eFundi Tutorial:
Sign-up

The Sign-up tool was created to replace the "sign up sheets on the door" with an online alternative. The tool allows students to sign up for office hours, meetings, review sessions and other events in one convenient place.

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 which are visible only to their sections or to a group.

Note: *This tool also links with the Calendar tool on eFundi.*

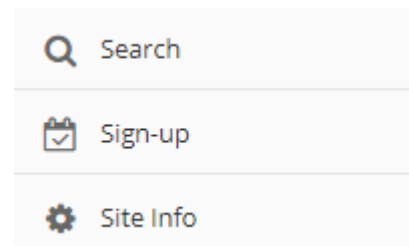The following topics will be addressed in this tutorial:

[What are the difference between the different meeting types?](#)

[How to create a meeting](#)

[How to edit a meeting](#)

[How to lock or cancel a specific time slot](#)

[Need help?](#)

What are the difference between the different meeting types?

There are three different meeting types that can be scheduled in the Sign-up tool:

Meeting Type:＊
- ○ Open meeting (no sign-up required)
- ○ Single slot
- ● Multiple slots
  - Number of slots available for sign-up: `4`
  - Number of participants per time slot: `1`
  - Estimate duration per time slot (min): `15`
- ☐ Advanced user-defined timeslots

Open Meeting

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.

📅 **SIGN-UP**

Meeting Summary

Title:	Open Meeting
Organizer:	JAN-PAUL VILJOEN (24498726)
Description:	Open meeting description.
Start Time:	Wednesday, 14 November 2018, 2:00 PM
End Time:	Wednesday, 14 November 2018, 3:00 PM
Location:	Vaal Triangle Campus
Category:	
Meeting Type:	Open meeting (no sign-up required)
Attendance:	ON
Available To:	JTST 1 V Year 2015 (Site Level)
Meeting Coordinators:	☑ VILJOEN, JAN-PAUL
Announce Availability:	☐ Yes, send an email notification to:
	● All potential participants
	○ Selected meeting coordinators
Default Notification setting:	☐ Yes, pre-select the 'Email Notification' checkbox on the Modify Meeting page.

[Publish] [Assign Participants & Publish] [Back] [Cancel]

Single Slot

This option creates an attendance list and the number of students can be limited (or unlimited). Students must sign up in order to appear on the attendance list.

Multiple Slots

A single time span can be divided into any number of timeslots of equal length, under a single meeting name. For example, if groups have to schedule a time to do a presentation within a specific time span, you will indicate the time span (e.g. 3 hours) and the number of groups (e.g. 6). Each time slot will then be 30 min.

For each slot a maximum number of students is specified. Students 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.)*

📅 SIGN-UP

Modify | Copy | Export as Excel | 🖨 Print

Meeting Details

Title:	Multiple slots
Organizer:	JAN-PAUL VILJOEN
Location:	Vaal Triangle Campus
Category:	
Meeting Date:	Wednesday, 14 November 2018
Time Period:	2:00 PM - 3:00 PM
iCalendar link:	📇 Download
Sign-up Begins:	Thursday, 08 November 2018, 2:00 PM
Sign-up Ends:	Wednesday, 14 November 2018, 2:00 PM
Available To:	▶ Show site(s)/group(s) details
Description:	Multiple slots description.

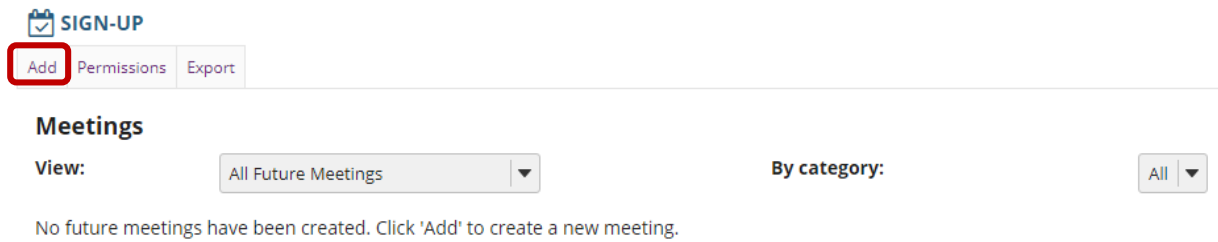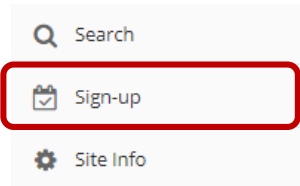**Email Notification:** ☐ Yes, send email to notify the related participant(s) about the changes that have been made.   ▲ Hide meeting info above

