Using Sign-Up within Canvas

Instructors can use the Canvas Sign-Up Tool to create groups of time slots that students can sign up for. This tool was developed to resolve functional gaps that existed between Canvas’ inherent Scheduler Tool and the Classes*v2 Sign-Up Tool.

New Features with Sign-Up Tool

Some of the new features include:

- Ability for an instructor to create recurring events.
- Ability for an instructor to assign different “max number of users” to each time slot within a group.
- Ability for an instructor to manually assign a student to a time slot.
- Ability to set-up appointments for course sections and groups.

To Use Sign-Up Tool

In order to use this tool, please see the help documentation:

https://tinyurl.com/YCanvasSignup

Learn more about Canvas: canvas.yale.edu/help
Attend a Workshop

Below is a list of workshops that are offered at the CTL or for departments (the support team can come to you):

- Getting Started with Canvas @ Yale
- Next Steps with Canvas @ Yale
- Canvas @ Yale Tool Series:
  - Assignments
  - Discussions
  - Communication with Students
  - Quizzes
  - Peer Review
  - End of Term & Grades
  - Posting Your Syllabus
- One Course, Three Ways
- Media Library Workshop

Please RSVP for workshops online: http://events.ctlyale.edu/

Helpful Resources

Yale’s Center for Teaching and Learning has developed resources to assist faculty with the transition to the new LMS.

General help documentation: help.canvas.yale.edu

Requests

Faculty may request any of the following:

- Sandbox Site
- Umbrella Site
- Guest Accounts
- Content Migration
- Departmental Workshops

General Request Page: http://canvas.yale.edu/help/

Consultations

Project Site Consultation
http://canvas.yale.edu/classesv2-project-site-consult

General Canvas Consultation