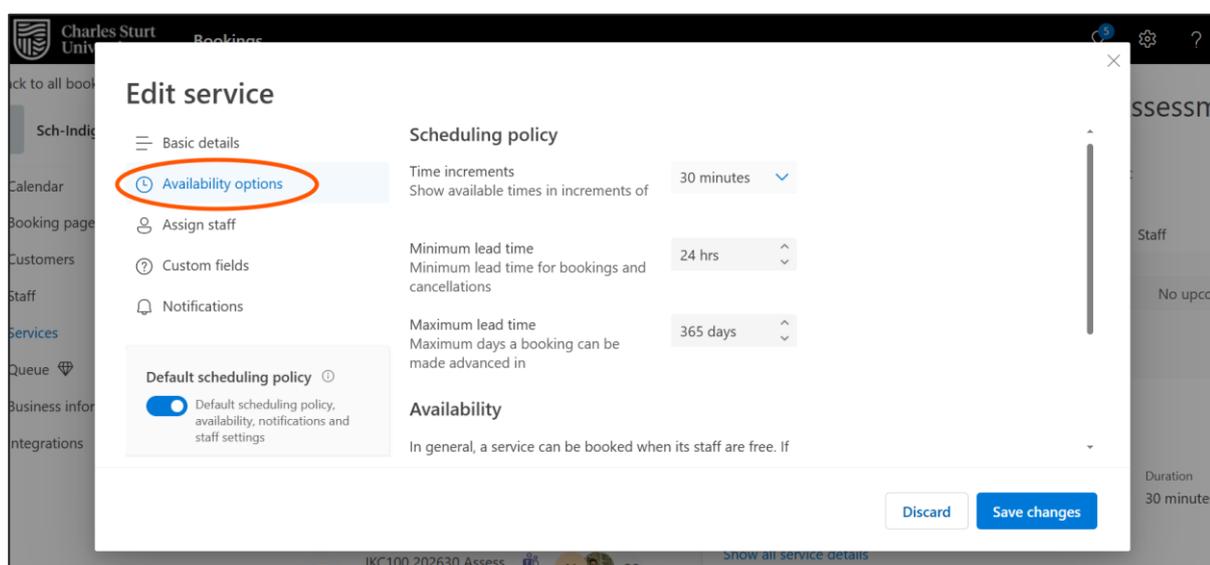
Setting Availability for Supervised Assessments

Purpose

Availability settings determine **when students can book appointments**.

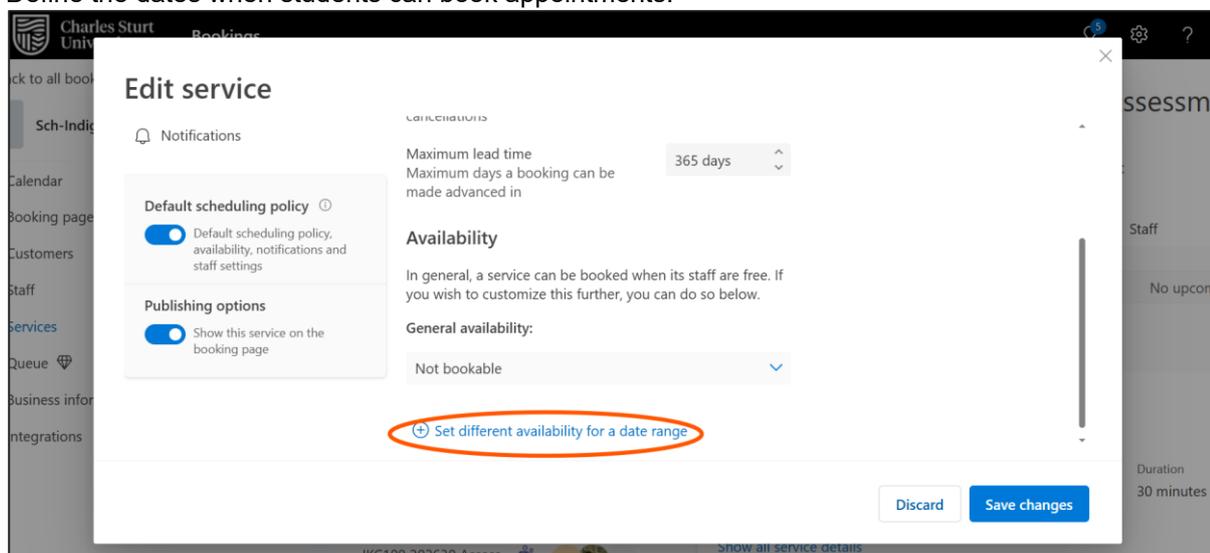
Steps

1. Open the service and locate the Availability settings.



2. Set the booking window.

Define the dates when students can book appointments.



3. Set booking increments and lead times.

Example:

- Appointment increments: 30 minutes
- Minimum lead time: 24 hours

It is recommended that appointment durations include buffer time between students to allow for note taking or technical issues.

Note: Do not use the Buffer setting as it does not consistently apply buffer time. Instead set the total meeting duration to include buffer time (15 minutes of assessment time + 15 minutes of buffer time = duration set for 30 minutes).

4. Save the service settings.

Students will only see appointment times within this availability window.

The screenshot shows the 'Edit service' interface for Charles Sturt University. The 'Availability during these dates' section is highlighted with an orange oval. The 'Start' date is 3/23/2026 and the 'End (inclusive)' date is 3/28/2026. The 'General availability' is set to 'Not bookable'. There are 'Discard' and 'Save changes' buttons at the bottom right.

