

# Sign-Up

# What is the Sign-up tool?

Creation of the Sign-up tool was motivated by requests from faculty who wanted to replace the "sign up sheets on the door" with an online alternative. Faculty needed a system that would allow students to sign up for office hours, meetings, review sessions, and other events in one convenient place. This tool can also be used in project sites to create meetings for the participants.

Various scheduling, participation, recurrence, and notification arrangements can be made. An instructor can assign participants to timeslots or allow them to select their own choices. If a timeslot is full, the instructor can allow participants to add themselves to a wait list, which automatically "promotes" a participant when a slot becomes available and sends an email notification. The Sign-up tool is group- and section-aware, which gives instructors the ability to set up office hours or meetings that are visible only to their sections or to a group.

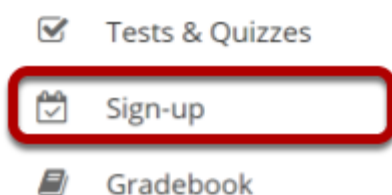
## Who can use the tool?

In course sites, the instructors have permission to create meetings and students are allowed to sign up for them. Instructors can permit students in any of the courses they teach to sign up for a meeting.

In project sites, the maintainer (i.e., site owner) can create meetings and everyone can sign up for them.

*Note: If you would like to grant permission to students to create meetings, please contact your system administrator to modify the permissions for your site.*

## To access this tool, select Sign-up from the Tool Menu of your site.



# What are Sign-up meeting types?

There are three types of events or meetings:


- Open meetings
- Single-slot meetings
- Multiple-slot meetings

*Note: All meeting types can be set up as recurring events, which creates several different meetings under the same title according to a given schedule. See [How do I create a meeting?](#) for information on the meeting frequency setting.*

## Open Meetings

### Meeting Details

---

<b>Title:</b>	Guest Speaker
<b>Organizer:</b>	Demo Instructor
<b>Location:</b>	Room 106
<b>Category:</b>	
<b>Meeting Date:</b>	Friday, March 27, 2020
<b>Time Period:</b>	10:00 AM - 12:00 PM
<b>iCalendar link:</b>	 <a href="#">Download</a>
<b>Available To:</b>	<a href="#">▶ Show site(s)/group(s) details</a>
<b>Description:</b>	Our guest speaker will be here to give a presentation and answer any questions you may have.


**This is an open session meeting. No sign-up is necessary.**

This option creates a single timeslot for an event or meeting, serving as an announcement. No attendance list is kept, so participants who plan to attend are not required to sign up.

# Single Slot

## Meeting Details

---

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Instructor  
**Location:** Science Center  
**Category:**  
**Meeting Date:** Saturday, March 28, 2020  
**Time Period:** 10:00 AM - 4:00 PM  
**iCalendar link:**  [Download](#)  
**Sign-up Begins:** March 28, 2020 10:00 AM  
**Sign-up Ends:** March 28, 2020 3:00 PM  
**Available To:** [▶ Show site\(s\)/group\(s\) details](#)  
**Description:** This is an all day field trip to an off-campus Science Center. 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
<a href="#">10:00 AM - 4:00 PM</a>	10	<a href="#">+ Add Participant</a>	Add Participant (disabled command)

A single timeslot is created, an attendance list is maintained, and the number of participants can be limited or unlimited. Participants are required to sign up in order to appear on the attendance list.

# Multiple Slots

## Meeting Details

**Title:** Office Hours  
**Organizer:** Demo Instructor  
**Location:** Office 336, Frost Hall  
**Category:**  
**Meeting Date:** Friday, March 27, 2020  
**Time Period:** 1:00 PM - 3:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** March 27, 2020 1:00 PM  
**Sign-up Ends:** March 27, 2020 2:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Office hours are available by appointment only.

Email

Notification: Yes, send email to notify the related participant(s) about the changes that have been made.

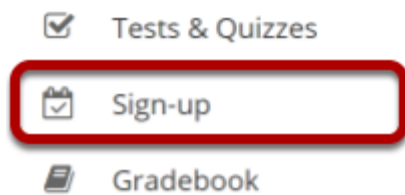
[Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">1:00 PM - 1:15 PM</a>	1	+ Add Participant	Add Participant (disabled command)
<a href="#">1:15 PM - 1:30 PM</a>	1	+ Add Participant	Add Participant (disabled command)
<a href="#">1:30 PM - 1:45 PM</a>	1	+ Add Participant	Add Participant (disabled command)
<a href="#">1:45 PM - 2:00 PM</a>	1	+ Add Participant	Add Participant (disabled command)
<a href="#">2:00 PM - 2:15 PM</a>	1	+ Add Participant	Add Participant (disabled command)
<a href="#">2:15 PM - 2:30 PM</a>	1	+ Add Participant	Add Participant (disabled command)
<a href="#">2:30 PM - 2:45 PM</a>	1	+ Add Participant	Add Participant (disabled command)
<a href="#">2:45 PM - 3:00 PM</a>	1	+ Add Participant	Add Participant (disabled command)

A single time span can be divided into any number of timeslots of equal length under a single meeting name. For example, a two hour meeting could have four half-hour slots, three 40-minute slots, or eight quarter-hour slots. The timeslots can also be defined at irregular times over different days. For each slot, a maximum number of participants is specified. Participants are required to sign up in order to appear on the attendance list. The resulting series of timeslots can be removed or modified individually. (This option does not automatically set up a recurring meeting.)

# How do I view meetings in Sign-up?

## Go to Sign-up.



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

## Meetings page.

### 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.

<a href="#">Meeting Title</a>	<a href="#">Organizer</a>	<a href="#">Location</a>	<a href="#">Category</a>	<a href="#">Date</a> ⌵	<a href="#">Time</a>	<a href="#">Status</a>	<a href="#">Remove</a>
<input type="checkbox"/> <a href="#">Presentations</a>	Sakai Instructor	Room 106		Thu, 4/22/21	2:00 PM - 3:00 PM	In Progress	<input type="checkbox"/>

On entry, the Sign-up tool displays the list of meetings, if any, already created in the site. By default all future meetings will be displayed.

The site's meetings are listed here in table format including title, location, date, time, and so forth. They can be ordered with the column headings and filtered with the "View" selection box. Recurring meetings, those created as a set with a single title, can be expanded or contracted with the checkbox. Checking the box, or clicking the plus sign next to the meeting entitled "Presentations," would reveal several meetings of that title on different days or times. Meetings can be removed (via the checkbox on the right of each). On this page, permissions can be set and meeting data exported (via the links on the top).

Click on a meeting title to bring up its meeting details.

*Note: For a view that includes past meetings, choose **All** in the drop down menu next to **View**.*

# Student View

## Meetings

To sign up for a meeting, click the meeting title.

