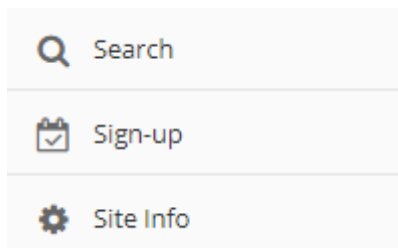


## eFundi Tutorial: Sign-up for class attendance



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. In this tutorial we will showcase how to set up the Sign-up tool specifically for class attendance purposes that will allow you as lecturer to keep track of who attended your classes in person on campus.

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



The following are the basic steps to be followed in setting up you class attendance sign-up sessions:

1. [Add the Sign-up tool in your eFundi site](#)
2. [In the Site Info tool rename the Sign-up tool to "Class Attendance"](#)
3. [Create Sign-up sessions corresponding to your physical classes on campus](#)

Click [here](#) for more information on how your students can sign up for you class sessions.

Once you have completed your class, you may want to:

- [Download the class attendance list.](#)

For more general information on the Sign-up tool in general and the scheduling and editing of meetings, click [here](#).

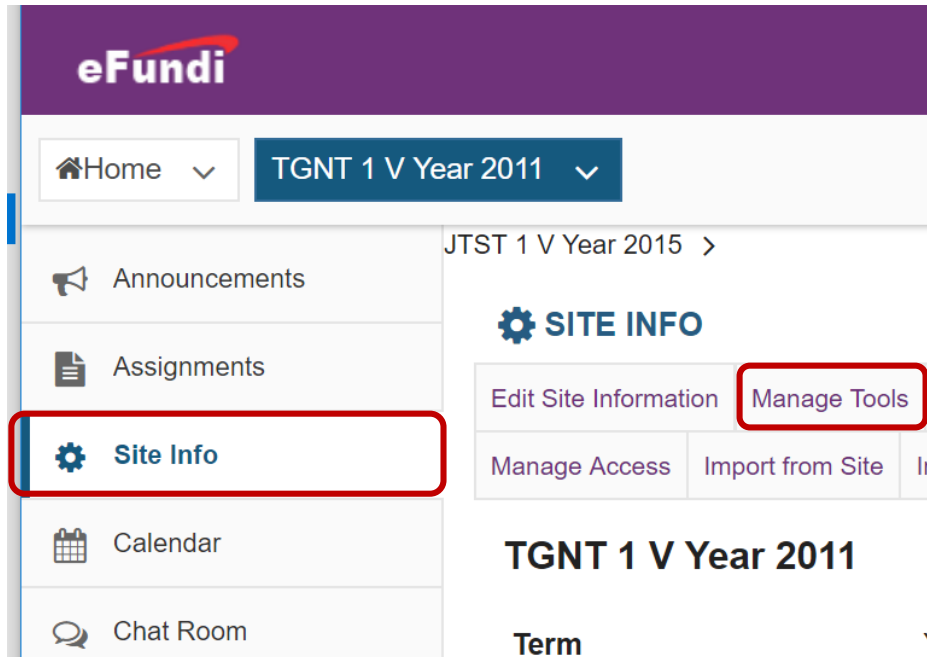
For more assistance contact your Helpdesk [here](#).

## Add the Sign-up tool in your eFundi site

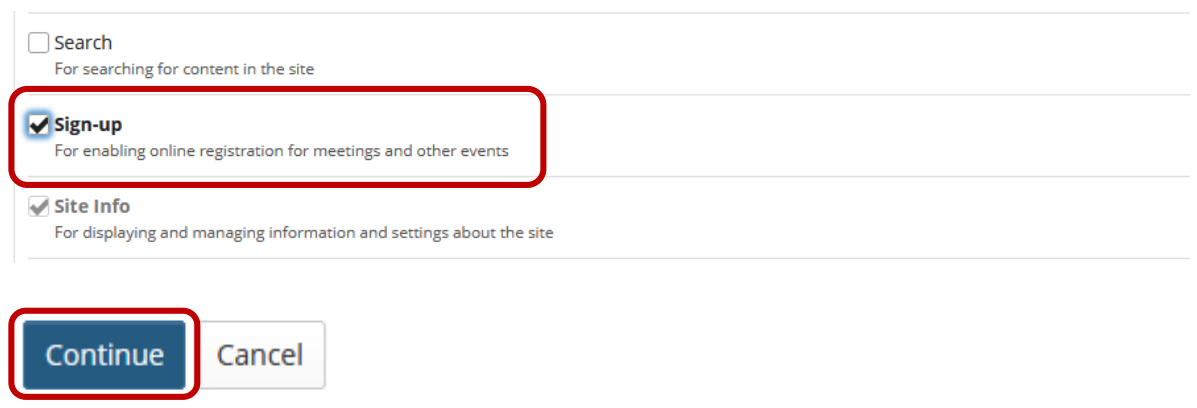
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If you do not already have the **Sign-up** tool added to the list of tools on your site, navigate to the **Site Info** tool.