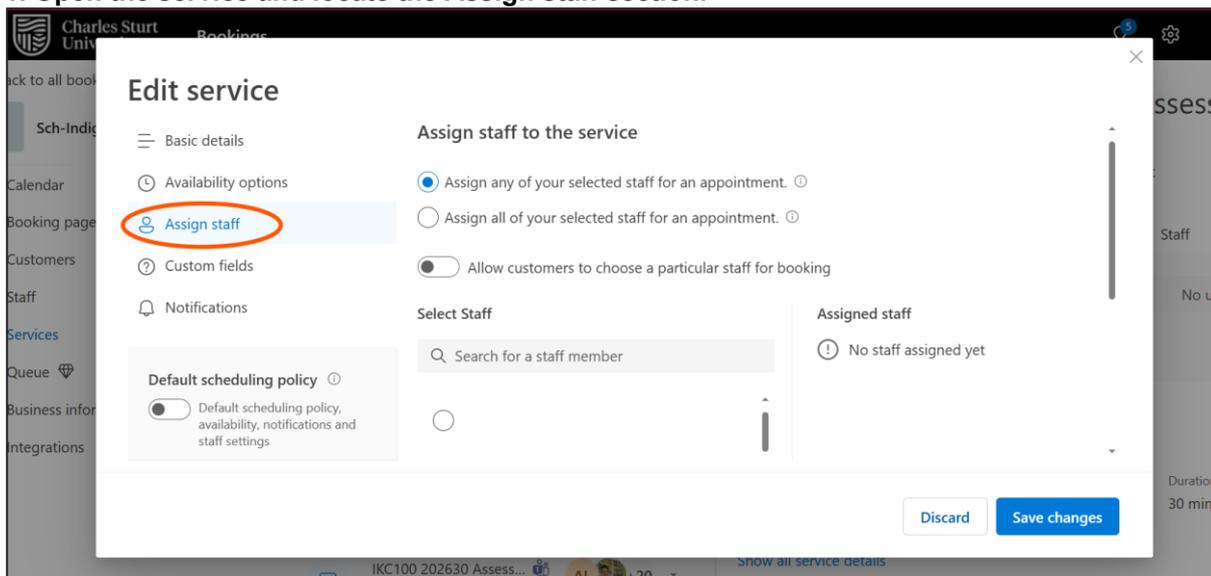
Assigning Markers to a Booking Service

Purpose

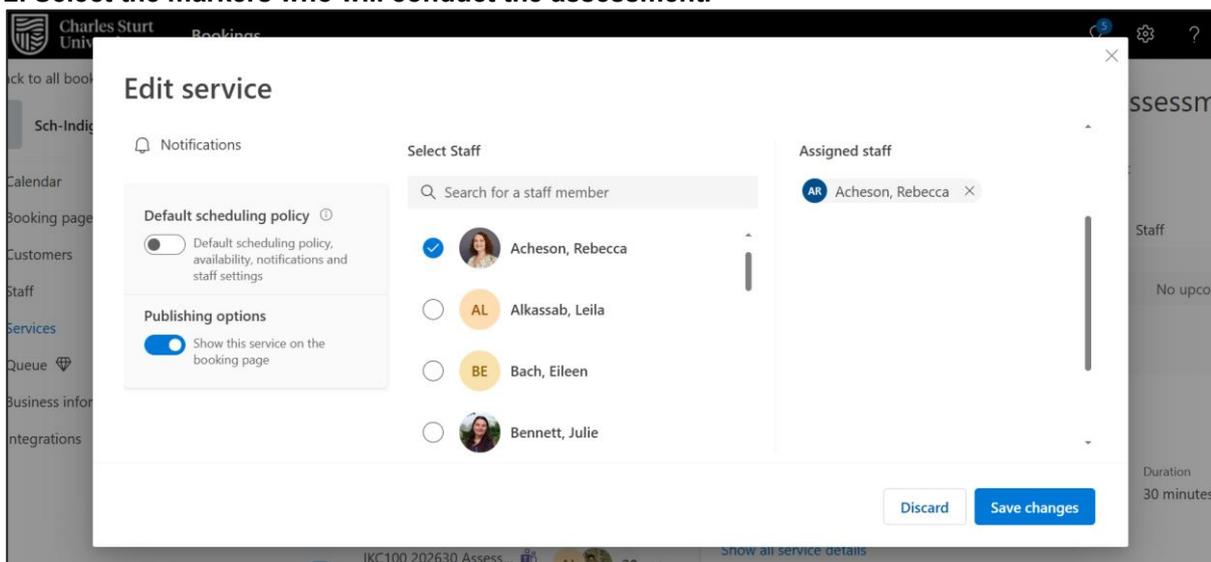
Markers must be assigned to a service so students can book appointments.

Steps

1. Open the service and locate the Assign staff section.

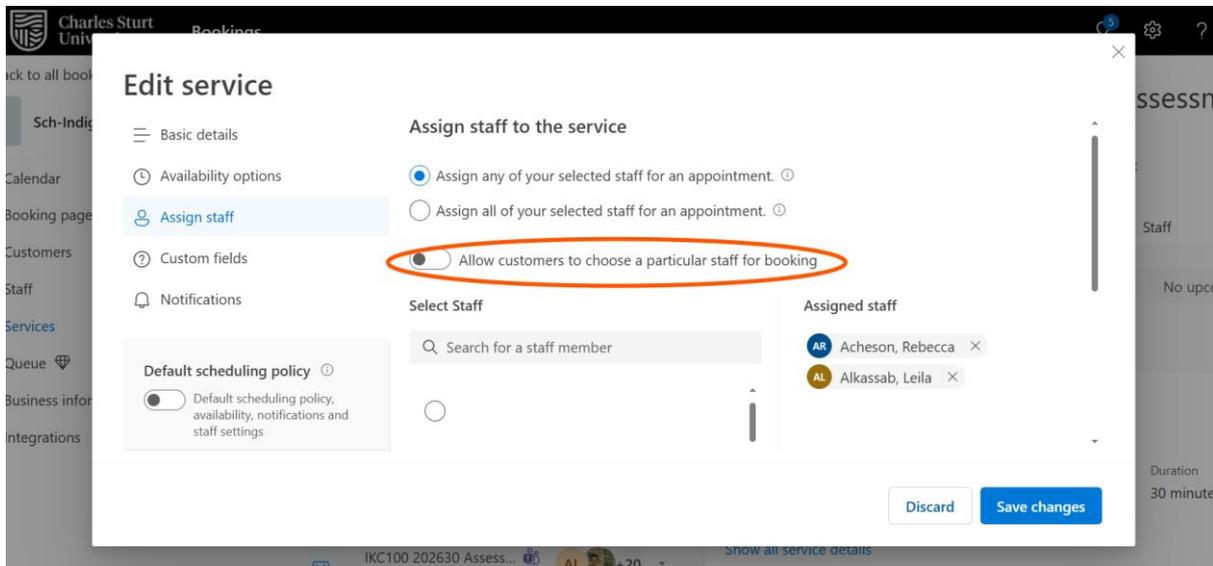


2. Select the markers who will conduct the assessment.



3. Save the service.

Bookings will automatically assign students to markers who are available at the selected time.