View:  By category:

<a href="#">Meeting Title</a>	<a href="#">Organizer</a>	<a href="#">Location</a>	<a href="#">Category</a>	<a href="#">Date</a> ↕	<a href="#">Time</a>	<a href="#">Status</a>
<a href="#">Guest Speaker</a>	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req
<a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20

# Instructor View

## Meetings

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

View:  By category:

<a href="#">Meeting Title</a>	<a href="#">Organizer</a>	<a href="#">Location</a>	<a href="#">Category</a>	<a href="#">Date</a> ↕	<a href="#">Time</a>	<a href="#">Status</a>	<a href="#">Remove</a>
<a href="#">Guest Speaker</a>	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20 <a href="#">Attendance</a>	<input type="checkbox"/>

Remove Meetings

# Meeting Details

Detailed settings and timeslots, for a particular meeting, are listed here. The meeting details can be modified or copied into a new meeting, or exported or printed. In the Time Slot table, timeslots can be edited. The organizer view shows those signed up and those on the waitlist, while the student or participant view shows an active "Sign-up" button if the sign-up period has commenced.

# Footer

# Student View

## Meeting Details

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Instructor  
**Location:** Science Center  
**Meeting Date:** Saturday, March 28, 2020  
**Time Period:** 10:00 AM - 4:00 PM  
**Sign-up Begins:** Wednesday, March 25, 2020, 10:00 AM  
**Sign-up Ends:** Saturday, March 28, 2020, 3:00 PM  
**Available To:** ▶ [Show site\(s\)/group\(s\) details](#)  
**Description:** This is an all day field trip to an off-campus Science Center. Students will receive 10 bonus points for attending.

▲ [Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
10:00 AM - 4:00 PM	10	Private		<a href="#">Sign Up</a>

# Instructor view.

## Meeting Details

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Instructor  
**Location:** Science Center  
**Category:**  
**Meeting Date:** Saturday, March 28, 2020  
**Time Period:** 10:00 AM - 4:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** March 25, 2020 10:00 AM  
**Sign-up Ends:** March 28, 2020 3:00 PM  
**Available To:** ▶ [Show site\(s\)/group\(s\) details](#)  
**Description:** This is an all day field trip to an off-campus Science Center. 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.

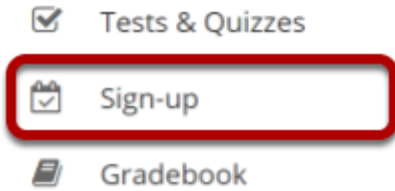
▲ [Hide meeting info above](#)

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">10:00 AM - 4:00 PM</a>	10	+ Add Participant	Add Participant (disabled command)



# How do I create a meeting?

## Go to Sign-Up.



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

## Click Add.



## Meetings

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

**View:**  **By category:**

After you click **Add** the meeting information screen will appear where you can enter all of the information for your meeting.

## Enter a title.

**Title:\***

This field will identify the meeting in this site's list of meetings.

## Change organizer. (Optional)

Organizer:

Demo Instructor (demoinstructor) ▼

If there is more than one instructor or site owner, you may select a different name in the drop-down menu. It will default to the currently logged in user.

## Enter a location.

Location:\*

Room 106 ▼

[+ enter a new location](#)

This field will appear in the Meeting Details.

*Note: Once you have entered a location at least once for a site, it will appear in a drop-down menu. You may add a new location by clicking on the **+ enter a new location** link.*

## Enter a category. (Optional)

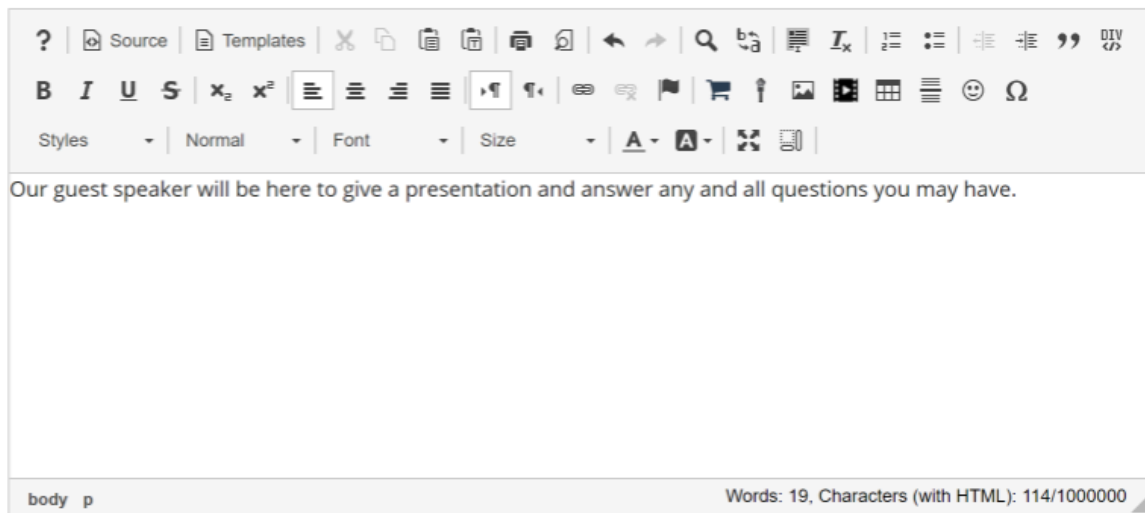
Category:

Optional

*Note: Once you have entered a category at least once for a site, it will appear in a drop-down menu. You may add a new category by clicking on the **+ enter a new category link**.*

## Enter a description of the meeting or event.

Description:



The screenshot shows a rich text editor with a toolbar at the top containing various icons for text formatting, alignment, and insertion. Below the toolbar is a text area containing the text: "Our guest speaker will be here to give a presentation and answer any and all questions you may have." At the bottom of the editor, there is a status bar showing "body p" and "Words: 19, Characters (with HTML): 114/1000000".


This field appears on the Meeting Details and the student Sign-up screen.


## Add attachments. (Optional)

[Add Attachments](#)

You may click the **Add Attachments** button if you would like to browse for and attach a file to your meeting.

## Enter start and end times.

**Start Time:\***  

**End Time:\***  

Mar 2020

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Time 12:00 pm

Hour  - +

Minute  - +

Now Done

Fill out the dates and times when the meeting will begin and end using the date picker.

## Select meeting frequency.

**Meeting Frequency:\***

Once Only

Once Only

Daily

Weekdays (Mon-Fri)

Weekly

Biweekly

To set up recurring meetings, choose an option here. Any of the meeting types can be recurring. Selection of a meeting frequency other than "Once Only" will create a series of entries in the meetings table with the same name but different details, where any of the individual entries can be modified as necessary.

## Select begin and end times for sign-up.

Sign-up begins:   before meeting begins (10:00 AM, Saturday, March 21, 2020)

Sign-up ends:   before meeting finishes (11:00 AM, Friday, March 27, 2020)

Enter the point at which the meeting should be opened for sign-up. Before then, participants will not have an active Sign-up button next to a meeting entry. To allow immediate sign-up, choose "Start Now" from the drop-down box.

Also, enter the point relative to the meeting at which to close the sign-up process. This blocks further sign-up by participants, and also blocks cancellation of a meeting for which a participant has already signed up. This period is measured from the scheduled meeting end, allowing sign-up even after the meeting has started, when that is appropriate.

