Sign-up Tool: Overview..............................................................................................................................................3

Who Can Use Sign-up..............................................................................................................................................3

Getting Started From the Organizer’s Perspective ..................................................................................................3

Add the Sign-up Tool to a Site .................................................................................................................................3

About Meeting Types..............................................................................................................................................4

Create Meetings for Sign-Up..................................................................................................................................4

Set Meeting Notification Options and Publish the Meeting ..................................................................................5

View/Edit Other Default Meeting Options ...........................................................................................................6

Assign Participants and Publish............................................................................................................................6

View Meeting Details...........................................................................................................................................6

Modify Meeting Details ..........................................................................................................................................7

Lock or Cancel a Time Slot.....................................................................................................................................7

Cancel or Restore a Time Slot .................................................................................................................................7

Copy a Meeting .........................................................................................................................................................8

Add Participants and a Waitlist To a Time Slot .......................................................................................................8

Managing Time Slots...............................................................................................................................................8

Add a Participant to a Time Slot ............................................................................................................................8

Delete a Participant From a Time Slot ...................................................................................................................9

Edit a Participant in a Time Slot ...........................................................................................................................9

Managing Wait Lists...............................................................................................................................................10

Add a Participant to a Wait List ............................................................................................................................10

Delete a Participant From a Wait List ..................................................................................................................10

Support and Training ..............................................................................................................................................11

Learn More .............................................................................................................................................................11

Attend a Tutorial Demo .......................................................................................................................................11

Get Help .................................................................................................................................................................11
SIGN-UP TOOL: OVERVIEW

The Sign-up tool allows the scheduling and sign-up of individual or group events by persons in UVaCollab sites. The Sign-up tool can be used in a variety of ways, some of which are:

1. Use the Sign-up tool to allow students to sign-up in advance for **office hours**. Because you can break up the total time into individual slots it allows both you and the students to make better use of your time.

2. To **schedule in-class presentations** either by individuals or by small groups, set up multiple time slot meetings within a class time to allow a fixed time for each presenter. Ask the students to indicate the topic of their presentation by typing it in the comment area when they sign-up.

3. The Sign-up tool is 'group and section aware' which gives **Teaching Assistants** the ability to also set up **office hours** or meetings that are visible only to their sections or to a group.

4. 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.

WHO CAN USE SIGN-UP

In course sites, the Instructor, Secondary Instructor, and Teaching Assistant roles have permission to create meetings that all participants may sign up to attend. Meetings can be restricted to a site or allow participants in other sites to sign up.

Likewise, in collaboration sites, anyone in the site Owner or Administrator roles can create site meetings and everyone in the site can sign up for them.

GETTING STARTED FROM THE ORGANIZER’S PERSPECTIVE

ADD THE SIGN-UP TOOL TO A SITE

1. Click **Site Info**, and then click **Edit Tools**.

2. Check the box next to Sign-up.

3. Click **Continue**, and then **Finish**. The Sign-up tool will appear in the left menubar of your site.

IMPORTANT CONSIDERATIONS

Firefox, Internet Explorer, and Safari are the recommended browsers for the best experience in UVaCollab.

To avoid unexpected results, do not use the browser navigation (Back and Forward buttons) while logged into UVaCollab. Instead, use the built-in navigation features.

**Group Meetings**

*Site participants, including students, may create group meetings that are restricted to groups of which they are members. Groups, in this case, also include official rosters.*
ABOUT MEETING TYPES

The Sign-up tool allows you to create three different types of events/meetings:

1. **Open Meeting**: There is a single time slot for an event/meeting and sign-up is not required for participants. Use case: informal gatherings, open houses, etc.

2. **Single Slot**: There is a single time slot for an event/meeting; the number of participants can be limited or unlimited and the participant is required to sign-up. Use cases: project team meetings, group events, etc.

3. **Multiple Slots**: The meeting is segmented into multiple slots. The participant is required to sign-up. Use cases: office hours or room/equipment reservations.