Once there, click on the Manage Tools function.



To select a tool from the list of tools presented to your site, simply click in the **box** next to the name of the tool you wish to add. Ensure that a small tick appears in the box. Then scroll down to the bottom on the screen and click **Continue**.



On the next screen a list of all your selected tools will appear for confirmation. Click the **Finish** button to add/remove the tools.

### Confirming site tools edits for **TEST 123 VVV Year 2020**

You have selected the following for your site (added tools highlighted):

- Overview
- Lessons
- Announcements
- Resources
- Forums
- Assignments
- Tests & Quizzes
- Drop Box
- Chat Room
- Web Content ( <https://m.news24.com/> )
- Statistics
- Site Info
- Gradebook
- Lessons (Padlet)
- Lessons (Activity Checklist)
- Sign-up**
- Turnitin-External (Turnitin-External)

You have disabled the Portal Chat for this site

**Finish**

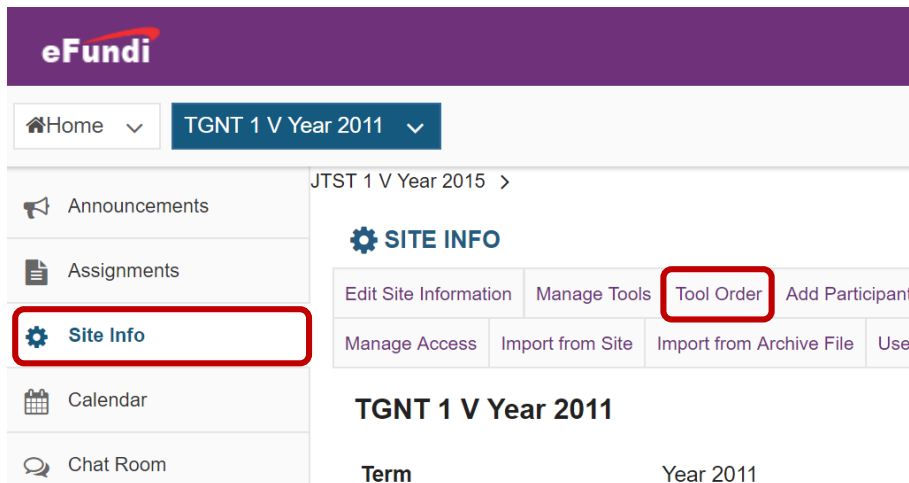
Back

Cancel

## Rename the Sign-up tool to “Class Attendance”

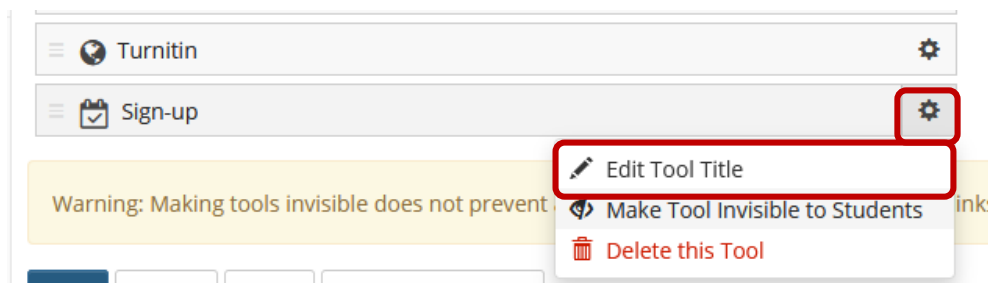
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To make it easier for you students to identify the tool specified for taking class attendance, change the name of the Sign-up tool. To do this go to **Site Info** and choose the **Tool Order** option.



