

# How to use the Signup Sheet Tool

## Moodle Help & Support

This refers to Moodle 3.6 from July 2019 onward

## How to: use the Signup Sheet tool

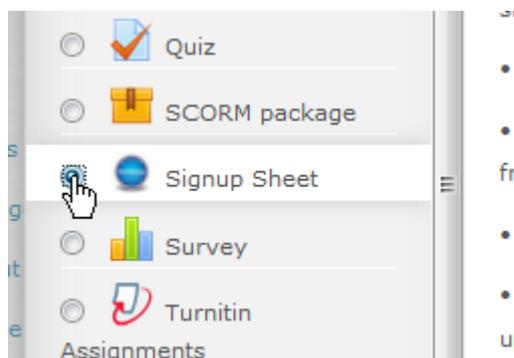
*NOTE for non-UoN users: This plugin was built and is maintained by the Moodle team at Nottingham. More info: [https://moodle.org/plugins/view/mod\\_tutorialbooking](https://moodle.org/plugins/view/mod_tutorialbooking)*

The Signup Sheet creates an online equivalent of a paper sign up sheet. It can be used to allow students to book special events, placements, essay titles, field trips, careers interviews or anything at all that uses a sign-up sheet.

The Signup Sheet is an activity that you can add to your Moodle module.

### Creating a signup sheet

- Login to your module and click on the **Turn editing on** button (top right).
- Choose a section within your module where you want the booking tool and click on the **+ Add an activity or resource** hyperlink.



- Select **Signup Sheet** from the pop up list that appears.

The **Adding a new Signup Sheet** page will then load.

### Change the settings of your tutorial

- Enter a **Sign-up List Title** E.g. Field trip briefings.
- Type some relevant guidance in the **Sign-up List Notes** text field e.g. what the event is, or any preparation required.

## General Settings

Sign-up List Title



Example Signup Sheet

e.g. Field Trip 1 or Computer Labs or Library Instruction Session

Sign-up List Notes

Rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, list, list, link, unlink, image, link, unlink, and help. Below the toolbar is a text area containing the text: "Use this signup sheet to book a placement."

Information students need to know when signing up, such as duration of session.

Locked

No

Privacy

Students can see all signups

### Signup List Management

#### Common module settings

#### Restrict access

Save and return to module

Save and display

Cancel

- If you wish to prevent students from signing up to slots before you are ready, there are two ways to do this. You may change the **Locked** status to **Yes**, or, when you return to the module, you may hide the activity by clicking the edit button alongside it, and selecting 'hide' from the drop down options.

Locked

Yes

- Decide whether you wish students to see the names of people signed up to slots. Choose the appropriate setting in **Privacy**. (For example for remedial sessions students may wish to remain anonymous.)

Privacy

Students can only see their signup

- Now click on the button **Save and return to module** at the bottom of the page.

You will now see the signup sheet added to the bottom of your chosen module section

## Creating sign up slots

Once you've created your signup sheet you then need to create the sign-up slots available for your students to book.

### To create sign-up slots:

NOTE: The SignUp Sheet can be used to sign up for anything, not just time slots, e.g., placement choice.

- Click on the name of your signup sheet.

The settings page appears. From here you can add, edit, export or delete existing sign-up lists.

To create a new (or add to an existing) sign-up list connected to this tutorial

- click the link **Add a Time Slot to this sign-up list**.

Add a Time Slot to this sign-up list

You are now in the *New Time Slot* page.

## ▼ New Time Slot

To create a new time slot in the above sign-up list, please fill in the form below.

Title

UG Placement TEST

Details



This is an example of a placement that Undergraduates can sign up for.

XX:XXPM

Wednesday XXth November 20XX

Room XX

University Building

Date, Time & Location e.g. 10:00am on Thursday 14th Aug in Room B35, Business School or 10:00am on Thursday 14th & 21st Aug, and 4th Sep in Room B35, Business School.

Please ensure you have included the name of the building!  
Module Convenors should make sure that they have booked the room!

Max Number of Students

10

Position

Top of the Page ↕

Save

Save as new time slot

Cancel

- Give your time slot a **Title**
- In the **Details** text field enter further information (Such as Date, Time & Location) about the time slot students can choose *E.g. Monday Morning 09:30 Room B123 University Park*. This field allows you to format the text.
- You can also set a maximum number of students that can sign up to this time slot by editing the **Max Number of Students** text field. The default is 30.
- Once you have finished creating the time slot click the button **Save** at the bottom of the page.

You should now see the newly-created time slot listed on your *Time Slot Management* page underneath your Signup Sheet, similar to below.

### + PG Placement TEST

This is an example of a placement that Postgraduates can sign up for.

XX:XXPM

Wednesday XXth November 20XX

Room XX

University Building

15 places available in total (0 taken, 15 free)

Edit/Move/Copy

Delete

Add Students

Print Register (By Name)

Print Register (By Signup)

Email group

### + UG Placement TEST

This is an example of a placement that Undergraduates can sign up for.

XX:XXPM

Wednesday XXth November 20XX

Room XX

University Building

10 places available in total (0 taken, 10 free)

Edit/Move/Copy

Delete

Add Students

Print Register (By Name)

Print Register (By Signup)

Email group

You can create additional time slots using both of the following methods:

1. Click **Add a Time Slot to this sign-up list**.  
The screen should redraw with an empty text box.
2. Click **Edit/Move/Copy** for an existing time slot.  
When this loads change some of the description e.g. change the day and then click on the button **Save as new time slot**.

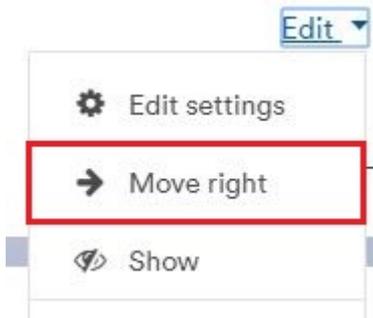
The time slots you have created should all sit inside your SignUp Sheet.

When you have created at least two time slots **cross-arrows** will appear beside the slot title. These allow you to change the order of the slots on the page (e.g., if you want to have them in chronological order).

If you elected to lock the SignUp Sheet activity, you can unlock it from this screen too by clicking on **Lock/Unlock Signup Sheet**



Or, If you have hidden it, you can reveal it using its **Edit** link on the module's main page.



Once students have signed up to this time slot you can print off the register (as alphabetical list or by order of signing up) or email the group.

## Related Tutorials

- [Magic with Moodle 8 - Signup Sheets](#)
- [How to use the Signup Sheet Tool](#)
- [How to export a sign-up list from the Signup Sheet tool](#)
- [How to create a Vote activity](#)
- [How to create a Choice activity \(poll\)](#)
- [How to Add an Allocation Form](#)
- [How to use the Signup Sheet Tool](#)