Sharing the Booking Page with Students in Brightspace

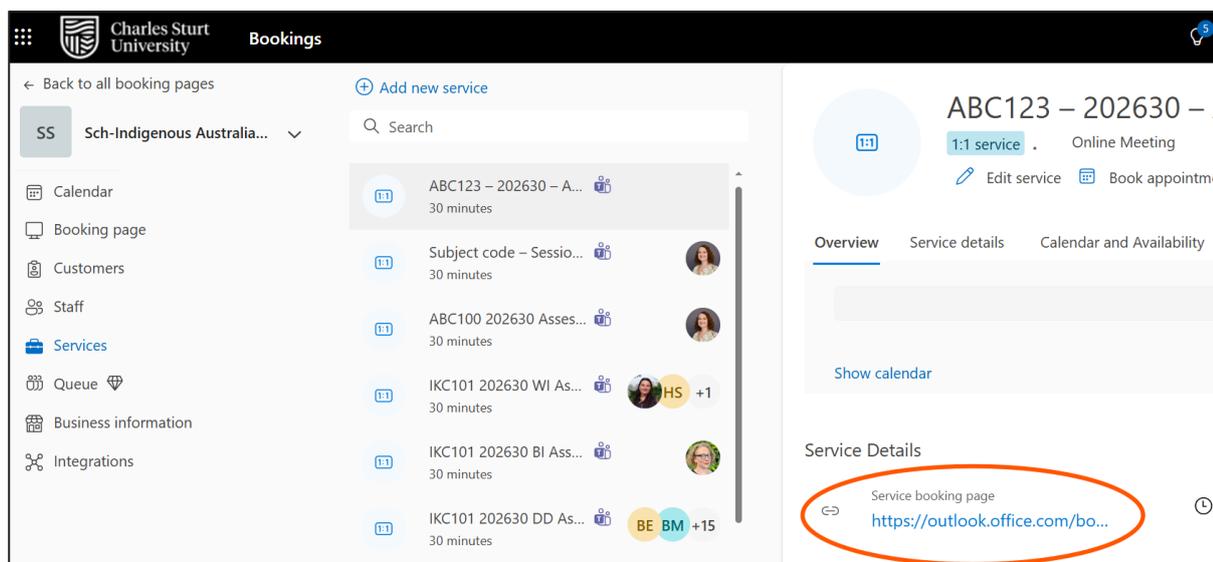
Academic Help Guide

How to add the **Microsoft Bookings** page link to your Brightspace subject site so students can schedule their supervised assessment.

Step 1 – Copy the booking page link

Once your booking service has been created in Microsoft Bookings, open the **service overview page**.

Locate the **booking page link** and select **Copy link**. This is the link students will use to access the booking system.



Step 2 – Create a booking page in Brightspace

Open your **Brightspace subject site** and navigate to the area where students will access the supervised assessment booking page.

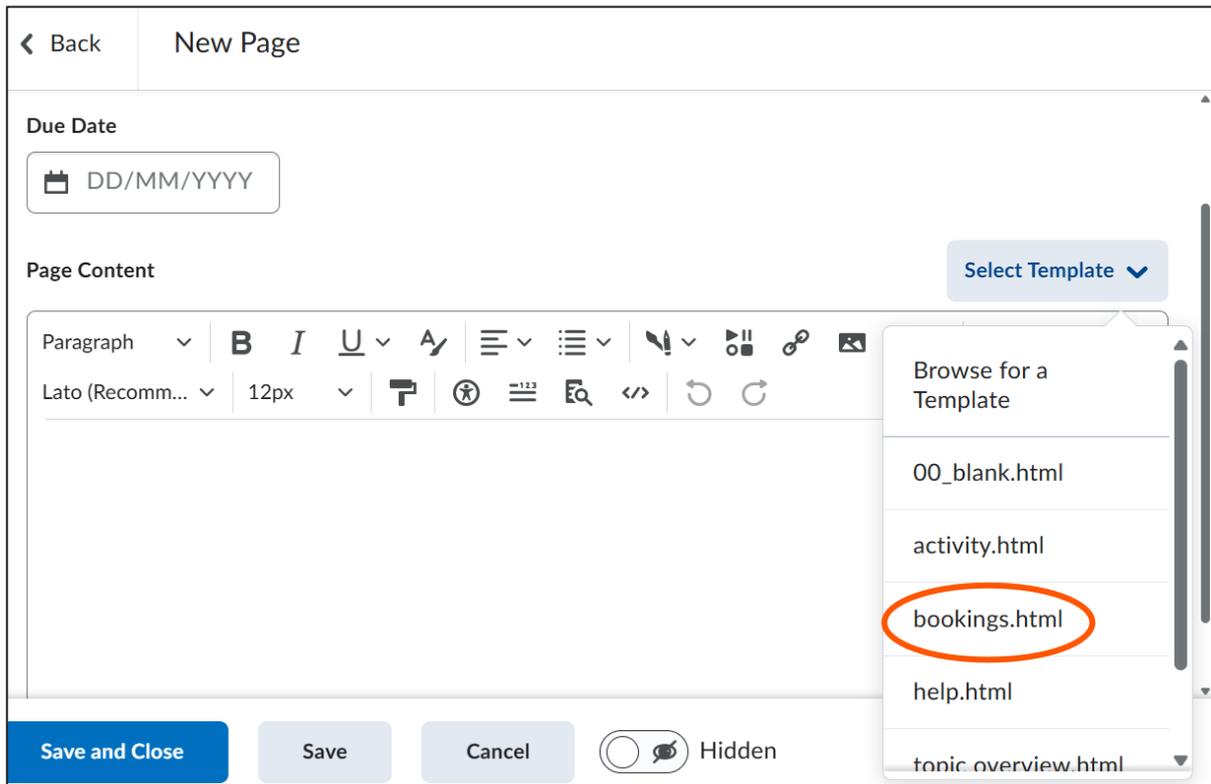
Select **Create New**, then choose **Page**.

Enter a clear page title such as:

Supervised Assessment Booking

Next, select **Choose Template** and choose the **Bookings template**.

This template provides standard information to guide students through the booking process.

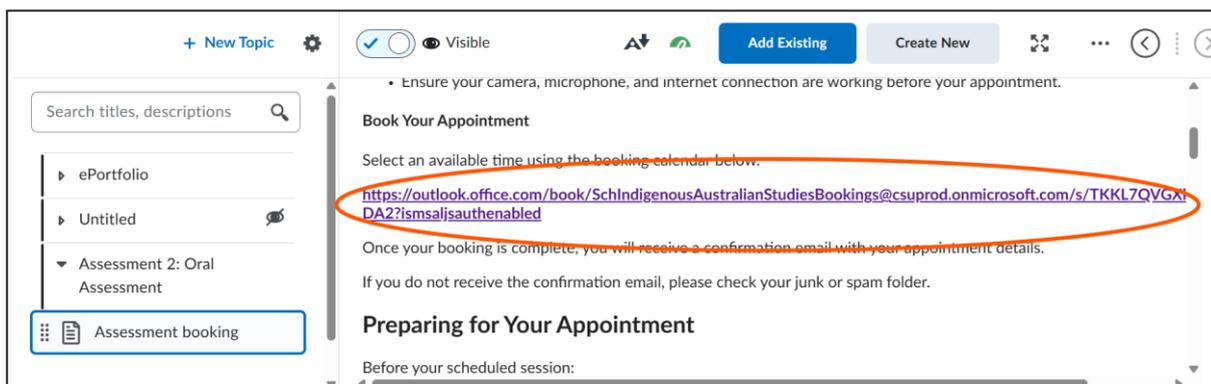


Step 3 – Insert the booking link

Within the template you will see a section where the booking link should be inserted.