*Note: Sign-up begin and end times are only available for single slot and multiple slot meetings.*

## Take attendance.

Attendance:  **Attendance will be taken** (you can track attendance to this meeting if selected)

If you wish to take attendance for this meeting, select the **Attendance** check box.

## Specify meeting availability.

Available To:\*  **Discussion 6 SMPL101 (Current Site)**

**+ Other Sites**

This field allows you to determine who can sign up for the meeting. You can limit sign-ups to members of a group (defined on this site) or extend the sign-up offer to the membership of other sites, by selecting the appropriate check boxes. The option to extend to other sites allows inclusion of those sites' members, or groups defined there. The other site must also have the Sign-up tool in order for its members to participate. (The default setting is members of this site only.)

## Choose meeting type.

The relevant options for each of the three meeting types appear when that meeting type is selected via its radio button. See [What are Sign-up meeting types?](#) for more information.

### Open Meeting

- Meeting Type:\*
- Open meeting (no sign-up required)
  - Single slot
  - Multiple slots

### Single Slot

- Meeting Type:\*
- Open meeting (no sign-up required)
  - Single slot
  - Multiple slots
- Max # of Participants
  - Unlimited number of participants

Options to choose between **Max number** (in which case, enter the number of participants allowed) and **Unlimited**.

# Multiple Slots

Meeting Type:-

Open meeting (no sign-up required)

Single slot

Multiple slots

Number of slots available for sign-up:  1

Number of participants per time slot:  2

Estimate duration per time slot (min):  3

Advanced user-defined timeslots

[Create Timeslot\(s\)](#)

## Define Custom Timeslots

	Start Time		End Time		Max # Of Participants
X	03/27/2020 10:00 am		03/27/2020 04:30 am		<input type="text" value="1"/>
X	03/27/2020 04:30 am		03/26/2020 11:00 pm		<input type="text" value="1"/>
X	03/26/2020 11:00 pm		03/26/2020 05:30 pm		<input type="text" value="1"/>
X	03/26/2020 05:30 pm		03/26/2020 12:00 pm		<input type="text" value="1"/>

[Add a new timeslot.](#)

Yes, publish the meeting as multiple calendar events in the Calendar Tool if adjacent timeslots are more than two hours apart.

Options create time slots, either computed to occupy a single continuous time span, or occupying separate irregular time spans manually defined, covering one or more days. Each method creates a single meeting with multiple entries in a time slot table.

1. **Number of slots available for sign-up:** Enter the number of individual time slots over which to divide the meeting time.
2. **Number of participants per slot:** Enter the number of people that can sign up for each slot.
3. **Estimate duration per time slot (min):** This figure is calculated as a function of the total meeting time span and the number of slots available, and cannot be edited. It allocates the available time across the slots. For example, if the number of slots is defined to be 5, and the start and end times of the meeting span two hours, the duration will be set to 24 (120 minutes divided by 5). A number of slots that does not divide the period evenly will give rise to a warning message and an adjustment of the total span. Note: In any case, the resulting time slots can be edited after the meeting is published through the "Modify" process by selecting "Advanced user-defined time slots." See [How do I edit a meeting?](#)
4. **Advanced user-defined time slots:** This option allows a multiple-slot meeting to be defined as a set of irregular time slot choices, over several days at different times. (Each person can sign up for only one.) Select this checkbox, and then select the "Edit Time slots" link that appears. Enter new time slots with the "Add a new time slot" link, edit the data, and delete extraneous ones with the red X. This option does not allow unlimited participation. A warning that this meeting covers more than one day can be ignored.

## Click Next.



Continue to the second page by clicking **Next**. This will take you to the Meeting Summary to verify the details set so far, and then to complete the meeting settings.

## Review settings and select notification preferences.

### Meeting Summary

**Title:** Guest Speaker  
**Organizer:** Demo Instructor (demostructor)  
**Description:** Our guest speaker will be here to give a presentation and answer any and all questions you may have.  
**Start Time:** March 27, 2020 8:30 AM  
**End Time:** March 27, 2020 10:30 AM  
**Location:** Room 106  
**Category:**  
**Sign-up Begins:** March 21, 2020 8:30 AM  
**Sign-up Ends:** March 27, 2020 9:30 AM

**Meeting Type:** Multiple slots  
**Number of Time Slots:** 4  
**Duration of Each Time Slot (min):** 30  
**Max # of Participants per Time Slot:** 1  
**Attendance:** ON  
**Available To:** Discussion 6 SMPL101 (Site Level)

1 **Display Participant Names:**  Yes, display names of participants to others.

2 **Meeting Coordinators:**  Instructor, Demo

3 **Notifications of participant actions:**  Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

4 **Announce Availability:**  Yes, send an email notification to:  
 All potential participants  
 Selected meeting coordinators

5 **Default Notification setting:**  Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.

**Other Default Settings:**  6

1. **Display Participant Names:** "Yes" means that names of participants will be visible to others.
2. **Meeting Coordinators:** Select the coordinators to receive notifications, if enabled.
3. **Send notification:** Check the appropriate box to manage email notifications when participants sign up or cancel.
4. **Announce Availability:** "Yes" means that all the potential participants will receive an e-mail announcing that this meeting has been published.
5. **Default Notification setting:** "Yes" means that the notification box will be selected on the modify meetings page.
6. **Other Default Settings:** Click **Show the other default settings** to view additional meeting options.



## Review other default settings.

Other Default Settings: [▼ Hide the other default settings](#)

1 Allow Wait List:	<input checked="" type="checkbox"/> Yes, add Wait List option. Participants can join Wait List.
2 Allow Adding Comment:	<input checked="" type="checkbox"/> Yes, participant can add a comment during sign-up.
3 User ID Input Mode:	<input type="checkbox"/> Yes, I want to use User ID input mode for adding participants.
4 Auto Reminder:	<input checked="" type="checkbox"/> Yes, send email to remind attendee of the meeting, one day in advance.
5 Publish to Calendar:	<input checked="" type="checkbox"/> Yes, publish the meeting to the Calendar tool.
6 Create groups for timeslots	<input type="checkbox"/> Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
7 Max # of time slots per participant:	1 <input type="text"/> Yes, allow participants to sign up for more than one time slot.

**PUBLISH** Assign Participants & Publish Back Cancel

Other settings include the following:

1. **Allow Wait List:** "Yes" means that a Wait List will be kept, and participants can join it if this meeting is filled to capacity.
2. **Allow Adding Comment:** "Yes" means that a participant can add a comment during sign-up.
3. **User ID Input Mode:** "Yes, I want to use User ID input mode for adding participants" allows the organizer to use User IDs rather than choosing from drop-down list. This is useful for very large classes where a drop-down list could be very long.
4. **Auto Reminder:** "Yes" means that all attendees of the meeting will receive an e-mail reminder one day in advance.
5. **Publish to Calendar:** "Yes" means that the meeting will appear on this site's Calendar tool, regardless of attendance status of the current user.
6. **Create groups for time slots:** "Yes" means that groups will automatically be created for each time slot. You may manage these groups via Site Info.
7. **Max # of time slots per participant:** You may select more than one time slot per participant if desired.