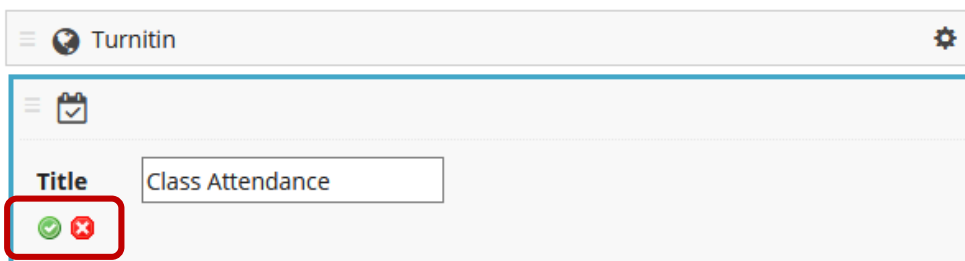
The screenshot shows the eFundi interface. At the top, there's a purple header with the 'eFundi' logo. Below it, a navigation bar includes 'Home' and 'TGNT 1 V Year 2011'. A sidebar on the left contains menu items: 'Announcements', 'Assignments', 'Site Info' (highlighted with a red box), 'Calendar', and 'Chat Room'. The main content area is titled 'SITE INFO' and includes options like 'Edit Site Information', 'Manage Tools', 'Tool Order' (highlighted with a red box), and 'Add Participant'. Below this, there are more options: 'Manage Access', 'Import from Site', 'Import from Archive File', and 'Use'. The page title is 'TGNT 1 V Year 2011' and it shows 'Term' and 'Year 2011'.

To change the name of a tool, click on the gear icon of the tool, and click on **Edit Tool Title**.



The screenshot shows a list of tools. The 'Sign-up' tool is selected, and its settings are displayed. The 'Edit Tool Title' option is highlighted with a red box. Other options include 'Make Tool invisible to Students' and 'Delete this Tool'. A warning message is visible: 'Warning: Making tools invisible does not prevent...'.

Click on the checkmark to confirm your changes:



The screenshot shows the 'Sign-up' tool settings. The 'Title' field is set to 'Class Attendance'. Below the field, there are two buttons: a green checkmark and a red 'X'. The 'Save' button is highlighted with a red box.

After making all of your changes, remember to click the **Save** button at the bottom of the page.

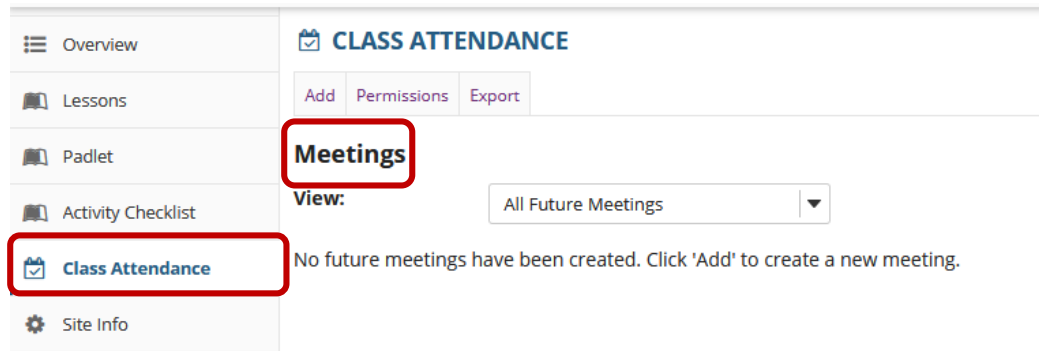


The screenshot shows a row of buttons: 'Save' (highlighted with a red box), 'Cancel', 'Reset', and 'Sort Alphabetically'.

