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
The Poorvu Center for Teaching and Learning has curated resources that can assist you with Canvas @ Yale. Please see below:

- **Sign-up for Workshops:**
  [https://poorvucenter.yale.edu/using-technology/sites-courses](https://poorvucenter.yale.edu/using-technology/sites-courses)

- **Have a One-on-One Consultation:**
  [http://tinyurl.com/canvas-consultation](http://tinyurl.com/canvas-consultation)

- **Have a Project Site Consultation:**
  [https://canvas.yale.edu/requests/project-site-request](https://canvas.yale.edu/requests/project-site-request)

- **Request a Canvas Sandbox to practice:**
  [http://tinyurl.com/request-sandbox](http://tinyurl.com/request-sandbox)

- **Request the CTL to Migrate Classes**
  [V2 Resources to Canvas:](http://tinyurl.com/migrate-V2-resources)

- **More training opportunities:**
  [http://tinyurl.com/training-opp-for-Canvas](http://tinyurl.com/training-opp-for-Canvas)

- **24/7 Canvas Support:**