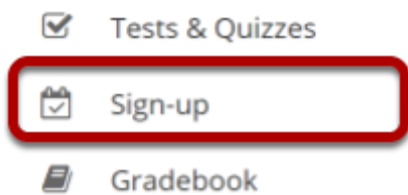
## Publish your meeting.

**PUBLISH** Assign Participants & Publish Back Cancel

Publish by clicking either **Publish** or **Assign Participants & Publish**. You have the option of assigning participants or allowing them to choose their own time slots. If you do not choose to assign participants at this time, you may do so later by editing the meeting settings.

# How do I edit a meeting?

## Go to Sign-up.



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

## Click on a meeting title.

### Meetings

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

View:  By category:

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status	Remove
<a href="#">Guest Speaker</a>	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20 <a href="#">Attendance</a>	<input type="checkbox"/>

[Remove Meetings](#)

# Click Modify.

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

Meetings Add Permissions Export





**Modify** Copy Export as Excel Print

## Meeting Details

**Title:** Extra Credit Field Trip  
**Organizer:** Demo Instructor  
**Location:** Science Center  
**Category:**  
**Meeting Date:** Saturday, March 28, 2020  
**Time Period:** 10:00 AM - 4:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** March 25, 2020 10:00 AM  
**Sign-up Ends:** March 28, 2020 3:00 PM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** This is an all day field trip to an off-campus Science Center. 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
<a href="#">10:00 AM - 4:00 PM</a>	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.

To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

# Edit meeting settings and publish.

**Modify Meeting**

\* indicates required information.

**Modify Options:**

Title: Extra Credit Field Trip

Organizer: Demo Instructor (demonstructor)

Location: Science Center | enter a new location

Category: -select category- | enter a new category

Description:

Rich text editor with toolbar (Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Undo, Redo, etc.)

This is an all day field trip to an off-campus Science Center. Students will receive 10 bonus points for attending.

Add Attachments

Start Time: 03/28/2020 09:00 am

End Time: 03/28/2020 04:00 pm

Sign-up Begins: 3 Days before meeting begins (9:00 AM, Wednesday, March 25, 2020)

Sign-up Ends: 1 Hours before meeting finishes (3:00 PM, Saturday, March 28, 2020)

Attendance:  Attendance will be taken (you can track attendance to this meeting if selected)

Meeting Type:  Open meeting (no sign-up required) |  Single slot |  Multiple slots |  Max # of Participants (10) |  Unlimited number of participants

Advanced user-defined timeslots

Show Participants To Public:  Yes, display names of participants to others.

Notifications of participant actions:  Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.

Meeting Coordinators:  Instructor, Demo

Email Notification:  Yes, send an email notification about these changes to:  All potential participants |  Only participants currently signed up |  Selected meeting coordinators

Other Default Settings: [Show the other default settings](#)

**PUBLISH MODIFICATION** Cancel

The information described in [How do I create a meeting?](#) will be shown for editing the settings of your choice.

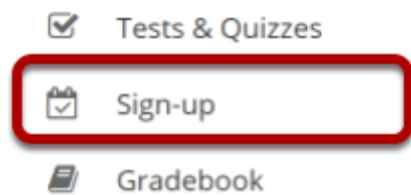
The timeslots can be adjusted by selecting “Advanced user-defined timeslots” (if not already specified for this meeting), and then by selecting the “Edit Timeslots” link that appears; timeslots can be combined, removed, or added.

In a recurring meeting, you can choose to limit the change by selecting “Modify current only” or to modify all of the sessions in the rest of the series by selecting “Modify all future recurring meetings.” After modifying a meeting, you may elect to send e-mail notifications to participants via the checkbox above the timeslot table.

Click **Publish Modification** when you are finished making changes.

# How do I lock or cancel a time slot?

Go to Sign-up.



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

Click on a meeting title.

## Meetings

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

View:  By category:

Meeting Title	Organizer	Location	Category	Date ▲	Time	Status	Remove
<a href="#">Guest Speaker</a>	Demo Instructor	Room 106		Fri, 3/27/20	10:00 AM - 12:00 PM	Sign-up Not Req	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Fri, 3/27/20	1:00 PM - 3:00 PM	Available on 3/27/20	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Available on 3/28/20 <a href="#">Attendance</a>	<input type="checkbox"/>

# Click on the time slot you want to lock or cancel.

## Meeting Details

**Title:** [↔ Office Hours](#)  
**Organizer:** Demo Instructor  
**Location:** Office 336, Frost Hall  
**Category:**  
**Meeting Date:** Monday, March 30, 2020  
**Time Period:** 10:00 AM - 12:00 PM  
**iCalendar link:** [Download](#)  
**Sign-up Begins:** March 24, 2020 10:00 AM  
**Sign-up Ends:** March 30, 2020 11:00 AM  
**Available To:** [▶ Show site\(s\)/group\(s\) details](#)  
**Description:** Office hours are available by appointment only.

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
<a href="#">10:00 AM - 10:15 AM</a> Lock - prevent participant sign-up Cancel - delete the timeslot	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">10:15 AM - 10:30 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">10:30 AM - 10:45 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">10:45 AM - 11:00 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:00 AM - 11:15 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:15 AM - 11:30 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:30 AM - 11:45 AM</a>	1	<a href="#">+</a> Add Participant	Add Participant (disabled command)
<a href="#">11:45 AM - 12:00 PM</a>	1	<a href="#">+</a> 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.








[Back](#)





Click the time slot table and select the options presented underneath it. Note that you can first move participants to another time slot using the edit buttons beside individual entries.

# Once locked or canceled, the time slot will have an icon indicating that it has been locked or canceled.

## Meeting Details

**Title:**  Office Hours  
**Organizer:** Demo Instructor  
**Location:** Office 336, Frost Hall  
**Category:**  
**Meeting Date:** Monday, March 30, 2020  
**Time Period:** 10:00 AM - 12:00 PM  
**iCalendar link:**  [Download](#)  
**Sign-up Begins:** March 24, 2020 10:00 AM  
**Sign-up Ends:** March 30, 2020 11:00 AM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Office hours are available by appointment only.

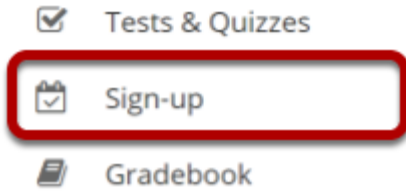
Time Slot	Max # of Participants	Participants	Wait List
 <a href="#">10:00 AM - 10:15 AM</a>	1	 Add Participant	Add Participant (disabled command)
 <a href="#">10:15 AM - 10:30 AM</a>	1	<b>Canceled</b>	Add Participant (disabled command)
<a href="#">10:30 AM - 10:45 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">10:45 AM - 11:00 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:00 AM - 11:15 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:15 AM - 11:30 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:30 AM - 11:45 AM</a>	1	 Add Participant	Add Participant (disabled command)
<a href="#">11:45 AM - 12:00 PM</a>	1	 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.