Delete the placeholder text and **paste the booking page link** that you copied from Microsoft Bookings.

The template also includes a **second linking point** later in the page to help students access the booking page more easily. Paste the same link there as well.



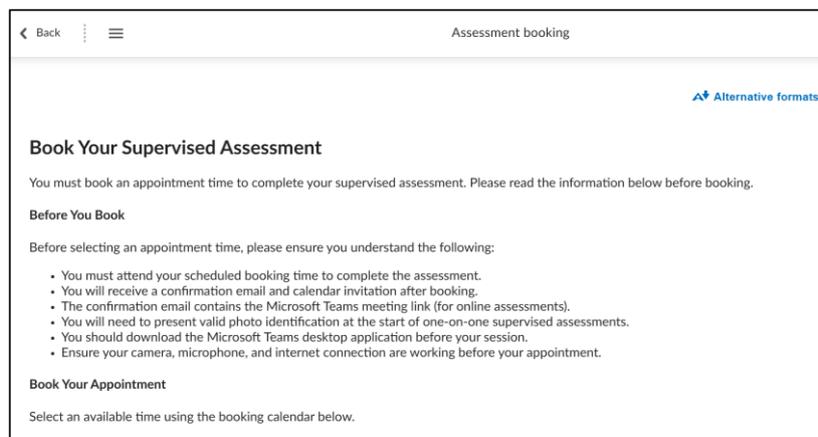
Step 4 – Review the student information

The template includes guidance to support students before they attend their supervised assessment.

This information includes:

- preparing for the appointment
- having photo identification ready
- identity verification for one-on-one assessments
- instructions for rescheduling or cancelling a booking
- technical requirements for using Microsoft Teams.

You may review this information and make adjustments if necessary.



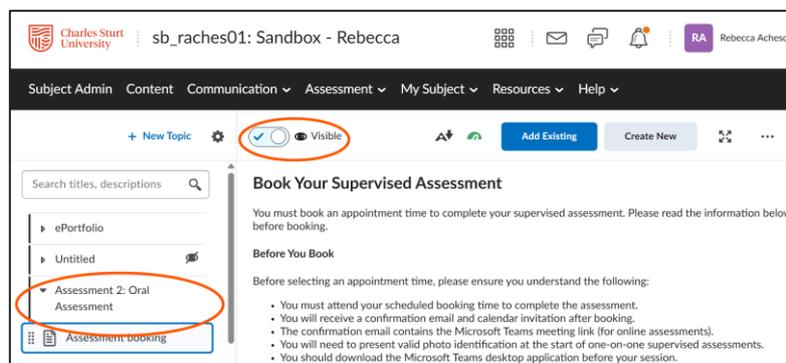
Step 5 – Save and publish the page

When the page is first created, it will not yet be visible to students.

Before students can access the booking system, ensure that:

- the **content area is visible**, and
- the **page itself is visible to students**.

Once these settings are enabled, students will be able to open the page and access the booking link.



Step 6 – Help students find the page

To ensure students can easily locate the booking page, you may wish to create an **announcement in Brightspace** linking directly to the page.

This can guide students to the correct location in your subject site when booking opens.

What students will see

When students select the booking link, the Microsoft Bookings page will open.



Students can:

1. Select an available appointment time
2. Enter their details
3. Confirm their booking.

After confirming their appointment, students receive a **confirmation email containing the Teams meeting link and calendar invitation.**

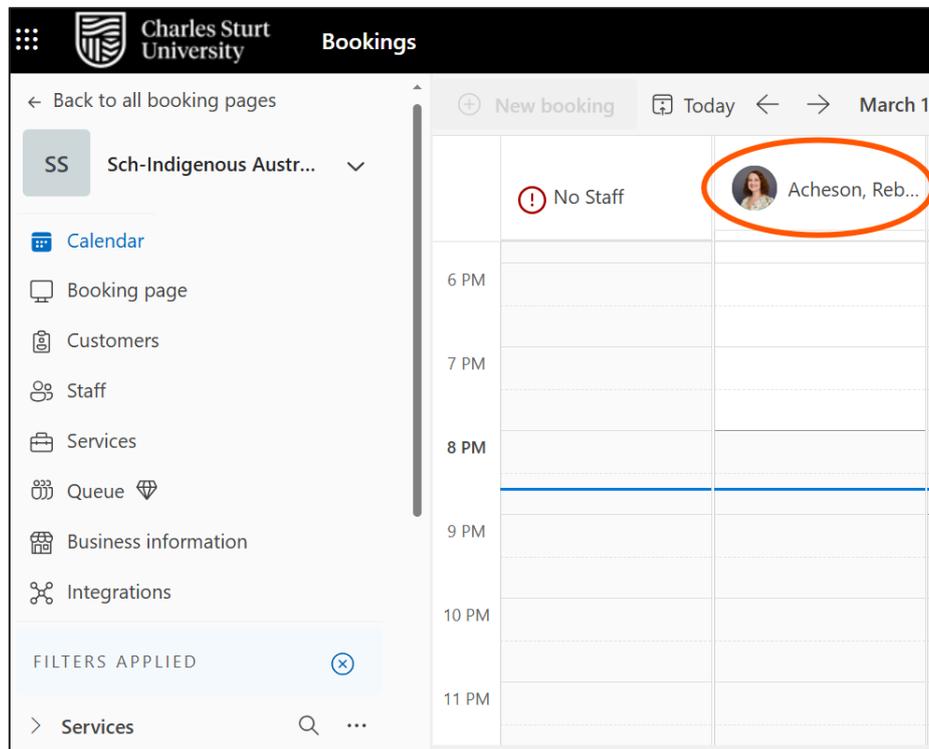
Managing Your Availability as a Marker

Purpose

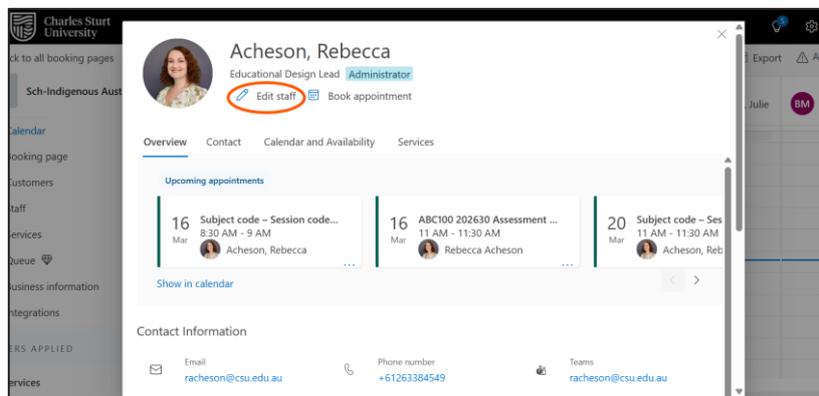
Markers control when students can book appointments.

