University of South Alabama
Innovation in Learning Center

HOW TO USE THE SIGN-UP TOOL IN USAONLINE

Updated 02/27/15

This how-to guide will demonstrate how to add, sign up for, and manage a meeting or scheduling office hours in the **Sign-up** tool in USAonline.

Adding a Meeting

1. Go to the **Sign-up** tool, and click **Add**.

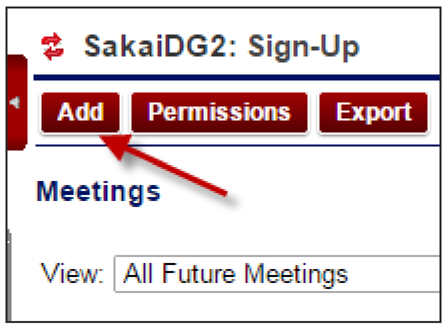

Figure1. The **Add** button

2. Provide a title and the location for the meeting. You can also select an organizer for the meeting, and include additional information by using the **Category** box, the **Description** rich text editor, and the **Add Attachments** button.

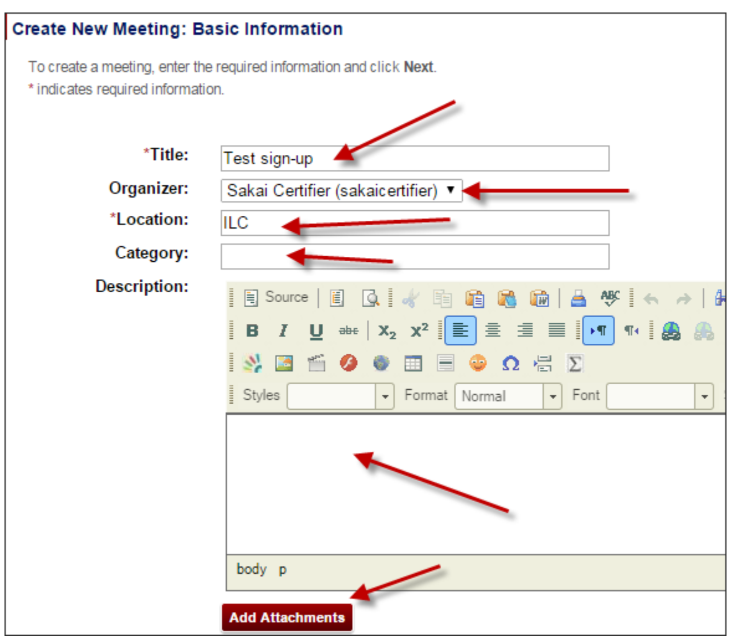

Figure 2. Some basic meeting information

3. Select the **Start Time** and **End Time** for the meeting.

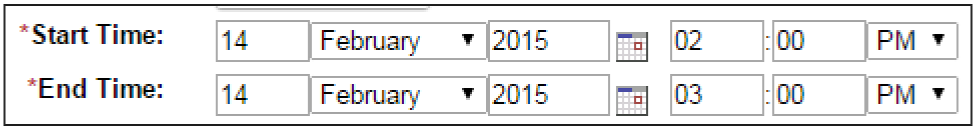

Figure 3. Time settings for the meeting

4. From the **Meeting Frequency** dropdown menu, select how many times the meeting will occur.

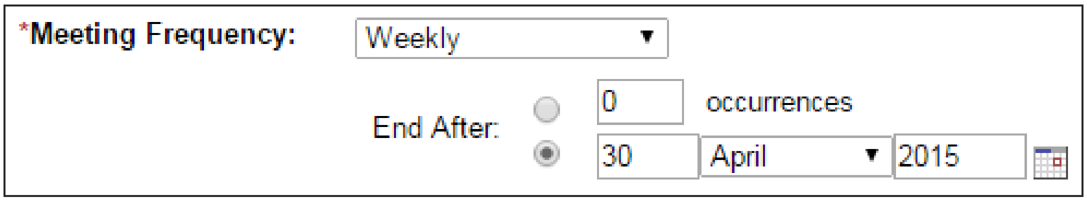

Figure 4. **Meeting Frequency** settings

5. Determine the **Sign-up begins** time and **Sign-up ends** time, and set availability for specific groups in the current site or **Other Sites**.