[Back](#)

# How do I copy a meeting?

## Go to Sign-up.



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

## Click on a meeting title.

### Meetings

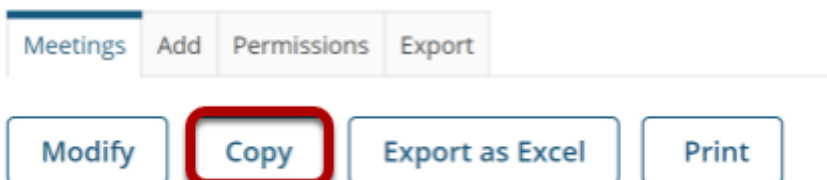
Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.

View:  By category:   Expand all recurring meetings.

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

## Click Copy.

### SIGN-UP



Click on the meeting name to open the details, and then click the **Copy** link at the top.



# Make your changes, then click Publish New Meeting.

## Copy this Meeting

\* indicates required information.

**Title:**

**Organizer:**

**Location:**  [undo](#)

**Category:**  [enter a new category](#)

**Description:**

? Source Templates X Undo Redo Bold Italic Underline Text Color Background Color Bulleted List Numbered List Link Unlink Image Video Audio Embed Code Full Screen Help

Styles - Normal - Font - Size - A - B - I - U - Text Color - Background Color - Bulleted List - Numbered List - Link - Unlink - Image - Video - Audio - Embed - Code - Full Screen - Help

This is an all day field trip to an off-campus Aquarium. Students will receive 10 bonus points for attending.

body p Words: 19, Characters (with HTML): 123/1000000

**Add Attachments**

**Start Time:**

**End Time:**

**Meeting Frequency:**

**Sign-up Begins:**   before meeting begins (10:00 AM, Wednesday, April 15, 2020)

**Sign-up Ends:**   before meeting finishes (3:00 PM, Saturday, April 18, 2020)

**Available To:**  Discussion 6 SMPPL101 (Current Site) [Other Sites](#)

**Attendance:**  Attendance will be taken (you can track attendance to this meeting if selected)

**Meeting Type:**

- Open meeting (no sign-up required)
- Single slot
  - Multiple slots
  - Max # of Participants
    -
  - Unlimited number of participants
- Advanced user-defined timeslots

**Keep Current Participants:**  Yes, keep all the participant(s) in their corresponding time slots.

**Publish to Calendar:**  Yes, publish the meeting to the Calendar tool.

**Announce Availability:**  Yes, send an email notification to:

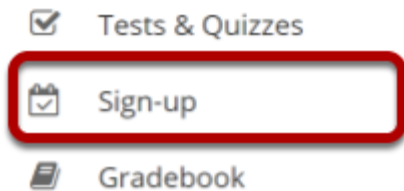
- All potential participants
- Selected meeting coordinators and participants currently signed up

You now have a display entitled **Copy this meeting**. Change the settings as desired, including the title if you want a new meeting name, and then click **Publish New Meeting**.

*Note: Some settings will not be available to edit. You cannot copy a multiple-slots meeting into a new single-slot meeting, for instance.*

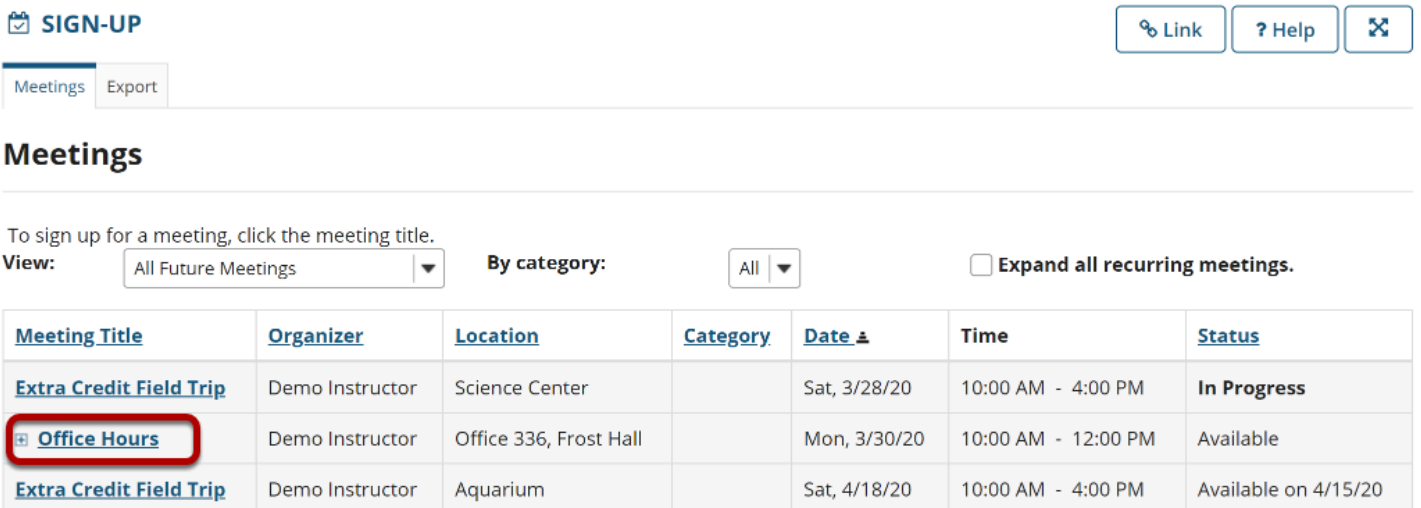
# How do students or participants sign-up for meetings?

## Go to Sign-up.



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

## Click on a meeting title.

A screenshot of the 'SIGN-UP' interface. At the top, there is a 'SIGN-UP' header with a calendar icon, and three buttons: 'Link', 'Help', and a refresh icon. Below the header are 'Meetings' and 'Export' tabs. The main section is titled 'Meetings'. Below the title, there is a note: 'To sign up for a meeting, click the meeting title.' Below this note are three controls: 'View:' with a dropdown menu set to 'All Future Meetings', 'By category:' with a dropdown menu set to 'All', and a checkbox labeled 'Expand all recurring meetings.' Below these controls is a table with the following data:

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

*Note: If a Meeting Status message shows that the meeting is not yet open to sign-up, note the beginning sign-up time shown.*

# Click Sign up.


 SIGN-UP

[Link](#) [? Help](#) 


Meetings [Export](#)

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

## Meeting Details

**Title:**  Office Hours  
**Organizer:** Demo Instructor  
**Location:** Office 336, Frost Hall  
**Meeting Date:** Monday, March 30, 2020  
**Time Period:** 10:00 AM - 12:00 PM  
**Sign-up Begins:** Tuesday, March 24, 2020, 10:00 AM  
**Sign-up Ends:** Monday, March 30, 2020, 11:00 AM  
**Available To:** [Show site\(s\)/group\(s\) details](#)  
**Description:** Office hours are available by appointment only.