Steps

1. Select your profile icon in the Bookings calendar.

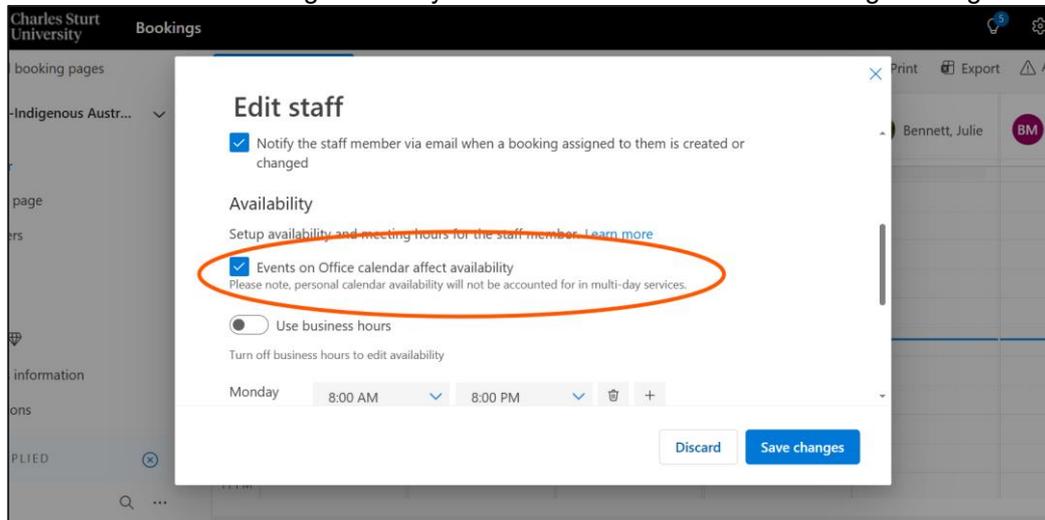


2. Select "Edit staff".



3. Enable “Events on Office calendar affect availability”.

This ensures Bookings checks your Outlook calendar before allowing bookings.



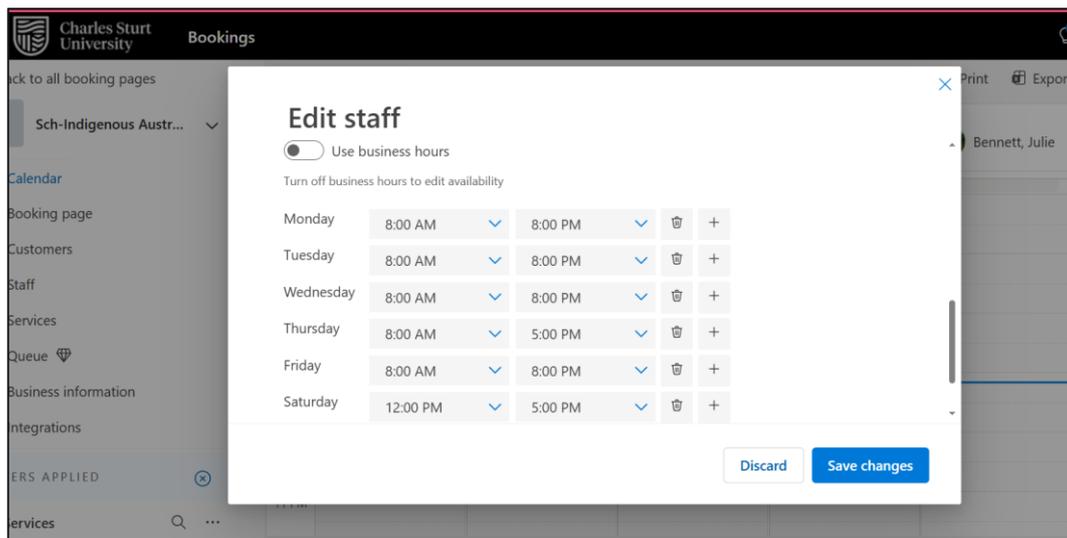
If you have meetings or commitments in Outlook, those times will not be available for bookings.

Adjusting Business Hours

Markers can change their working hours within **Edit staff** if they wish to offer appointments outside standard hours.

Example uses:

- evening assessment sessions
- weekend assessment blocks.



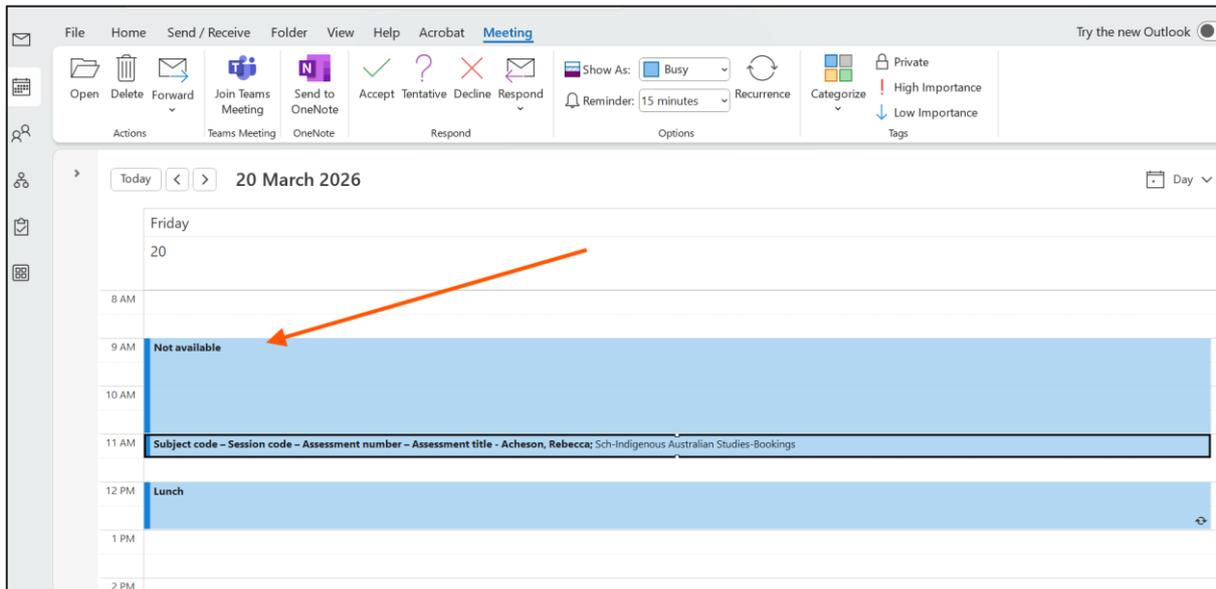
Blocking Out Times You Are Unavailable

If there are times when you are unavailable to run assessments, create a **busy event in your Outlook calendar**.