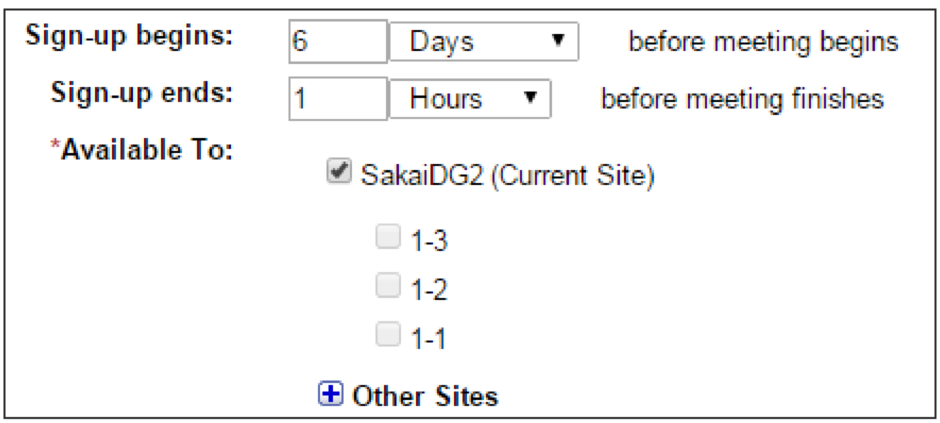

Figure 5. The availability information settings

6. In the **Meeting Type** section, select the meeting type.

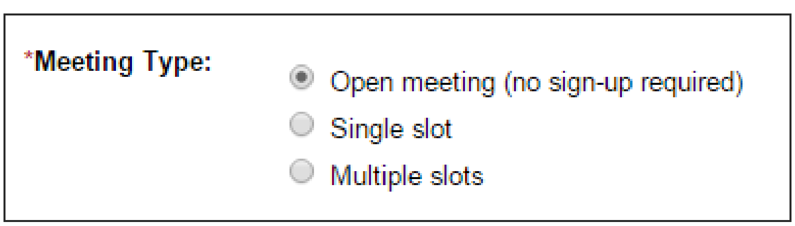

Figure 6. The **Meeting Type** choices

7. If you select **Single slot**, you will be asked to enter a number for the **Max # of Participants**, or select **Unlimited number of participants**.

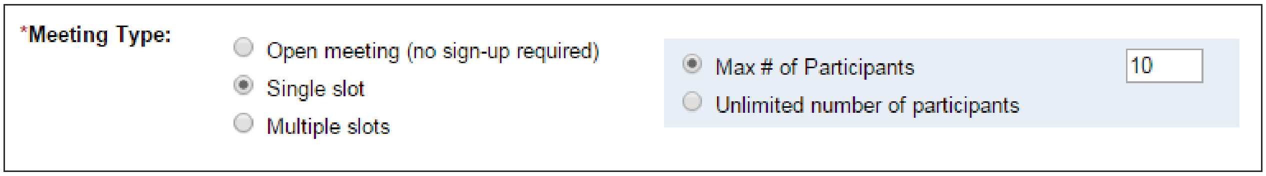

Figure 7. Single slot settings

8. You can also choose **Multiple slots**. In **Multiple slots**, if you want all slots to be of the same duration, enter the number of slots available for sign-up, as well as the number of participants per slot. The system will calculate the **Estimate duration per time slot** in minutes. **[NOTE: You may want to use Multiple Slots for office hours appointments.]**

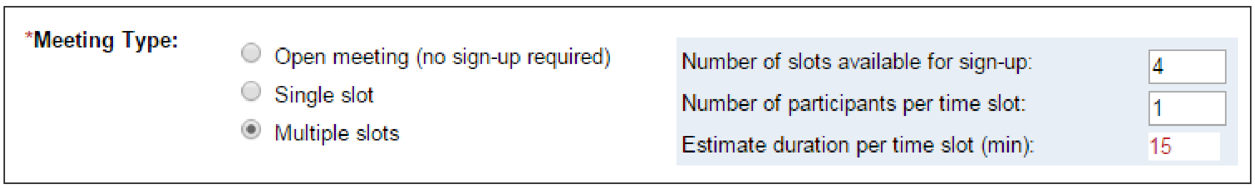

Figure 8. Multiple slots settings

9. If you want to customize any or all of the slots, check **Advanced user-defined timeslots**, and click the **Create Timeslot(s)** link. The Define Custom Timeslots page will appear. You can customize each individual slot there, and you may also create additional slots by clicking **Add a new timeslot**.