[▲ Hide meeting info above](#)

Time Slot	Available Places	Participants	Your Status	Action
 10:00 AM - 10:15 AM	Locked	Private		<a href="#">Sign Up</a>
 10:15 AM - 10:30 AM	Canceled	Private		<a href="#">Sign Up</a>
10:30 AM - 10:45 AM	1	Private		<a href="#">Sign Up</a>
10:45 AM - 11:00 AM	1	Private		<a href="#">Sign Up</a>
11:00 AM - 11:15 AM	1	Private		<a href="#">Sign Up</a>
11:15 AM - 11:30 AM	1	Private		<a href="#">Sign Up</a>
11:30 AM - 11:45 AM	1	Private		<a href="#">Sign Up</a>
11:45 AM - 12:00 PM	1	Private		<a href="#">Sign Up</a>

[BACK](#)



Click the button labeled **Sign up** beside the time slot you want.

*Note: If a lock icon appears in Meeting Details next to a time slot, your instructor has removed that time slot from further sign-ups.*

## Add a comment. (Optional)

### SIGN-UP

Meetings

Export

## Complete Sign-Up

**Title:** Office Hours  
**Location:** Office 336, Frost Hall  
**Time Slot:** 10:30 AM - 10:45 AM, Monday, March 30, 2020  
**Participant Name:** Demo Student 1

 [Add a comment](#)

Finish

Cancel

If your instructor has allowed, you will see a comment field where you can type a message that will only be visible to the instructor.

## Click Finish.

Finish

Cancel

## View your status.

Time Slot	Available Places	Participants	Your Status	Action
🔒 10:00 AM - 10:15 AM	Locked	Private		Sign Up
🚫 10:15 AM - 10:30 AM	Canceled	Private		Sign Up
10:30 AM - 10:45 AM	None	Private	Signed up 🗓️	Cancel Sign-up
10:45 AM - 11:00 AM	1	Private		Sign Up
11:00 AM - 11:15 AM	1	Private		Sign Up
11:15 AM - 11:30 AM	1	Private		Sign Up
11:30 AM - 11:45 AM	1	Private		Sign Up
11:45 AM - 12:00 PM	1	Private		Sign Up

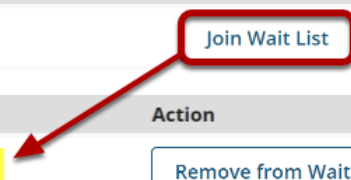
Once you have signed up, you will see **Signed up** in the **Your Status** column for this meeting.

## Join Wait List. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
10:30 AM - 10:45 AM	None	Private		Join Wait List




  

Time Slot	Available Places	Participants	Your Status	Action
10:30 AM - 10:45 AM	None 1 On Wait List	Private	On Wait List	Remove from Wait List



If the meeting is full and your instructor has given the Wait List option, you will be able to add your name to the Wait List by clicking **Join Wait List**. If space becomes available, you will be added to the list of attendees, and notified by email.

## Cancel Sign-up. (Optional)

Time Slot	Available Places	Participants	Your Status	Action
 10:00 AM - 10:15 AM	<b>Locked</b>	Private		<a href="#">Sign Up</a>
 10:15 AM - 10:30 AM	<b>Canceled</b>	Private		<a href="#">Sign Up</a>
10:30 AM - 10:45 AM	None	Private	Signed up 	<a href="#">Cancel Sign-up</a>
10:45 AM - 11:00 AM	1	Private		<a href="#">Sign Up</a>
11:00 AM - 11:15 AM	1	Private		<a href="#">Sign Up</a>
11:15 AM - 11:30 AM	1	Private		<a href="#">Sign Up</a>
11:30 AM - 11:45 AM	1	Private		<a href="#">Sign Up</a>
11:45 AM - 12:00 PM	1	Private		<a href="#">Sign Up</a>

You may cancel any appointment you have signed up for, within the time period allowed by your instructor, by clicking the **Cancel Sign-up** button.

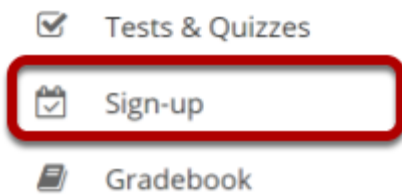
# How do I export meeting data?

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
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	In Progress <a href="#">Attendance</a>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>
<b>Extra Credit Field Trip</b>	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available on 4/15/20 <a href="#">Attendance</a>	<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**

Meetings Add Permissions Export

### 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	<a href="#">+ Add Participant</a>	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.

Back

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



# View information in Excel.

The screenshot shows an Excel spreadsheet with the following data:

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](#) [X](#)

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

## 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
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Science Center		Sat, 3/28/20	10:00 AM - 4:00 PM	Closed <a href="#">Attendance</a>	<input type="checkbox"/>
<a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Available	<input type="checkbox"/>
<a href="#">Extra Credit Field Trip</a>	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available on 4/15/20 <a href="#">Attendance</a>	<input type="checkbox"/>

[Remove Meetings](#)

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

# Footer

## 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.

# How can I use the Sign-up tool in my site?

The Sign-up tool can be used in a variety of ways for teaching arrangements. The list below explains some, but is by no means exhaustive.

## Schedule special office hours.

To hold a sign-up in advance for special office hours on a problem set, including students from two different classes, choose a day, define a block of time, set up multiple slots available to both sites' members, and then adjust the time slots as desired. For example, suppose the instructor wants to schedule a three-hour block of time for office hours with some 15-minute slots, some 30-minute slots, and a 15-minute gap for a break. Here is the procedure:

1. Set up a three-hour meeting called "Office Hours - Problem Set" with 15-minute time slots according to the "Multiple slots" instructions. In the "Available To" field, leave the current site checked and open the "Other Sites" list to check the other class's site (which must also have the Sign-up Tool), as well.
2. After publishing the meeting to get the initial allocation of time slots, click the meeting name, and then click "Modify;" check the box next to "Advanced user-defined timeslots" and click "Edit Timeslots."
3. Adjust the time slots as needed. Edit the start and end times to change the time period to 30 minutes on some slots. Delete a 15-minute slot, to reserve a break time.
4. Invite the students of both classes to sign up. The entry will appear to them under a single title "Office Hours - Problem Set" with several time slots specified by start and end times.

## Schedule in-class presentations.

To schedule in-class presentations either by individuals or groups proceed as follows:

1. Recurring Method: Set up a single-slot recurring meeting within the time of the class period. This method is easy, but it produces several separate meetings and allows an individual student to sign up for more than one presentation slot by mistake.
2. Multiple-Slot Method: Create one meeting using "Advanced user-defined timeslots," specifying additional new time slots for each class period as needed. This method requires more manual entries, but produces only one meeting with several date options, preventing an individual student from signing up for more than one.

In each case, ask the students to indicate the topics of their presentations by typing them in the comment area when they sign up.

## **Estimate attendees for a review session.**

To get an estimate of how many students would attend a review session, set up a meeting with no limit on the number of participants who can sign up. This is useful in choosing a room of adequate size for the session.