Bookings will automatically prevent students from scheduling appointments during those times.

Important:

Availability should be managed **in Outlook**, not by editing availability inside Bookings.



Where Bookings Appear in Outlook

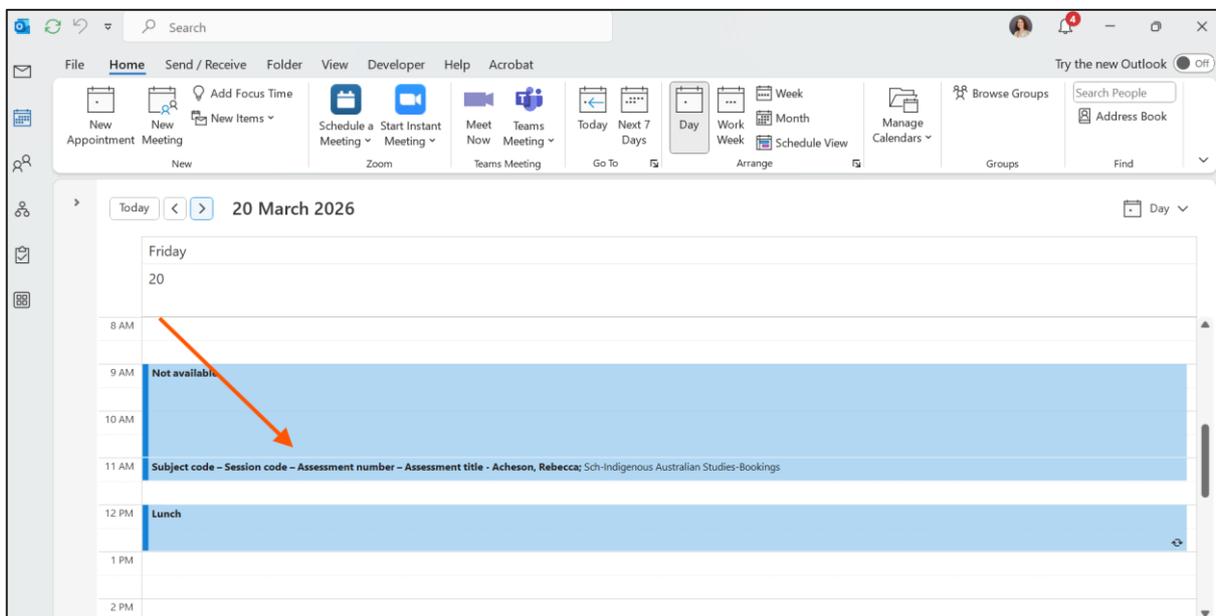
Purpose

When a student books an appointment, it appears automatically in Outlook.

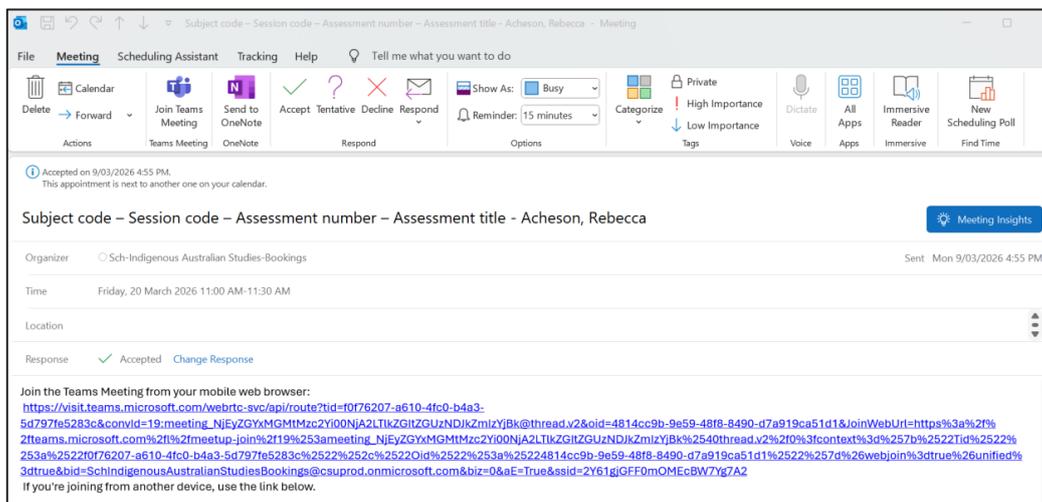
What you will see

The meeting invitation includes:

- the student name
- the assessment title
- the meeting time
- the Teams meeting link.



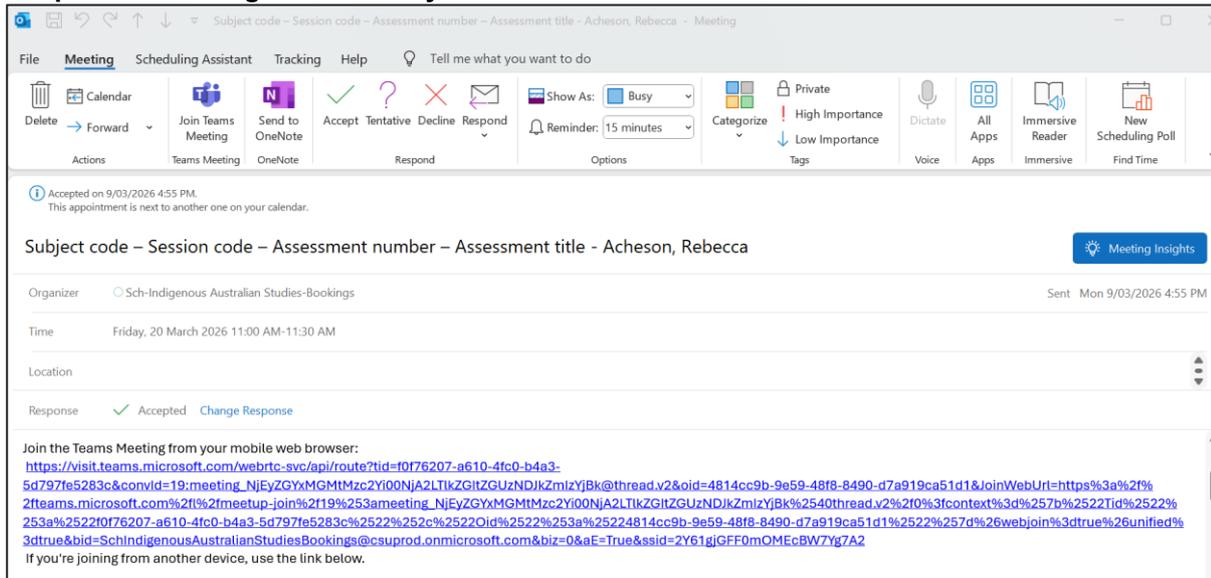
Markers can join the meeting directly from Outlook.