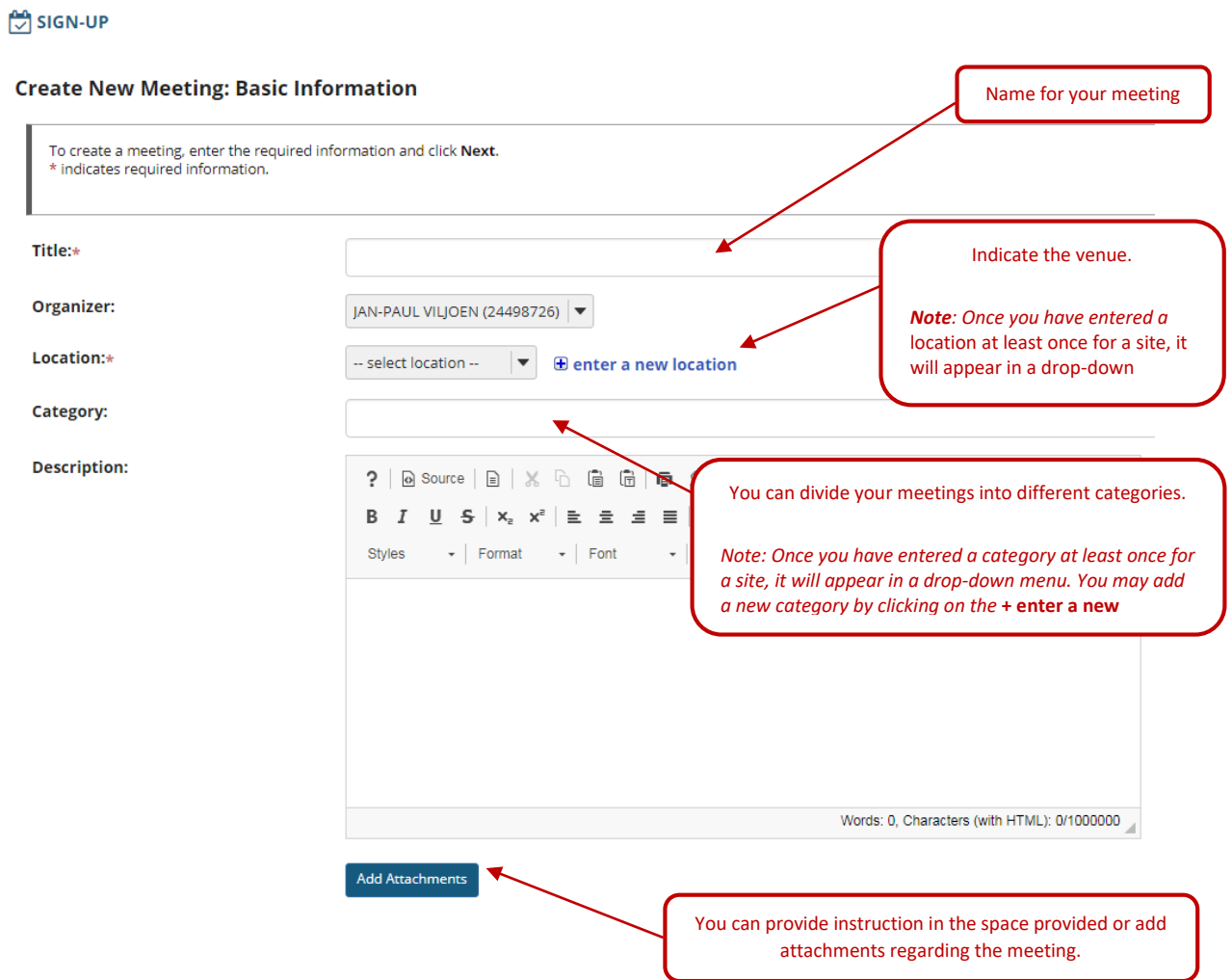| Time Slot	Max # of Participants	Participants	Wait List
2:00 PM - 2:15 PM	1	⊕ Add Participant	⊕ Add Participant
2:15 PM - 2:30 PM	1	⊕ Add Participant	⊕ Add Participant
2:30 PM - 2:45 PM	1	⊕ Add Participant	⊕ Add Participant
2:45 PM - 3:00 PM	1	⊕ Add Participant	⊕ Add Participant

How to create a meeting

[Back to index](#)

Go to the **Sign-up** tool on your module site. Click the **Add** tab at the top of the screen.