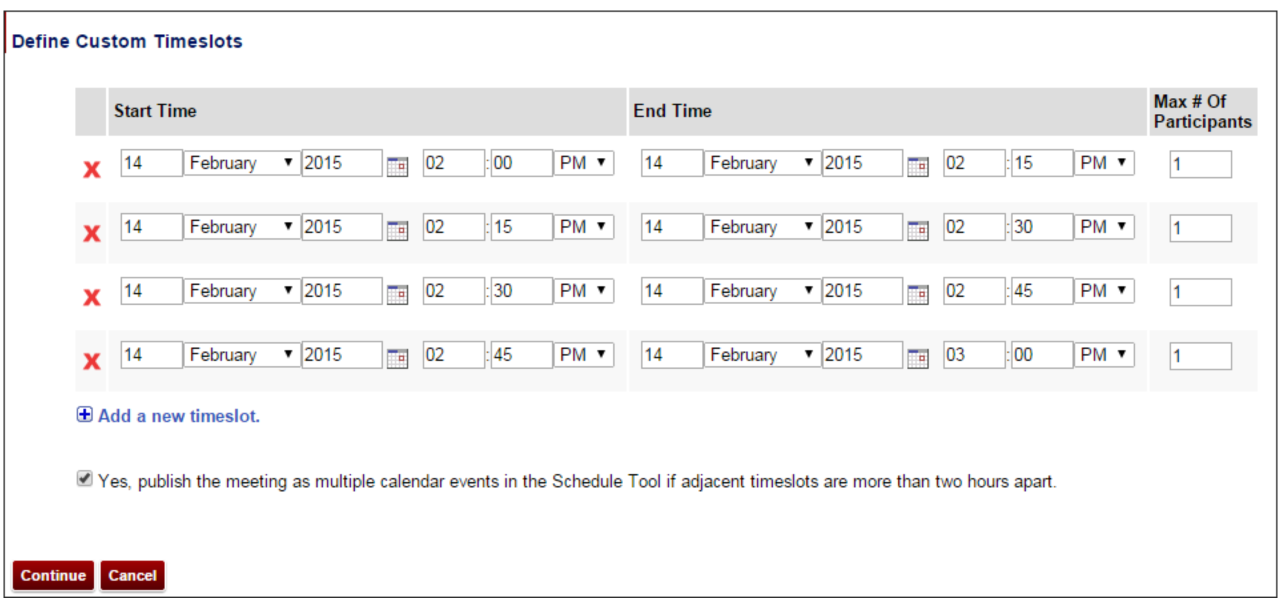

Figure 9. The **Define Custom Timeslots** page

10. After that, click **Continue** to go back to the previous page, and then click **Next**.

11. On the **Meeting Summary** page, choose the desired settings, and click **Publish**.

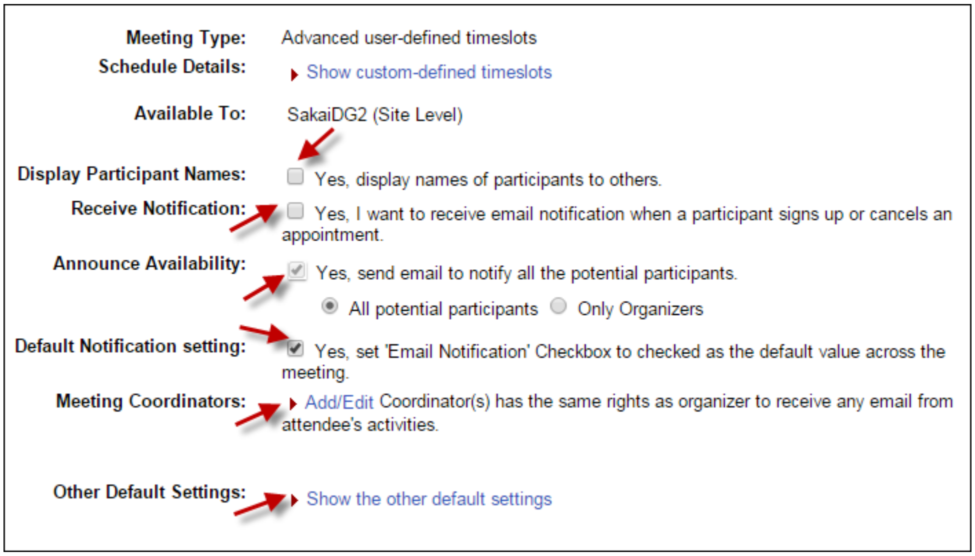

Figure 10. Settings on the **Meeting Summary** page

12. Click **Publish**. Or if you have created a multiple-slot meeting and you want to assign participants to it, click **Assign Participants & Publish** to show the **Assign Participants** page. Click the **Add Participants** link, select a site participant from the dropdown menu, and click **OK**. Click **Publish** when you have added all the participants.

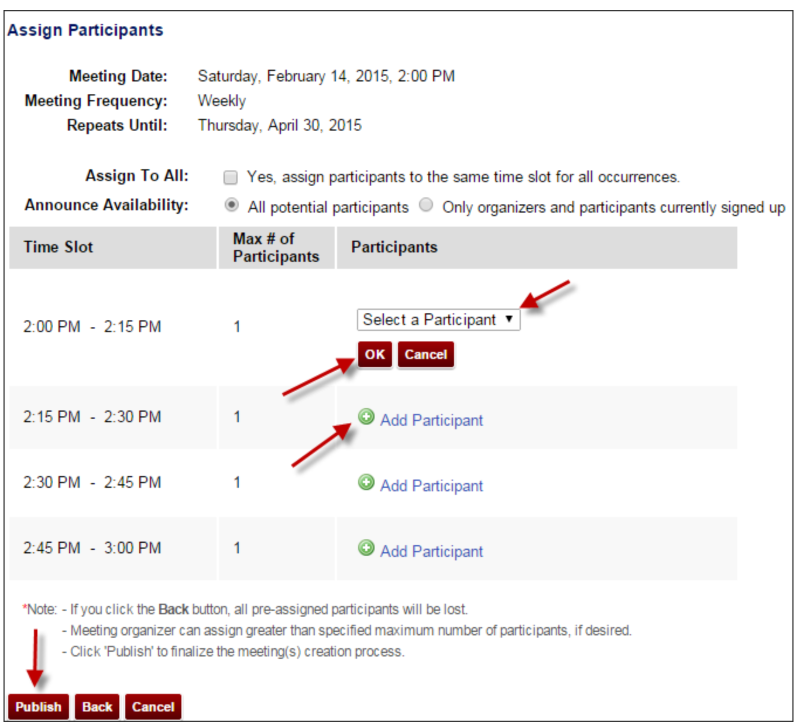

Figure 11. **Assign Participants** page

Signing up for a Meeting

1. To sign up for a meeting, please go to the **Sign-up** tool.

2. Find the appropriate meeting and click its title. The **Meeting Details** page for that particular meeting appears. Click the appropriate **Sign Up** button.

