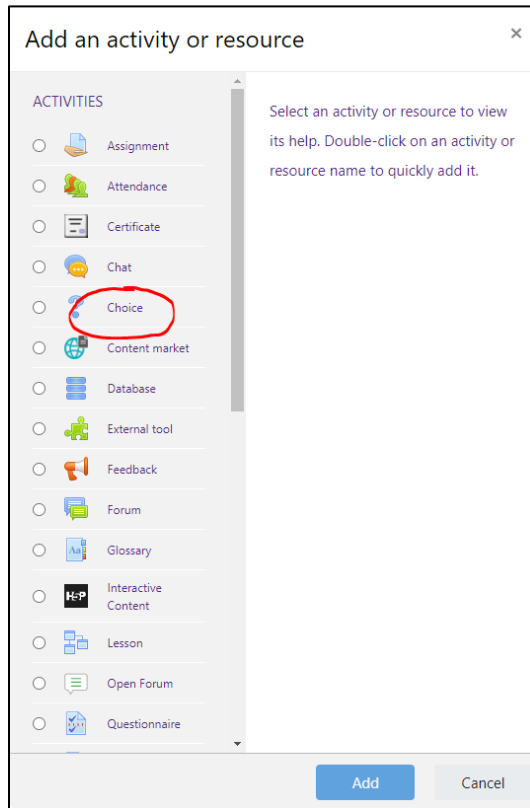


# Create a sign-up sheet in Moodle using the *Choice* Activity

1. Turn editing on in your course.
2. Add an activity or resource and select **Choice** then **Add**.



3. Configure the Choice settings:
  - **Display mode for the options:** Set this to **Display vertically**. This is best for longer lists of options.
  - **Allow choice to be updated:** Leave this set to **No** unless you want students to be able to change their mind on what time slot they have signed up for.
  - **Allow more than one choice to be selected:** Leave this set to **No** unless you want students to be able to choose more than one time slot **Option**.
  - **Limit the number of responses allowed:** Set this to **Yes** if you want to limit the number of students who can sign up for each time slot **Option**.

3. Fill in the **Options** for each date and time that is available.

4. Set each **Limit** to the number of students or student groups that may sign-up for each time slot **Option**.

Options

Allow choice to be updated

Allow more than one choice to be selected

Limit the number of responses allowed

Option 1

Limit 1

Option 2

Limit 2

5. Under **Results**, in the **Publish results** menu, consider your options. These options will determine whether students can see the results and when they can see the results. If you want the results always visible then choose **Always show results to students**.

Results

Publish results

Show column for unanswered

Include responses from

Also, under **Results**, in the **Privacy of results** menu, consider your options. If you want students to see which students have signed up for what times then use **Publish full results**, otherwise choose **Publish anonymous results**.

Privacy of results

## Results

Once you have set up the **Choice** settings, it might look like the following when students view it. Students will see which time slots are currently full (they have reached their limit) and can choose an available time slot that will work for them. Students can, at any time, return to the **Choice** to see which Option they chose.

### Sign up

- Week 2 - Monday - 10 am
- Week 2 - Monday - 11 am
- Week 2 - Monday - 12 pm
- Week 2 - Tuesday - 10 am
- Week 2 - Tuesday - 10 am
- Week 2 - Tuesday - 10 am

SAVE MY CHOICE

The instructor can view student responses by clicking on the **Choice** and then clicking the **View responses** button. To view the results in a spreadsheet click **Select all** and then click the **Download in Excel format** button.

### Responses

| Choice options                     | Week 2 - Monday - 10 am | Week 2 - Monday - 11 am                   | Week 2 - Monday - 12 pm | Week 2 - Tuesday - 10 am | Week 2 - Tuesday - 10 am | Week 2 - Tuesday - 10 am |
|------------------------------------|-------------------------|---|-------------------------|--------------------------|--------------------------|--------------------------|
| <b>Number of responses</b>         | 0                       | 1   | 0                       | 0                        | 0                        | 0                        |
| <b>Users who chose this option</b> |                         | <input type="checkbox"/><br>Laura Learner |                         |                          |                          |                          |

[Select all / Deselect all](#)  
 With selected Choose an action ...

DOWNLOAD IN ODS FORMAT
DOWNLOAD IN EXCEL FORMAT
DOWNLOAD IN TEXT FORMAT

The spreadsheet will show the students' **Surname**, **First name**, **Group** (if applicable), and **Choice**.

|   | A              | B                 | C                    | D            | E                       |
|---|----------------|-------------------|----------------------|--------------|-------------------------|
| 1 | <b>Surname</b> | <b>First name</b> | <b>Email address</b> | <b>Group</b> | <b>Choice</b>           |
| 2 | Learner        | Laura             | @royalroads.ca       | Team2        | Week 2 - Monday - 11 am |
| 3 | One            | Test              | @royalroads.ca       | Team1        | Week 2 - Monday - 10 am |
| 4 | Student        | Test              |                      | Team1        | Not answered yet        |