

How to set up a Sign-up sheet

The sign-up sheet tool in Moodle has been designed to provide an online version of a paper sign-up sheet on a noticeboard.

As well as signing up for a particular option, users can add notes about that option, e.g. what they are going to perform or that they are signing up as part of a particular ensemble.

Sign up for these Masterclasses

Please enter in the 'Notes' field the piece that you want to work on in the Masterclass

Your selection: Friday 10am

Thursday 2pm
 Thursday 3pm
 Thursday 4pm
 Friday 10am
 Friday 11am

Notes

1812 Overture

Save my selection Remove my selection

Responses

Option	Max Number	Name and Notes
Thursday 2pm	1	
Thursday 3pm	1	
Thursday 4pm	1	
Friday 10am	1	Admin User 1812 Overture

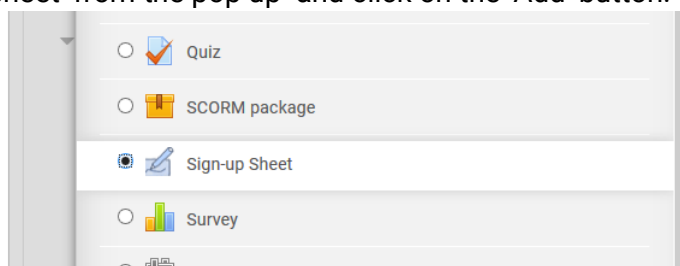
How to set up a Sign-up sheet on your page.

Turn on editing at the top right of the page.

At the bottom of the section where you want to add the sign-up click on:



And then select 'Sign-up sheet' from the pop up and click on the 'Add' button.



You will then see the 'Sign-up' set up page:

Adding a new Sign-up Sheet to Topic 3

General

Signupsheet name* Sign up for these Masterclasses

Description* Please enter in the 'Notes' field the piece that you want to work on in the Masterclass

Path: p

Display description on course page

Options

Allow signupsheet to be updated Yes

Limit the number of responses allowed Yes

Option 1* Thursday 2pm
Limit 1 1

Option 2 Thursday 3pm
Limit 2 1

Option 3 Thursday 4pm
Limit 3 1

Option 4 Friday 10am
Limit 4 1

Option 5 Friday 11am
Limit 5 1

Add 3 fields to form

Availability

Common module settings

Restrict access

Save and return to course Save and display Cancel

Enter a name (this is what will appear in the link on the course page) and a description. In the description include any instructions about what information users should include in the notes box when they sign up to an option.

Enter the options that you want users to choose from in the option fields (e.g. Thursday 2pm etc. in the example above).

If you have more than 5 options click on the 'Add 3 fields to form' button to add extra option fields.

By default the Sign-up sheet is set to limit sign-ups to 1 user per option. If you want to allow more users to sign up to an option just change the figure in the limit box next to each option or if you don't want to limit the number at all set the 'Limit the number of responses allowed' dropdown to 'no'.

If you don't want users to be able to update their choices after they have made them set the 'Allow signupsheet to be updated' dropdown to no.

In most cases the other settings can be left at their default values so just go to the bottom of the page and click on the 'Save and display' button.

You will then see the Sign-up sheet that you have set up.

Sign up for these Masterclasses

Your selection has been saved

[View 1 responses](#)

Please enter in the 'Notes' field the piece that you want to work on in the Masterclass

Your selection: Friday 10am

- Thursday 2pm
- Thursday 3pm
- Thursday 4pm
- Friday 10am
- Friday 11am

Notes

1812 Overture

[Save my selection](#) [Remove my selection](#)

Responses

Option	Max Number	Name and Notes
Thursday 2pm	1	
Thursday 3pm	1	
Thursday 4pm	1	
Friday 10am	1	Admin User 1812 Overture
Friday 11am	1	

To sign up for an option users simply select that option, enter and required information in the 'Notes' field and click on 'Save my selection'. They can update their selection simply by choosing another (available) selection or remove it by clicking on the 'Remove my selection' link.

All the responses are displayed in the 'Responses' table at the bottom of the page.