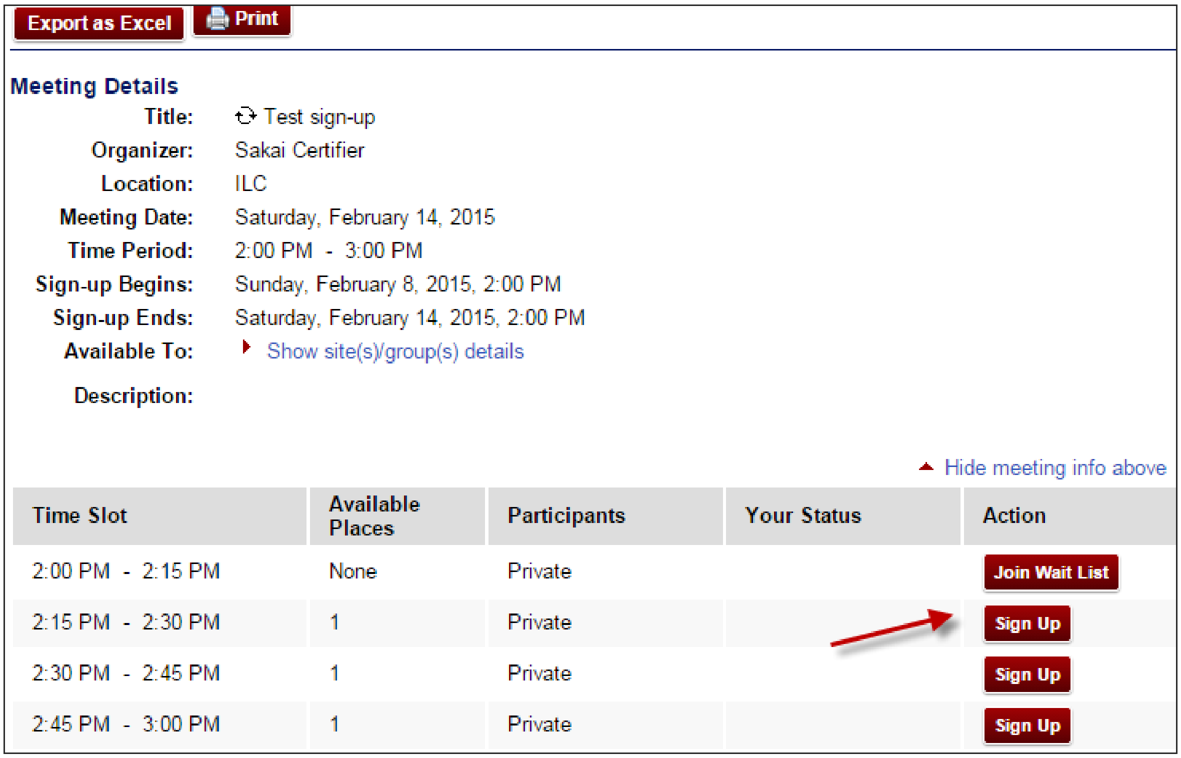

Figure 12. The Sign Up button

3. When the Complete **Sign-Up** page appears, review the information, **Add a comment** if you like, and click **Finish**.

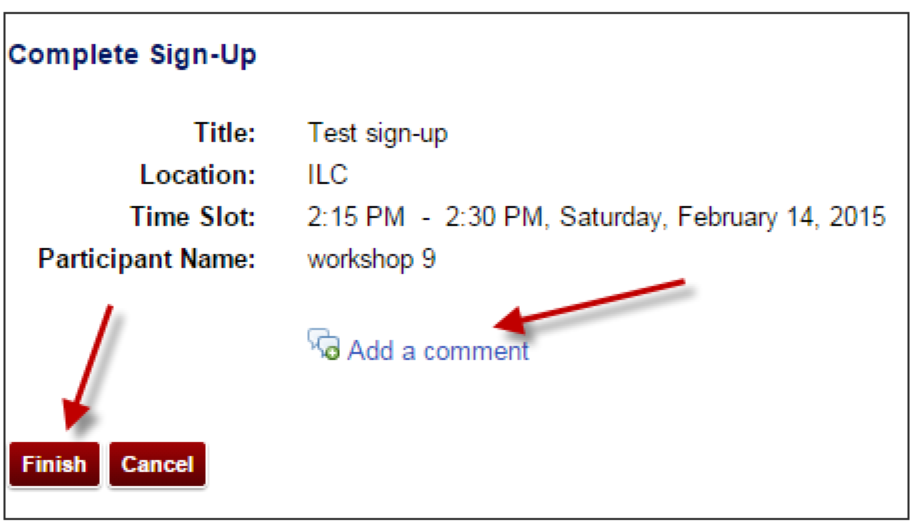

Figure 13. The **Add a comment** link and the Finish button

4. The **Meeting Details** page appears again, and you will see **Your Status** is **Signed Up** for that particular meeting or slot. You can click the **Cancel Sign-up** button to cancel it.

Figure 14. The signed up status and the Cancel Sign-up button

NOTE: If you are signed up for a time slot that has been locked, you will not be able to sign up again for that slot if you cancel the sign-up.

5. Click the **Back** button or the reset icon to return to the Sign-up home page.

Managing a Meeting

1. To manage a meeting you have created, go to the **Sign-Up** tool, and click the name of the meeting you want to work on. The **Meeting details** page for that meeting will appear.

2. You may view information and settings for the meeting. Also, you can **Modify** the meeting, **Copy** it, **Export** it **as Excel**, and **Print** it by clicking appropriate buttons on the top.

