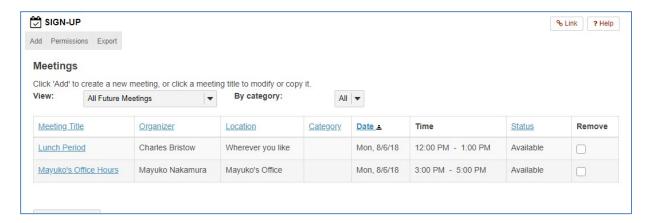


CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call (309) 438-2542 if you have questions.

# ReggieNet: Sign-up

Video - ReggieNet: Sign-Up

The **Sign-up** tool lets instructors schedule, and students to sign up for, a variety of events, such as office hour visits, review sessions, and study groups.



### Accessing the Sign-up Tool

On the home page of Sign-up, you may:

- View the title, organizer, location, date and time, and status of each meeting.
- Click on a meeting title to modify, copy, export, or print that meeting.
- Filter the list of meetings by using the View dropdown menu. You may select all meetings, all future meetings, meetings scheduled in the next 30 or 90 days, meetings available for sign up, or meetings for which you have signed up.
- Remove a meeting, by clicking on the appropriate checkbox and clicking the **Remove Meetings** button.
- View each occurrence of all recurring meetings, by clicking the checkbox for Expand all recurring meetings, or view each occurrence of a specific recurring meeting, by clicking the "+" icon next to its title.
- Add a new meeting, by clicking the Add tab.
- Export all or selected meetings, by clicking the Export tab.
- Change permissions for using the Sign-up tool, by clicking the Permissions tab.

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#### Adding a Meeting

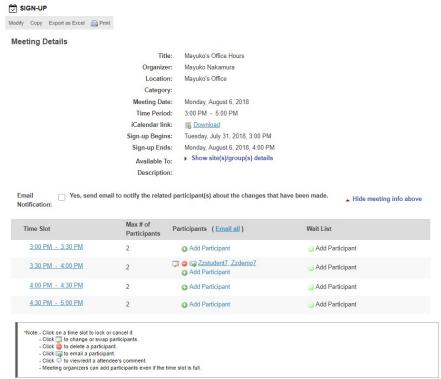
- 1. Click the Add tab. The Create New Meeting: Basic Information page is displayed.
- 2. Provide meeting information, organizer, location, and time.
  - **Title** enter a title for the meeting. This information is required.
  - Organizer optionally select an organizer for the meeting. If you're the site owner, you will be the meeting organizer by default, but you may also choose another user as an organizer. (Note: only users with the appropriate permission will be displayed in this menu.)
  - **Location** if you have already added meetings, you may use the dropdown menu to select from previously entered locations. Or, you may enter a new location. This information is required.
  - Description enter any further information yoy wish to convey about the meeting
  - Start Time when the meeting period begins
  - End Time when the meeting period ends
  - Meeting Frequency how often the meeting occurs; can be used to set up a recurring meeting period
  - Sign-up begins date/time at which students can begin signing up
  - Sign-up ends date/time after which participants can no longer sign up
  - Attendance choose to track attendance
  - Available To default is to all site members; if there are groups, they will be displayed
  - Meeting Type choose among Open; Single slot; or Multiple slots. Multiple slots allow you to, for example, divide a one-hour meeting time into four 15 minute slots.
- 3. Click Next.
- 4. A summary page will be shown
  - Display Participant Names other participants will be shown to all
  - **Notifications of participant actions** choose to receive notifications when participants sign up or cancel
  - Announce Availability send an email announcing the sign-up is available Other Default Settings displays more options
  - Allow Wait List allows a wait list
  - Allow Adding Comment permits a student to add a comment when they sign up
  - Auto Reminder system sends an automatic reminder before the time
  - Publish to Calendar adds an item to the calendar corresponding to the meeting
  - Create groups for timeslots automatically creates a group for each timeslot
  - Max # of time slots per participant define how many time slots an individual can sign up for
- 5. Click **Publish** to save and publish; Click **Assign Participants & Publish** to be taken to the Assign Participants screen, where you can manually add people.

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## Changing Information and Settings for a Meeting





- 2. Click on **Modify** in the menu bar at the top of the page.
- 3. If the meeting is recurring, you'll see a **Modify Options** section at the top of the page. By default, the Modify all future recurring meetings setting is selected. Make all necessary changes.
- 4. Click Publish Modification to save your changes.

You can also manually add participants from this screen.

### Student screen

When students click on a meeting, they will see a **Sign Up** button for any available slot. If they have already signed up, there will be a **Cancel Sign-up** button.