## **Schedule a multi-day meeting.**

To set up a two-day recurring meeting, use the “Advanced timeslots” and “Meeting frequency” options. For example, suppose a group of six pharmacy students on professional rotations in the field are to return to campus for consultations together on Friday afternoon and Saturday morning every other week from April until the end of July. In the Pharmacy site, the meeting organizer sets it up according to this procedure:

1. Add a new meeting, entitled “Fri-Sat Campus Consult,” with the appropriate location and description.
2. Select the “Advanced user-defined timeslots” and specify the first week’s timeslots—say Friday April 1st, 4:00 – 6:00 PM, and Saturday April 2nd, 9:00 – 11:00 AM. The maximum enrollment value is irrelevant as participants will be added manually. Delete extra time slots via the red X.
3. For the meeting frequency, select “Biweekly” and specify an end date of Sunday July 31st.
4. Set the other parameters as appropriate for the circumstances (display names, use e-mail notifications, no wait lists, no comments, and so forth).
5. Select the button “Assign participants and publish” and select the participants for both time slots, also checking the box “Yes, assign participants to the same timeslot for all occurrences.” In each resulting meeting, if desired, select the time slot and lock against further participant sign-up. (Note that the creation of a site group of the intended six students would allow association of the group by name, obviating this step.)

This creates a series of nine meetings under a single title, Fridays and Saturdays on alternate weeks, with the same group of participants.

## **Solicit input on preferred meeting dates.**

To determine the best schedule for a series of meetings with a group of participants—for example, student tutorials—define a weekly time by soliciting input from the participants on several choices. Select the optimal choice and copy that time slot across several weeks as a recurring meeting. When an exception must be handled, adjust that particular meeting according to the “Editing a meeting” instructions. Here is the detailed procedure:

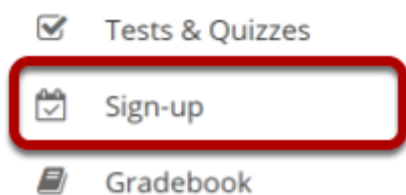
1. Using a representative week, such as the first week of the term, create a new meeting for each possible time slot across the various weekdays, and ask the participants to sign up for all candidate meetings that they can attend on a weekly basis. You might name these

meetings "Tutorial Option Monday, 3-5," "Tutorial Option Thursday, 9-11," and so forth. Select "single slot," and "unlimited participation" for these meetings.

2. When the sign-up period has ended (as you specified in the meeting details), find the best choice for the regular time slot, one that includes all or most participants. Each meeting will have to be opened or exported to see the list of participants who signed up. Click the chosen candidate meeting and choose "Copy." (See above.) The "Meeting frequency" setting can be switched to Weekly, and the "End After" date set to the end of the term, producing a population of meetings across the desired duration. The rejected candidate meetings can be deleted with "Remove."
3. Any of the separate meetings generated by the multiple-slot definition can be modified if it becomes necessary: To make the series visible, in the Meetings list either expand it alone or select the checkbox labeled "Expand all recurring meetings." For the meeting in question, click on "Modify," and select "Modify current only" at the top of the page, as you change the time or date.

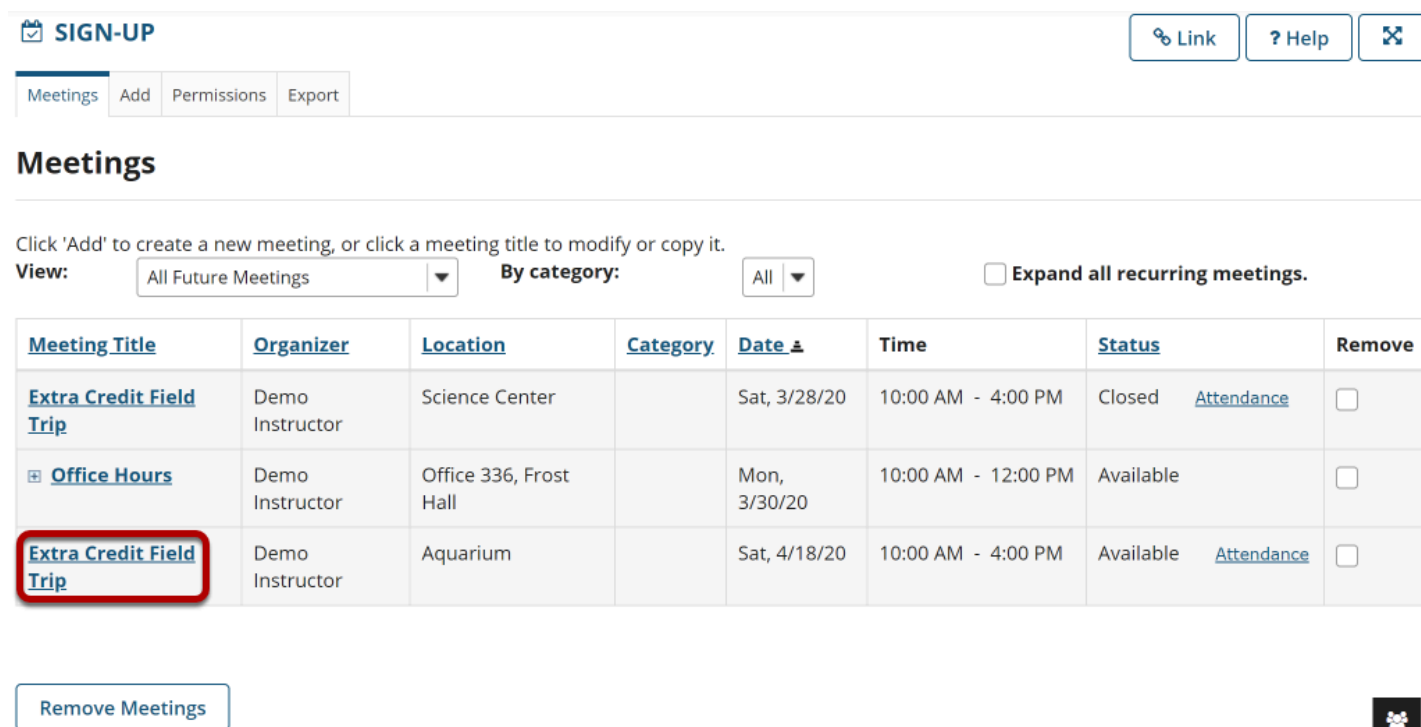
# How do I manually add users to meetings?

Go to Sign-up.



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

Click on a meeting title.



The screenshot shows the 'SIGN-UP' tool interface. At the top, there are buttons for 'Link', 'Help', and a close icon. Below is a navigation bar with 'Meetings', 'Add', 'Permissions', and 'Export'. The main heading is 'Meetings'. A message says: 'Click 'Add' to create a new meeting, or click a meeting title to modify or copy it.' Below this are filters: 'View: All Future Meetings', 'By category: All', and a checkbox for 'Expand all recurring meetings.' A table lists meetings with columns: Meeting Title, Organizer, Location, Category, Date, Time, Status, and Remove. The 'Extra Credit Field Trip' row is highlighted with a red box. At the bottom left is a 'Remove Meetings' button, and at the bottom right is a small icon.