## Create Sign-up sessions

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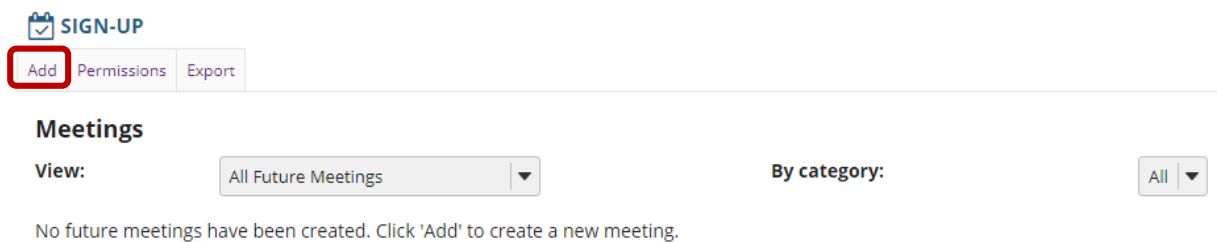
In the Sign-up tool (now called “*Class attendance*” as per our last step), your sessions may be referred to as *Meetings*.



To start scheduling your class meetings, follow these steps:

**Note:** These steps will need to be repeated for each and every class. If the class repeats on the same day every week it is a bit easier since you can schedule weekly meetings once off.

1. In the **Sign-up** tool on your module site, click the **Add** tab at the top of the screen.



2. Next, enter all the information for your meeting:

 CLASS ATTENDANCE

Create New Meeting: Basic Information

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







Title:\*


































Organizer:

Location:\*

Category:

Description:

? Source |  |  |  |  |  | 

**B** *I* U   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 

Styles | Format | Font | Size

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

**Name for your meeting**  
We suggest it being module and location specific, e.g. MATH 111 B13, G01

**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 category link. In this instance we suggest you have a category called "Class"

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

Enter the start and end dates using the date picker.

*In this section specify the date(s) of your contact class session.*

Start Time:\*

End Time:\*

Mar 2021

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	31				

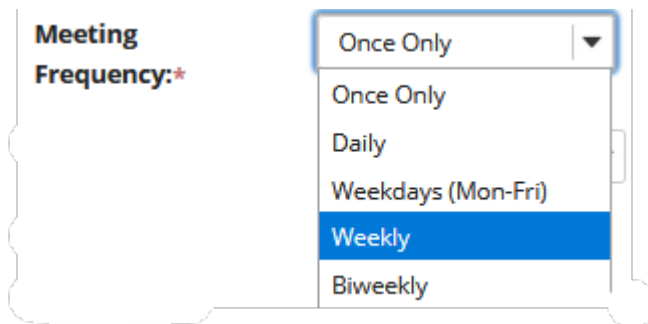
Time 08:00

Hour  - +

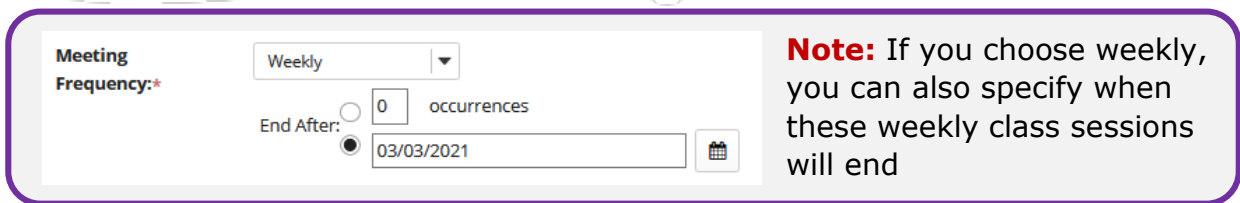
Minute  - +

Now Done

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.

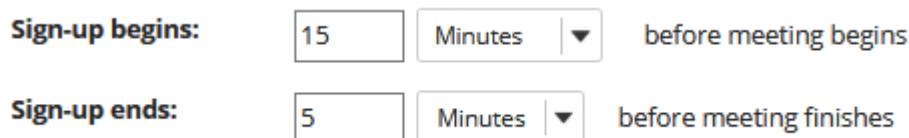


A screenshot of a web form showing a dropdown menu for "Meeting Frequency". The menu is open, displaying options: "Once Only", "Daily", "Weekdays (Mon-Fri)", "Weekly" (highlighted in blue), and "Biweekly". The "Once Only" option is currently selected in the dropdown.