CREATE MEETINGS FOR SIGN-UP

To create a new meeting:

1. In your site, click **Sign-up** in the left menubar.

2. Click the **Add** button at the top.

3. On the **Create New Meeting: Basic Information** screen, complete the information for the following fields:

   - **Title**: Name of the event/meeting.
   - **Organizer**: Individual who is creating this meeting.
   - **Location**: Place where the event/meeting will occur.
   - **Category**: Optionally, you can assign a category to this meeting. This is helpful for organizing events.
   - **Description**: You can provide information about the event/meeting that will be viewable to participants on the Sign-up page.
   - **Start Time**: Time when the event/meeting will start. You can use the calendar icon to choose the date.
   - **End Time**: Time when the event/meeting will end. The end must be later than the start time.
   - **Meeting Frequency**: Select Yes to create a recurring event/meeting.
   - **Available to**: The default is set to current site participants. You can restrict the meeting to one or more sections/groups in the site. You also have the option to invite other sites to sign-up.
   - **Other Sites**: Other Collab sites may also be targeted for this event/meeting invitation. Click the plus sign (+) to show other sites and groups within those sites.

4. **Under Meeting Type** choose **Open Meeting**, **Single Slot**, or **Multiple Slots**. Then click **Next** to continue.
SET MEETING NOTIFICATION OPTIONS AND PUBLISH THE MEETING

On the Meetings Summary screen, you will set notification and display options, and then publish your meeting. You have the option to assign participants to meeting slots yourself before publishing the meeting or allow participants to sign themselves up after the meeting is published.

1. To display names of participants to others, check the Display Participants Names option.

2. To receive email notifications when a participant signs up, check the Receive Notification option.

3. To send email to notify all potential participants of the new event, check the Email Notification options.

4. To add a co-organizer to this event, click the Add/Edit Coordinators option to select another individual.

5. To edit other options, continue to the next section. Otherwise, if you are satisfied with the current settings chose Publish or Assign Participants and Publish.
VIEW/EDIT OTHER DEFAULT MEETING OPTIONS

To view additional meeting options and settings, click the Show the other default settings link to expand the list.

1. To create a wait list sign-up for the timeslots, check the Yes, Add Wait List option.
2. If you want participants to enter comments while signing up, check the Allow Adding Comment option.
3. To have users sign up by Computing ID instead of their full name, check the User ID Input Mode option.
4. To automatically send an email reminder to the attendees one day before the meeting, select the Auto Reminder option.
5. If you want this meeting to appear in the Schedule tool of your site, select the Publish to Calendar option.
6. To automatically create groups within your site for each timeslot, select Create groups for timeslots. These groups will then be found in Site Info > Manage Groups.
7. To restrict how many timeslots each participant can enroll in, adjust the Max # of time slots per participant number dropdown menu.
8. When you are satisfied with the current settings chose Publish or Assign Participants and Publish.

ASSIGN PARTICIPANTS AND PUBLISH

To assign participants to time slots before publishing:

1. Click Add Participant and select a participant from the drop down menu.
2. Click OK to add the participant.
3. Click the Publish to complete the process. You will return to the main page, where you will see the newly published event/meeting.

VIEW MEETING DETAILS

To view the meeting details of published meetings:

1. Click the Sign-Up tool in your site’s tools menu.
2. Click the View dropdown to select either the timeframe or sign-up availability for the view. The default is set to all future meetings.
3. Click the Meeting Title of an event/meeting to access the Meeting Details page.
MODIFY MEETING DETAILS

You can modify the meeting details such as the event start time, length of the time slot, maximum number of participants per time slot, etc. The option to modify a meeting is found on the Meeting Details screen.

1. Click the Modify button on the Meeting Details screen.

2. Choose to modify all recurring meetings that have not occurred or modify the current meeting only.

3. Modify meeting details as needed.

4. Check or uncheck Show Participants to Public and Email Notification options.

5. Click the Publish Modifications to save the changes. The end time of the event/meeting will be automatically calculated according to the new starting time and duration.

LOCK OR CANCEL A TIME SLOT

From the main sign-up screen click the title of the meeting to view Meeting Details.