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

# Click Add Participant.

## 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:** March 19, 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
<a href="#">10:00 AM - 4:00 PM</a>	10	<a href="#">+ Add Participant</a>	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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# Select a user from the drop-down menu, then click OK.

Time Slot	Max # of Participants	Participants	Wait List
<a href="#">10:00 AM - 4:00 PM</a>	10	Select <a href="#">OK</a> <div><ul style="list-style-type: none"><li>Instructor, Demo</li><li>Instructor, Demo</li><li>Student 1, Demo</li><li>Student 2, Demo</li><li>Student 3, Demo</li></ul></div>	Add Participant (disabled command)

# The user is now signed up for that meeting.

Time Slot	Max # of Participants	Participants ( <a href="#">Email all</a> )	Wait List
<a href="#">10:00 AM - 4:00 PM</a>	10	<b>Student 1, Demo</b> (Mar 28, 2020 7:49 PM) <a href="#">+ Add Participant</a>	Add Participant (disabled command)

Names of those signed up will appear in the **Participants** column of the time slots table, adjacent to the time slots they chose. A red “delete” button and a pencil-and-pad “edit” button, which allows that participant to be replaced with another, appears next to each name.

Time Slot	Max # of Participants	Participants ( <a href="#">Email all</a> )	Wait List
<a href="#">10:00 AM - 4:00 PM</a>	10	<div style="display: flex; flex-direction: column; align-items: flex-start;"><div style="display: flex; align-items: center; margin-bottom: 5px;"> <a href="#">Student 1, Demo</a> <small>(Mar 28, 2020 7:49 PM)</small></div><div style="display: flex; align-items: center; margin-bottom: 5px;"> <a href="#">Student 2, Demo</a>  <small>(Mar 28, 2020 7:52 PM)</small></div><div style="margin-top: 5px;"><a href="#">+ Add Participant</a></div></div>	Add Participant (disabled command)

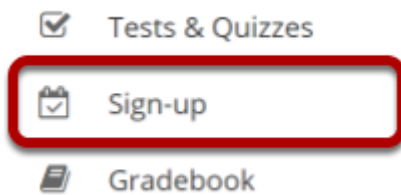
*Note: The appearance of a small talk bubble icon to the right of the name means that the participant has added a comment at the time of sign-up, which can be seen by clicking on that icon.*



# How do I add meetings to the site Calendar?

If you create a meeting without the Calendar tool on the site, but add the Calendar tool later, you can add each meeting individually to the Calendar.

## Go to Sign-up.



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

## Click on a meeting title.

Meetings Add Permissions Export

### 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
<input type="checkbox"/> <a href="#">Office Hours</a>	Demo Instructor	Office 336, Frost Hall		Mon, 3/30/20	10:00 AM - 12:00 PM	Closed	<input type="checkbox"/>
<input type="checkbox"/> <a href="#">Extra Credit Field Trip</a>	Demo Instructor	Aquarium		Sat, 4/18/20	10:00 AM - 4:00 PM	Available <a href="#">Attendance</a>	<input type="checkbox"/>

# Click Modify.

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

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:** March 19, 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 ( <a href="#">Email all</a> )	Wait List
10:00 AM - 4:00 PM	10	<a href="#">Student 1 Demo</a> (Mar 28, 2020 7:49 PM) <a href="#">Student 2 Demo</a> (Mar 28, 2020 7:52 PM) <a href="#">+ Add Participant</a>	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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To change any of the initial settings of the meeting, use the **Modify** option shown at the top of Meeting Details.

# Click Show the other default settings.

Other Default Settings:

[Show the other default settings](#)

The information described in [How do I create a meetings?](#) will be shown for editing the settings of your choice.

## Check Publish to Calendar.

- Allow Wait List:**  Yes, add Wait List option. Participants can join Wait List.
- Allow Adding Comment:**  Yes, participant can add a comment during sign-up.
- User ID Input Mode:**  Yes, I want to use User ID input mode for adding participants.
- Auto Reminder:**  Yes, send email to remind attendee of the meeting, one day in advance.
- Publish to Calendar:**  Yes, publish the meeting to the Calendar tool.
- Create groups for timeslots**  Yes, create a group for each timeslot that can be managed via Site Info > Manage Groups
- Default Notification setting:**  Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.
- Max # of time slots per participant:**  Yes, allow participants to sign up for more than one time slot.

Select the check box next to **Yes, publish the meeting to the Calendar tool.**

## Click Publish Modification.

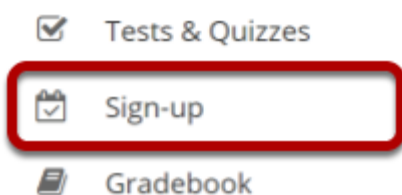


# How do I modify Sign-up tool permissions?

The set of permissions applies to the use of the Sign-up tool across the site, not to any particular meeting. Permissions can be granted, by role, with an interface for doing so that resembles that of other tools. The “Permissions” link shows, for each realm of grouping—(1) site (all members), and (2, 3, ...) group, for each group defined on that site, a labeled button that leads to an authorization matrix. For groups that do not include the site organizer as a member, the group button is not active in the Permissions settings and the site organizer cannot adjust the settings.

Only certain permissions in certain contexts are meaningful. The privilege “create.site” addresses creation of new meetings; so if that box is checked in the “access” row, representing users with student status, students will have the “Add” link on their Meetings page. If “create.site” is not checked for the access role, but “create.group” is checked in the “access” row for a site group (defined in Site Info), then student members of that group will have the “Add” link and will be able to create meetings, but only for that group. If groups are defined, the “view” and “attend” permissions must be checked for that group realm, as stated on the screen, in order for group members to sign up. No adjustment will allow the Sign-up button to appear for meeting organizers. For more details, contact your system administrator.

## Go to Sign-up.



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

## Click Permissions.

 SIGN-UP



## Select the permissions you want to edit (e.g., site).

### Permissions Update

For participants to view or attend a meeting open only to their specific group(s), you must grant the **view** and **attend** permission at the group realm level.

Name	Scope	Action
Discussion 6 SMPL101	site	<a href="#">Edit Permissions</a>

\*Note:

- The **Edit Permission** button is only available to administrators or users with the **realm.upd** permission for the current site or group. Contact your system administrator to be granted this permission.
- In each **group** realm, only the permissions **view**, **attend**, **create.group**, **delete.group** and **update.group** can be modified. Other permission settings at this level do not apply and have no effect.

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# Modify the permissions for the roles listed.

**Permissions**

Set permissions for Sign-up in worksite: Discussion 6 SMPL101 (/site/2d567382-6825-48f8-b1db-c76f0a19e)

[Undo changes](#)

1

Permission	Instructor	Student	Teaching Assistant
signup.view	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.view.all	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.attend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
signup.attend.all	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.create.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.create.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.delete.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.delete.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.site	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
signup.update.group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
signup.update.group.all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 [SAVE](#) [Cancel](#)

1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

*Note: You may see different roles listed depending on the roles that exist in your site. A role must be present in the site in order for you to modify its permissions.*