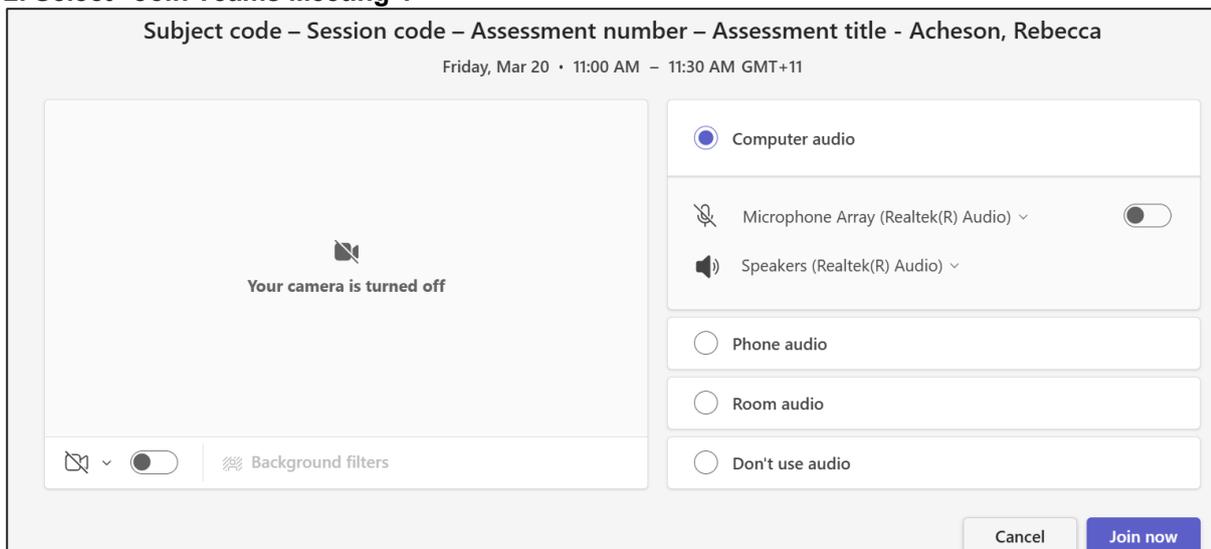
Starting the Supervised Assessment Session

Steps

1. Open the meeting invitation in your Outlook calendar.



2. Select "Join Teams Meeting".



3. Enter the Teams meeting room and wait for the student to join.

Once the student joins, you can begin the supervised assessment.

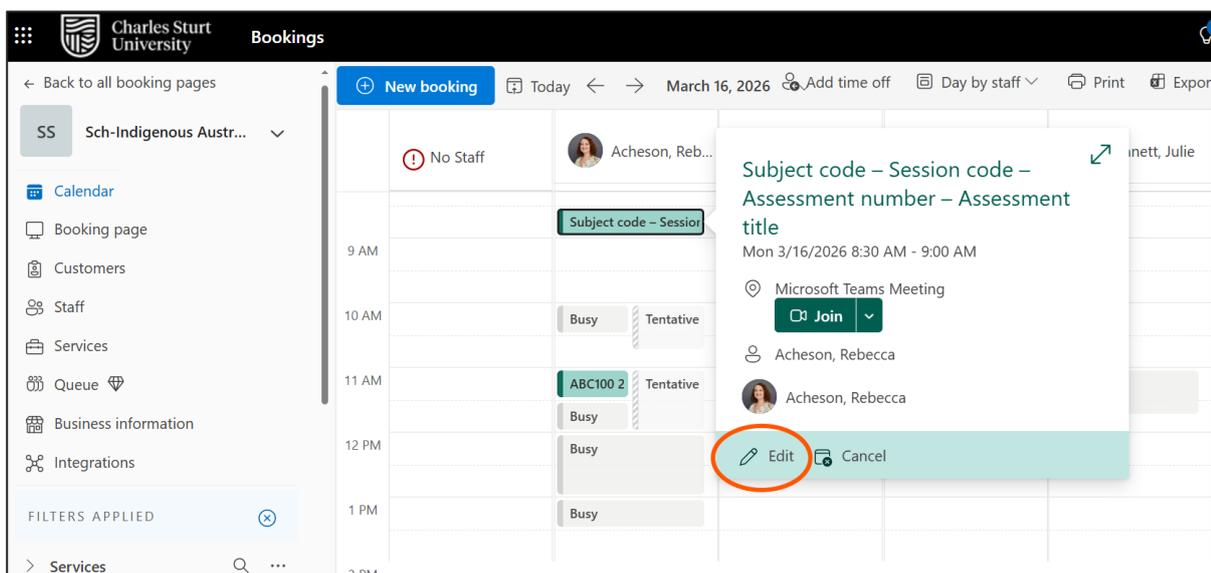
Managing Student Appointments

Purpose

Appointments can be edited or cancelled if required.

Steps

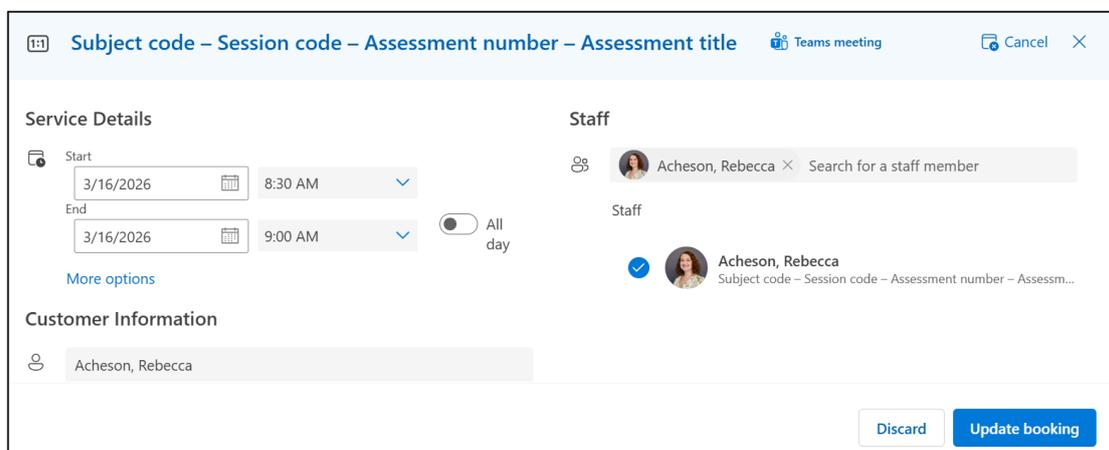
1. Open the shared Bookings calendar.
2. Select the appointment.



3. Choose an action if required:

- change appointment time
- change assigned marker
- cancel the appointment.

Students will automatically receive an updated notification.