🔍 Search

📅 Sign-up

⚙ Site Info

📅 **SIGN-UP**

Add | Permissions | Export

Meetings

View:　All Future Meetings ▼　　　**By category:**　All ▼

No future meetings have been created. Click 'Add' to create a new meeting.

Next, enter all the information for you meeting:

📅 **SIGN-UP**

Create New Meeting: Basic Information

To create a meeting, enter the required information and click **Next**.
* indicates required information.

Title:＊ _____

Organizer:　JAN-PAUL VILJOEN (24498726) ▼

Location:＊　-- select location -- ▼　　⊕ **enter a new location**

Category: _____

Description:

? | 🔧 Source | 📄 | ✂ | 📋 | 📋 | 📋
B *I* U S̶ | X₂ X² | ≣ ≣ ≣ ≣
Styles ▼ | Format ▼ | Font ▼

Words: 0, Characters (with HTML): 0/1000000

Add Attachments

> Name for your meeting

> Indicate the venue.
>
> *Note: Once you have entered a location at least once for a site, it will appear in a drop-down*

> You can divide your meetings into different categories.
>
> *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*

> You can provide instruction in the space provided or add attachments regarding the meeting.

Enter the start and end dates using the date picker.

Start Time:* 14/11/2018 14:00

End Time:* 14/11/2018 15:00

Meeting Frequency:*

| ◀ | Nov ▼ | 2018 ▼ | ▶ |

Mo	Tu	We	Th	Fr	Sa	Su
			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		

Sign-up begins:

Sign-up ends:

Attendance:

Available To:*

Time   15:00

Hour

Minute

Now   Done

Meeting Type:* Open meeting (no sign-up require

Indicate the **frequency** of your meeting. 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.

Meeting Frequency:* Once Only ▼

Once Only
Daily
Weekdays (Mon-Fri)
Weekly
Biweekly

Sign-up begins:

Sign-up ends:

Now, select the beginning and ending times for sign-up to your slots. **This is the time when students can sign-up.** *(Note: Sign-Up begin and end times are only available for single slot and multiple slot meetings.)*

| Sign-up begins: | 6 | Days | ▼ | before meeting begins | 2:00 PM, Thursday, November 8, 2018 |
| Sign-up ends: | 1 | Hours | ▼ | before meeting finishes | 2:00 PM, Wednesday, November 14, 2018 |

Indicate if you would like to take attendance:

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

Specify who this meeting is available to.

> *Note:* you can schedule across module sites. BUT if you want to delete the specific meeting, you have to delete on every site individually. Any meeting that is removed will send an email to all participants to inform them that the meeting has been cancelled.

Available To:∗   ☑ **JTST 1 V Year 2015 (Current Site)**
    ☐ **ALL 1**
    ☐ **Lecturers**
    ☐ **Students**
   ⊞ **Other Sites**

Choose the meeting type. For more information on the different meeting types, please refer to the section on meeting types. If you choose **Multiple slots**, complete the form.

Meeting Type:∗   ○ **Open meeting (no sign-up required)**
    ○ **Single slot**
    ◉ **Multiple slots**
      Number of slots available for sign-up: 4
      Number of participants per time slot: 1
      Estimate duration per time slot (min):   15
    ☐ **Advanced user-defined timeslots**

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

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 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.

Other Default settings include:

Other settings include:

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 organizer to use User Id rather than choosing from drop down list. Useful for very large classes where drop down list is 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 Schedule or Calendar tool, regardless of attendance status of the current user.
6. **Create groups for timeslots**: "Yes" means that groups will automatically be created for each time slot. These groups can then be viewed in Site Info.

7. **Max # of time slots per participant**: Here you can indicate how many time slots a single student can sign up for.

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

How to edit a meeting

Back to index

Go to the **Sign-up** tool on your site and click on the meeting **title**.

Click the **Modify** tab at the top of the screen.

Edit the meeting settings, then click the **Publish Modification** button to save the changes.

How to lock or cancel a specific time slot

Go to the **Sign-up** tool on your site and click on the meeting **title**.

Click the time slot you wish to lock or cancel.

Use the options that appear underneath the time slot to either lock or cancel the time slot. *Note: if students have already signed up for the specific time slot, you can move them to a new time slot by clicking on the edit link.*

Need help?

You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

Mafeking:	Potchefstroom:	Vanderbijlpark:
Tel.: 018 389 2447	Tel.: 018 285 2295	Tel.: 016 910 3035/8
Office: ADC Building, Block D Room G80	Office: Building E8, Room 107A	Office: Building 13, Room SL313

OR

Log a ticket: support.nwu.ac.za