

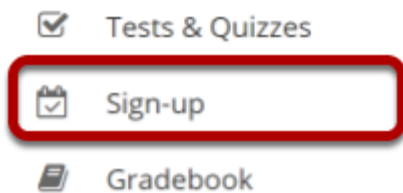
How do I export meeting data?

The Export operation provides a rich set of data, in spreadsheet form, for a set of meetings or for a single meeting, including the list of those who have signed up.

The “.xls” file that is created can be opened in Excel or some other spreadsheet application to show several sheets as follows:

- Attendees’ Schedules [for meeting organizers]: a datasheet with columns that show the meeting’s details, with one row for each meeting attendee signed up
- Events Overview: a chart of all meetings selected as they appear in the Meetings page
- For each meeting, a named sheet
- Chart showing the meeting title and details, plus a list of attendees [for users with that privilege], the wait list, and comments

Go to Sign-up.



Select the **Sign-up** tool from the Tool Menu of your site.

Export a single meeting.

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View: By category: Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	In Progress Attendance	<input type="checkbox"/>
<input checked="" type="checkbox"/> Office Hours	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available on 4/15/20 Attendance	<input type="checkbox"/>

[Remove Meetings](#)

Click on the title of the meeting you want to export to view its details.

Click Export as Excel.

SIGN-UP [Link](#) [Help](#) [Print](#)

Meetings [Add](#) [Permissions](#) [Export](#)

[Modify](#) [Copy](#) **[Export as Excel](#)** [Print](#)

Meeting Details

Title: Extra Credit Field Trip
Organizer: Demo Instructor
Location: Aquarium
Category:
Meeting Date: Saturday, April 18, 2020
Time Period: 10:00 AM - 4:00 PM
iCalendar link: [Download](#)
Sign-up Begins: April 15, 2020 10:00 AM
Sign-up Ends: April 18, 2020 3:00 PM
Available To: [Show site\(s\)/group\(s\) details](#)
Description: This is an all day field trip to an off-campus Aquarium. Students will receive 10 bonus points for attending.

Email Notification: Yes, send email to notify the related participant(s) about the changes that have been made. [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
10:00 AM - 4:00 PM	10	+ Add Participant	Add Participant (disabled command)

*Note: Click on a time slot to lock or cancel it.
- Click [🔄](#) to change or swap participants.
- Click [🗑️](#) to delete a participant.
- Click [✉️](#) to email a participant.
- Click [🗨️](#) to view/edit an attendee's comment.
- Meeting organizers can add participants even if the time slot is full.

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Click **Export as Excel** from the meeting details screen.

View information in Excel.

The screenshot shows an Excel spreadsheet with the following content:

Extra Credit Field Trip
(Time zone: America/New_York)

Organizer: Demo Instructor
Meeting Date: Apr 18, 2020
Time Period: 10:00 am - 4:00 pm
Sign-up Begins: Apr 15, 2020, 10:00 am
Sign-up Ends: Apr 18, 2020, 3:00 pm
Available To: Discussion 6 SMPL101 (Site Level)
Description: This is an all day field trip to an off-campus Aquarium. Students will receive 10 bonus points for attending.
Attachments: no attachment

Time Slot	Max # of Participants	Participants	Participants User IDs	Wait List
10:00 am - 4:00 pm	10			

Meeting Participants' Comments
There are no participant comments.

Export a set of meetings.

SIGN-UP [Link](#) [? Help](#)

Meetings [Add](#) [Permissions](#) [Export](#)

Meetings

Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.


View: All Future Meetings **By category:** All Expand all recurring meetings.

Meeting Title	Organizer	Location	Category	Date	Time	Status	Remove
Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Closed Attendance	<input type="checkbox"/>
Office Hours	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>
Extra Credit Field Trip	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available on 4/15/20 Attendance	<input type="checkbox"/>

[Remove Meetings](#)

On the main Meetings page, click the **Export** link.

Select the meetings desired, and click Export as Excel.

SIGN-UP [Link](#) [? Help](#) 

Meetings Add Permissions **Export**


Export Meetings

Select the meetings and then click the Export button.


View: By category: Expand all recurring meetings.

<input type="checkbox"/> All	Meeting Title	Organizer	Location	Category	Date	Time	Status
<input type="checkbox"/>	Extra Credit Field Trip	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Closed
<input checked="" type="checkbox"/>	Office Hours	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Available
<input checked="" type="checkbox"/>	Extra Credit Field Trip	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available on 4/15/20

[Check All](#) - [Clear All](#)

[Export as Excel](#) [Back](#) 

View All Meetings I Am Signed Up For.

SIGN-UP [Link](#) [? Help](#) 

Meetings **Export**

Export Meetings

Select the meetings and then click the Export button.

View: By category: Expand all recurring meetings.

<input type="checkbox"/> All	Meeting Title	Organizer	Location	Category	Date	Time	Status
<input type="checkbox"/>	Office Hours	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:30 AM - 10:45 AM	Signed up

[Check All](#) - [Clear All](#)

[Export as Excel](#) [Back](#)

An individual can select **View All Meetings I Am Signed Up For** to see scheduled commitments on the screen, and then select **Export** to save or print the list shown in the Events Overview sheet.