A screenshot of a web form showing "Meeting Frequency" set to "Weekly". Below it, "End After:" is set to "0 occurrences" and "03/03/2021". A calendar icon is next to the date field. To the right, a note reads: "Note: If you choose weekly, you can also specify when these weekly class sessions will end".

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.)

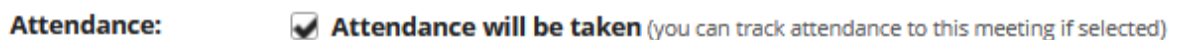


Form fields for sign-up times. "Sign-up begins:" is set to "15" minutes before meeting begins. "Sign-up ends:" is set to "5" minutes before meeting finishes.

**Suggestion:** We suggest you allow students enough time to sign up for attendance. Above times allow for 15 minutes before class starts up to 5 minutes before the class actually ends.



**NB:** Indicate that you will **be taking attendance**. This is a very important step.



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

Next, **specify who this meeting is available to.**

This will likely be for the whole class. If you have a site that is run across all three campuses, you may need to indicate for which campus group this sign-up class session should be available for to avoid possible confusion. Note that if you

have any Temporary students added to your site that might not be listed among the class roster students. In which case you may need to create a campus specific group first. Click [here](#) to learn more about creating groups in eFundi.

**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](#). In this instance though please choose the Single Slot option provided:

**Meeting Type:\***

**Open meeting (no sign-up required)**

**Single slot**

**Multiple slots**

**Max # of Participants**

10

**Unlimited number of participants**

**NB:** To comply with COVID rules and regulations, lecturers should determine the maximum capacity of a classroom under COVID regulations and fill in that number in the Max # of participants' field.

Once done, continue to the second page by clicking **Next**.

Next

Cancel



This will take you to the **Meeting Summary**, to verify the details set so far.

### Meeting Summary

<b>Title:</b>	↻ MATH 111 - B13, G01
<b>Organizer:</b>	NADINE SMIT (23507810)
<b>Description:</b>	This is for class attendance purposes. Please sign up if you are in this class.
<b>Start Time:</b>	04 March 2021 08:00
<b>End Time:</b>	04 March 2021 09:00
<b>Meeting Frequency:</b>	WeeklyNum of Repeats:1
<b>Location:</b>	B13, G01
<b>Category:</b>	Class
<b>Sign-up Begins:</b>	04 March 2021 07:45
<b>Sign-up Ends:</b>	04 March 2021 08:55
<b>Meeting Type:</b>	Single slot
<b>Max # of Participants:</b>	10
<b>Attendance:</b>	ON
<b>Available To:</b>	TEST 123 VV Year 2020 (Site Level)

Below the Meeting Summary, **complete the meeting settings.**

- Display Participant Names:**  Yes, display names of participants to others.
- Meeting Coordinators:**  NYAKANE, TG  
 SMIT, NADINE
- Notifications of participant actions:**  Yes, send an email notification to the selected meeting coordinators when a participant signs up or cancels an appointment.
- 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.

Choose to allow an **Announcement** to go through to all potential participants.

Also tick to allow the **Default Notification Setting**.

Next, click **Show the other default settings** to view additional meeting options.

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

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

Max # of time slots per participant:  Yes, allow participants to sign up for more than one time slot.

Note that the default settings can stay exactly as they are.


**NB:** Keep the **max number of time slots per participant** on 1 so as to avoid one student taking up two seats in your class.

Lastly, click on **Publish**.

## Download the class attendance list

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To access the class attendance list, go to the particular class session and click on **Attendance**.

 Link Help

[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="#">MATH 111 - B13, G01</a>	NADINE SMIT	B13, G01	Class	Thu, 04/03/21	08:00 - 09:00	Available on 04/03/21 <a href="#">Attendance</a>	<input type="checkbox"/>

### 

[Print this page](#)

## Attendance: MATH 111 - B13, G01

10:30 - 12:00

Select all signed up

Nel, Liz

[Save](#)

[Cancel](#)

A list of students that indicated their presence in the class will appear. You can opt to print the class attendance list, by clicking on **Print this page**.

## Need help?

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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:**

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

**Log a ticket:** [support.nwu.ac.za](http://support.nwu.ac.za)