Using the Sakai Sign-Up Tool

http://Sakai.Providence.edu
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You can add the Sign-Up Tool to your Sakai Course site by going to Site Info> Manage Tools. This tool allows instructors to set up time slots for students to sign up for office hours, presentations, or any other purpose. This tool can also be integrated with the Outlook Calendar if the steps below are followed.

1. Add the Sign-Up Tool to your course site, and then open it from the left hand menu.
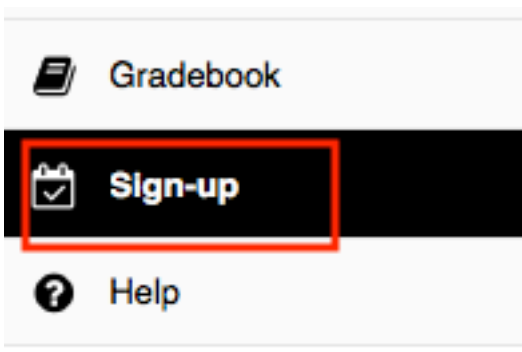
2. Click the "Add" button from the top tab menu.
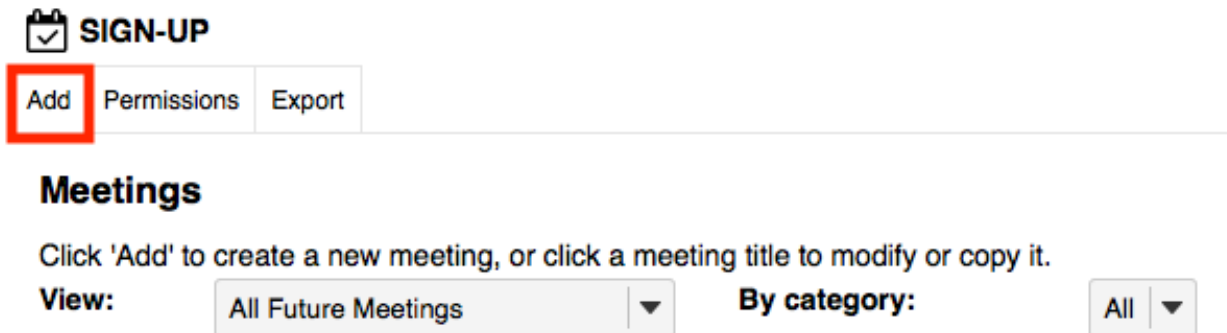
3. To start, you must give the meeting a title and indicate the location where the meeting will take place. Adding a description is optional.

SIGN-UP

Create New Meeting: Basic Information

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

Title:*	Demo Meeting
Organizer:	Shonna M Ryan (sryan13) ▼
Location:*	Feinstein 305 ▼ ⊕ **enter a new location**
Category:	
Description:	? | ⊡ Source | ▤ | ✂ ▢ ▤ ▦ | ▤ ▨ | ← → | Q ᵇₐ | ▤

4. You can set the "Start" and "End" times for when the meeting slots will take place. Please note that if your meeting slots are not during a consecutive time block, you should check off "Advanced user-defined timeslots" which will give you the option to "Create timeslots". If you are just using the standard time block method, you will want to note how many time slots you would like to create, and it will automatically calculate the duration per time slot (seen below). When done, scroll down and click "Next".
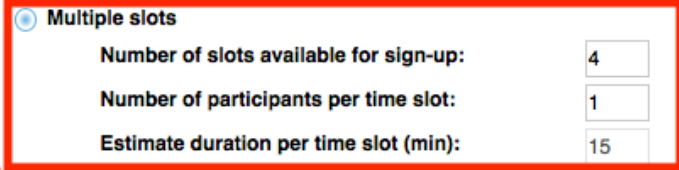
Start Time:*	10/09/2018 12:00 pm 📅
End Time:*	10/09/2018 01:00 pm 📅
Meeting Frequency:*	Once Only ▼
Sign-up begins:	6 Days ▼ before meeting begins 12:00 PM, Wednesday, October 3, 2018
Sign-up ends:	1 Hours ▼ before meeting finishes 12:00 PM, Tuesday, October 9, 2018
Attendance:	☐ **Attendance will be taken** (you can track attendance to this meeting if selected)
Available To:*	☑ **Test Site (Current Site)**
	☐ **Group A**
	☐ **SRyan Quiz**
	⊕ **Other Sites**
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**

5. On the next screen you will be given a number of setting options, but the only important one to note is "Yes, send an email notification to the selected meeting coordinators…". Check off this box so you can receive an email notification when a student signs up for a meeting. These emails will also allow you to push the meeting to your Outlook calendar. When you are done, click "Publish" so students can begin the sign-up process.

Display Participant Names:	☐ Yes, display names of participants to others.
Meeting Coordinators:	☑ Ryan, Shonna M
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.
Other Default Settings:	▸ Show the other default settings

Publish   Assign Participants & Publish   Back   Cancel