1. Click on a time slot listed in the Time Slot column.

2. To lock the time slot, click Lock – prevent participant sign-up.

CANCEL OR RESTORE A TIME SLOT

Once the time slot is cancelled, all participants associated with that time slot will be removed (including those on the wait list), and participants can no longer sign-up or add themselves to the wait list. Restore will reopen this time slot, but it will not restore the former participants.

To cancel, click the time slot in the Time Slot column.

1. Click the Cancel icon to go to the page Cancel Time Slot.

2. Click the Cancel Time Slot or Cancel to reset.

3. If the time slot is cancelled, a cancelled icon appears next to the time slot. Once the time slot is cancelled, all participants currently associated with that time slot will be removed (including those on the wait list), and participants can no longer sign-up or add themselves to the wait list.

4. To restore a cancelled timeslot, click Restore. Restore will open this time slot but it will not restore the former participants.
COPY A MEETING

You can create a new meeting based on an existing one. You can optionally assign the participants to the same time slots in the new event/meeting. The option to copy a meeting is found on the Meeting Details screen.

1. Click the Copy button on the menu.

2. Modify any fields for the new meeting.

3. Choose whenever you want to keep all the participants in their corresponding time slots, by checking the Keep Current Participants option.

4. If you want to send email to notify all the potential participants about the copied meeting, check the Email Notification checkbox.

5. Click the Publish New Meeting to finish.

ADD PARTICIPANTS AND A WAITLIST TO A TIME SLOT

MANAGING TIME SLOTS

As the meeting organizer, you may add, edit, and delete participants associated with a time slot. The meeting organizer can also determine if a participant can sign up for multiple slots.

ADD A PARTICIPANT TO A TIME SLOT

You can allow participants to sign-up themselves or you can manually add them.

1. Click the Add Participants under the Participants column.

2. Select the participant from the list.

3. Click the OK to add or the Cancel to reset.

Save time (and typing)

To save typing, you can set up multiple meetings of the same type by setting up one meeting and then Copy it as often as needed.
DELETE A PARTICIPANT FROM A TIME SLOT

1. Click (-) adjacent to the participant’s name.

2. Click OK when prompted to remove the participant. When you delete a participant, the participant at the top of the wait list (if a wait list is available) will be promoted to this time slot.

EDIT A PARTICIPANT IN A TIME SLOT

Click Edit by the participant’s name and select an action by clicking one of the following radio buttons:

1. **Replace (selected by default)**
   - Select a new participant from the Replaced with drop-down menu.
   - Click OK to replace the old participant with the new one. The old participant no longer holds a sign-up slot.

2. **Move**
   - Select a new open time slot from the drop-down menu.
   - Click OK to move this participant the selected time spot.
   - NOTE: When you move a participant out of a time slot, the participant at the top of the wait list will be promoted to this time slot.

3. **Swap**
   - Select a participant in another time slot to swap with the current participant/time slot.
   - Click OK to swap the participants. Their initial time slots are now switched.
MANAGING WAIT LISTS

*Automated Change Notifications*

When you change the participants for a time slot, the Sign-up Tool will automatically send email notification to the affected participants.

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ADD A PARTICIPANT TO A WAIT LIST

To add a participant to a Wait List, do the following:

1. Click the **Add Participant** in the **Wait List** column.
2. Choose whether to add the participant to the top or the bottom of the waitlist.
3. Select a participant from the list.
4. Click **OK** to add or **Cancel** to restore.

DELETE A PARTICIPANT FROM A WAIT LIST

To delete a participant from the Wait List, do the following:

1. Click the minus symbol (−) adjacent to the participant’s name.
2. Click **OK** when prompted to remove the participant. When you delete a participant, the participant at the top of the wait list (if a wait list is available) will be promoted to this time slot.
SUPPORT AND TRAINING

LEARN MORE

For complete help documentation on using this feature in UVaCollab, refer to the built-in HELP. HELP is accessed from each site’s menubar.

ATTEND A TUTORIAL DEMO

If you are new to UVaCollab, we recommend that you attend a demo to become acquainted with features and learn tips and tricks for putting them to best use for your group or course. View the DEMO SCHEDULE available from the Gateway (login) page menubar.

GET HELP

If you have questions or encounter problems using features in UVaCollab, please contact collab-support@virginia.edu for assistance.