# Best Practices for Using the Sign-up Tool

## **Overview:**

Sign-up tool is an online alternative to taping sign-up sheets on your office door. It allows students to sign up for office hours, meetings, or other events in one convenient place within iLearn. It is like your own electronic appointment book. This new tool features a simplified interface and permission system.

The Sign-up tool is listed under "Communication" on the left menu bar in a course site.

## **Creating a Meeting**

Click the **Add** button in the action bar. Create a title, location, start time, end time, and availability period during which participants may sign up to attend. Optionally, you may add a description of the meeting and the frequency with which the meeting will repeat (monthly, weekly, etc.).

	opennioure		incolor	70.000								
Organizer:	Dede Houri	can (admin	) (dede_a	dmin)	•							
*Location:	LB305	•	or enter a n	ew location								L
Category:	Open hours	•	or enter a r	new category	у						ĺ.	L
Description:	BI Styles	€   √ J ∞   X <sub>2</sub>	x <sup>2</sup>	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	<b>←</b>    <b>↓</b> ¶   Font	   ¶•	H) 48 28	Size		4 4 Φ Ω Φ Α	99 %% ₩ Σ @ S	
_	COM_117L_	101 Open 0	ffice Hours		_			_				4
	Start Time:	22 July	-	2013	05	: 00	PM	•				
*End Time:		22 July	-	2013 📑	06	: 00	PM	•				
*Meeting	Frequency:	Once Only	Ý	•								
Sign	-up begins:	6 Da	ys 🔻	before me	eting b	egins 5	:00 PM	I, Tuesday	July 16, 201	3		
Si	gn-up ends:	1 Ho	urs 🔻	before mee	ting finis	shes 5	00 PM,	, Monday,	July 22, 2013			
	Available To:	Sakai	TestSite 003	3 13U (Curren	t Site)							
		🛨 Other	Sites									
*Meeting Type:		Open meeting (no sign-up required)			red)	Number of slots available for sign-up:		4				
		Single	Single slot			Nur	ber of	f participar	its per time sk	ot:	1	
		Multip	e slots			Est	mate d	uration pe	r time slot (mir	):	15	
		A	vanced use	r-defined time	slots							

Meeting Type selector allows you to choose how you would like to structure the meeting.

- An **Open Meeting** does not require participants to sign up, and any number of people may attend.
- A **Single Slot** meeting is a group meeting for which a specified number of participants may sign up to attend.
- A **Multiple Slots** meeting is divided into multiple blocks, each of which a specified number of participants may signup to attend; you choose the number of slots and the number of participants, and iLearn will divide up the time period for you.

The **Available To** selection area allows you to choose multiple iLearn sites of which you are an Instructor and to which the Sign-up tool has been added. By default, the only site selected is the current site in which you are creating the meeting. The members of all the sites selected will be allowed to sign up for the meeting.

*Available To:	Sakai TestSite 002 13U (Current Site)	
	John Hailey	
	Josh Royce	
	🖻 Other Sites	
	ATE_XTRAIN_101_12F	
	group 1	
	Test	

Then click the **Next** button. On the meeting summary, the option of displaying participant names to others, receiving notifications when participants sign up, canceling an appointment, and sending an email notifying participants of the meeting's availability.

Once you have set the options, click the **Publish** button to publish the meeting. You can assign participants to meeting timeslots by clicking the **Assign Participants & Publish** button.

Click the **Add Participant** button in the appropriate timeslot to see a list of available participants. Click the **Publish** button when you are finished.

Assign Participants	
Meeting Date:	Thursday, February 3, 2011, 10:00 AM
Max # of Participants per Time Slot:	1
Meeting Frequency:	Weekly
Repeats Until:	Sunday, May 1, 2011
Assign To All: 🛛 Ye	s, assign participants to the same time slot for all occurrences.
Time Slot	Participants
10:00 AM - 10:30 AM	Add Participant
10:30 AM - 11:00 AM	Add Participant
11:00 AM - 11:30 AM	Add Participant
11:30 AM - 12:00 PM	Add Participant
"Note: - If you click the Ba	ck button, all pre-assigned participants will be lost.
<ul> <li>Meeting organizer</li> <li>Click 'Publish' to fi</li> </ul>	can assign greater than specified maximum number of participants, if desire inalize the meeting(s) creation process.
Publish Back Cancel	)

# **Checking Meeting Participants**

You can view who has signed up for meetings by clicking on the meeting from the meeting list. You can see who is signed up in the **Participants** column.

lime Slot	Max # of Participants	Participants
11:00 AM - 11:15 AM	1	Dummy Art Bath Add Participant
11:15 AM - 11:30 AM	1	Add Participant
11:30 AM - 11:45 AM	1	Add Participant
11:45 AM - 12:00 PM	1	O Add Participant

## **Add Participants**

You have the option to manually add participants to a meeting by clicking the **Add Participant** button in the **Participants** column. Select the participant's name from the drop-down box and click the **OK** button when finished.

## Add Participants to Wait List

If your participants list is full for a meeting, you have the option to add participants to a wait list. You can do this by clicking the **Add Participant** button in the **Wait List** column. Choose if you would like to add this person to the bottom or the top of the wait list, then select the participant's name from the drop-down box. Click the **OK** button when finished.

## Lock or Cancel a Meeting Slot

Click on the meeting that you wish to lock or cancel, then click on the timeslot. Two options will show up beneath the timeslot: **Lock-prevent participant sign-up** and **Cancel-delete the timeslot**. Click **Lock** to stop participants from signing up for a slot or **Cancel** to delete the timeslot.

You can unlock a locked meeting by following the above steps and clicking **Unlock**.

11:00 AM	- 11:15 AM
Lock - p	prevent participant sign-u
11:15 AM	- 11:30 AM
11:30 AM	- 11:45 AM
11:45 AM	- 12:00 PM

## **Other Meeting Activities**

## **Export a Meeting**

You can export a meeting and its contents into an Excel file. In the Sign-up tool, click the **Export** button in the action bar. On the next page, check the box next to the meeting(s) you would like to export. Note that if you select more than one meeting from this list, they will all be in the same Excel file. Once you have selected you meeting(s), click the **Export** button to download the Excel file.

## **Print a Meeting**

To print a meeting's details, select the meeting from the list on the main Sign-up page. Click **Print** in the action bar.

## Copy a Meeting

To copy a meeting, select a meeting from the meeting list on the main Sign-up page. Click the **Copy** button in the action bar. On the next page modify the settings for the new meeting. Once you are finished modifying the settings, click the **Publish New Meeting** button. You should now see this new meeting in the meeting list.

## **Delete a Meeting**

In order to delete a meeting, check the box in the **Remove** column for the meeting you wish to delete. Then click the **Remove Meetings** button at the bottom. Click **OK** in the box that pops up asking you to confirm your decision. You should no longer see this meeting in the list.