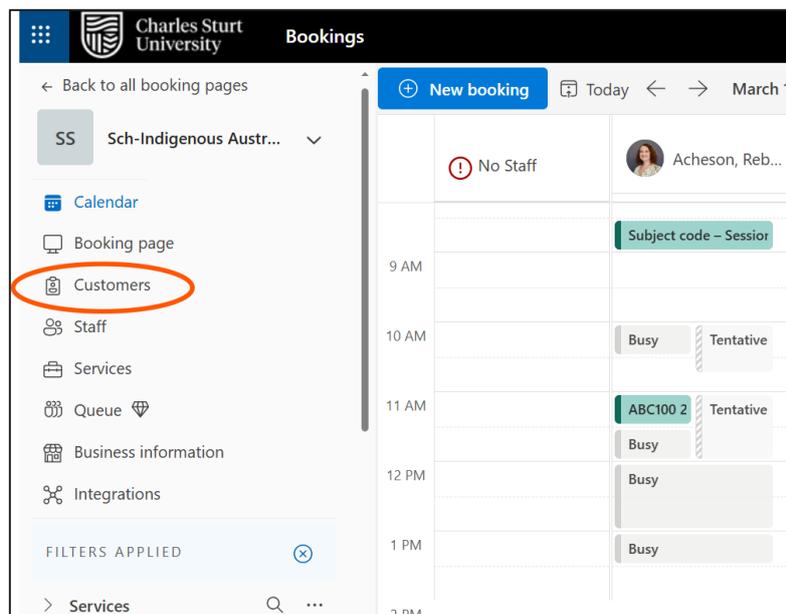
Finding Student Information in Bookings

Purpose

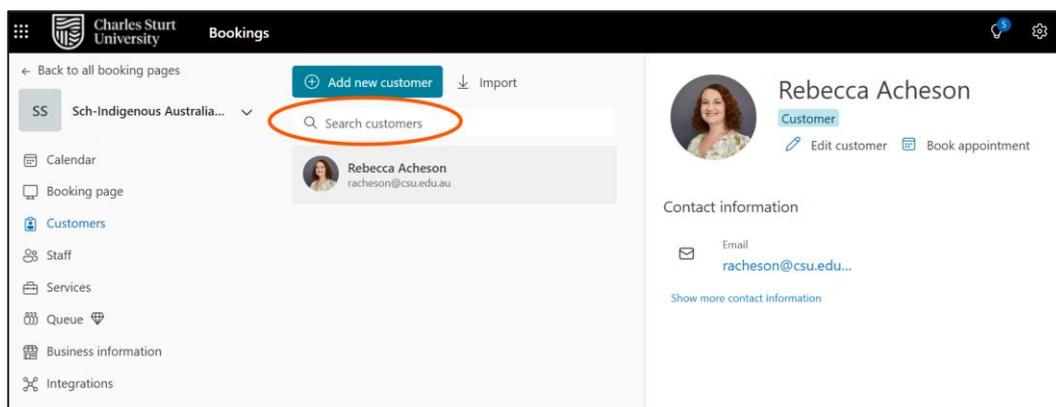
Bookings stores contact details for students who have scheduled appointments.

Steps

1. Select Customers in the Bookings navigation menu.



2. Search for the student's name.



3. Open the customer record to view details.

This record includes the student's email and booking history.

How Students Book Their Assessment

Students will book their assessment using the booking link provided in the subject site.

Booking process

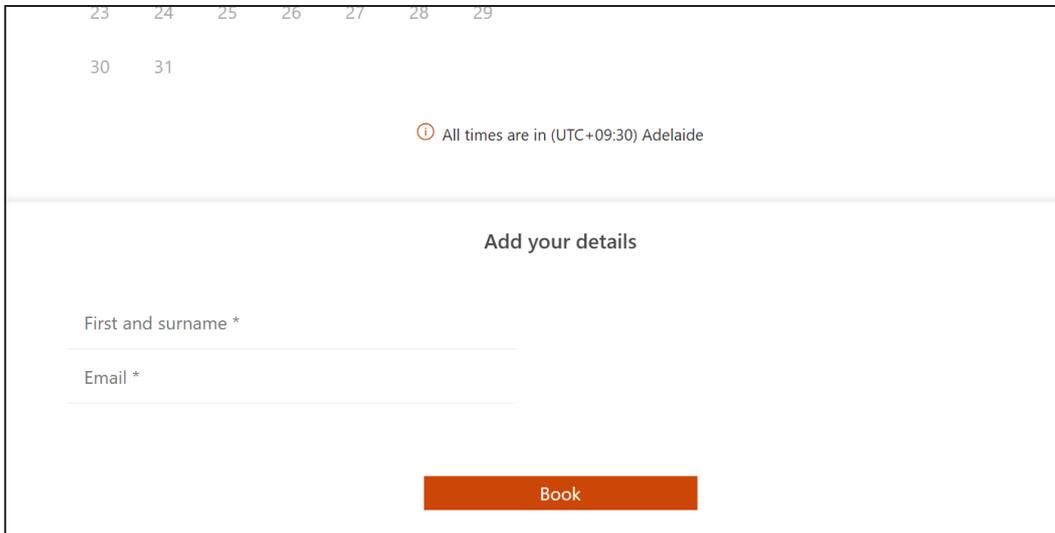
1. Students open the booking link.

The screenshot shows the 'Sch-Indigenous Australian Studies-Bookings' interface. At the top, there is an orange header with the text 'Sch-Indigenous Australian Studies-Bookings'. Below the header, there is a white box containing the text 'Subject code – Session code – Assessment num.' followed by a globe icon and an information icon, and '30 minutes' below it. The main content area is titled 'March 16' and features a calendar grid for March 2026. The grid shows days of the week (M, T, W, T, F, S, S) and dates (1-8). Time slots are listed for 8:30, 9:00, 13:00, 16:15, 16:45, 17:15, 17:45, 18:15, and 18:45.

2. Students select an available time.

The screenshot shows the 'Sch-Indigenous Australian Studies-Bookings' interface with the time selection step. The orange header remains at the top. The white box below it now displays 'Subject code – Session code – Assessment num.' with a globe icon and an information icon, and '30 minutes' below it. The main content area is titled 'March 16, 13:00'. The calendar grid for March 2026 is shown, with the 13:00 time slot highlighted in orange, indicating it has been selected.

3. Students enter their name and email and confirm the booking.



The screenshot shows a booking confirmation interface. At the top, there are two rows of dates: the first row contains 23, 24, 25, 26, 27, 28, 29; the second row contains 30, 31. Below the dates is a red circular icon with an 'i' and the text "All times are in (UTC+09:30) Adelaide". A horizontal line separates this from the "Add your details" section. Under "Add your details", there are two input fields: "First and surname *" and "Email *". At the bottom center is an orange "Book" button.

Students receive a confirmation email containing the Teams meeting link.