Figure 15. The buttons to manage the meeting

3. You can download the meeting in iCal format by clicking the **Download** link.

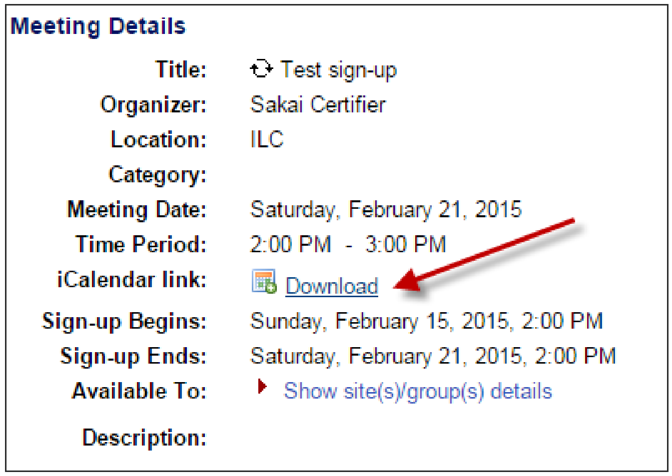

Figure 16. The **Download** link

4. You can lock or delete a time slot for the meeting by clicking the title of the meeting and then clicking the **Lock** or **Cancel** link for the slot.

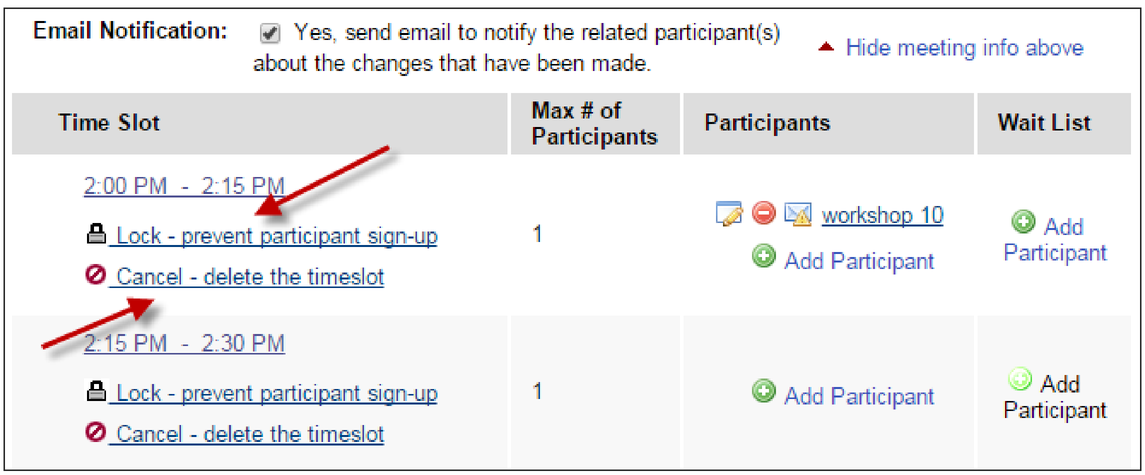

Figure 17. The **Lock** and **Cancel** link

5. You can add a participant to a time slot or wait list. You can also edit, delete, and email a participant, too.

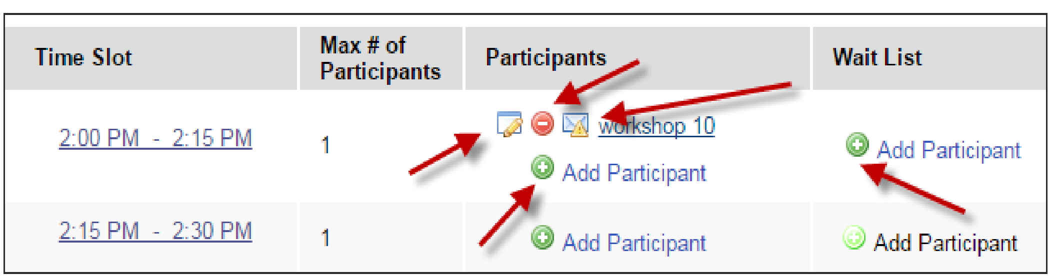

Figure 18. Icons that you can click to manage participants

***For further assistance, contact the Innovation in Learning Center at (251) 461 - 1888.**