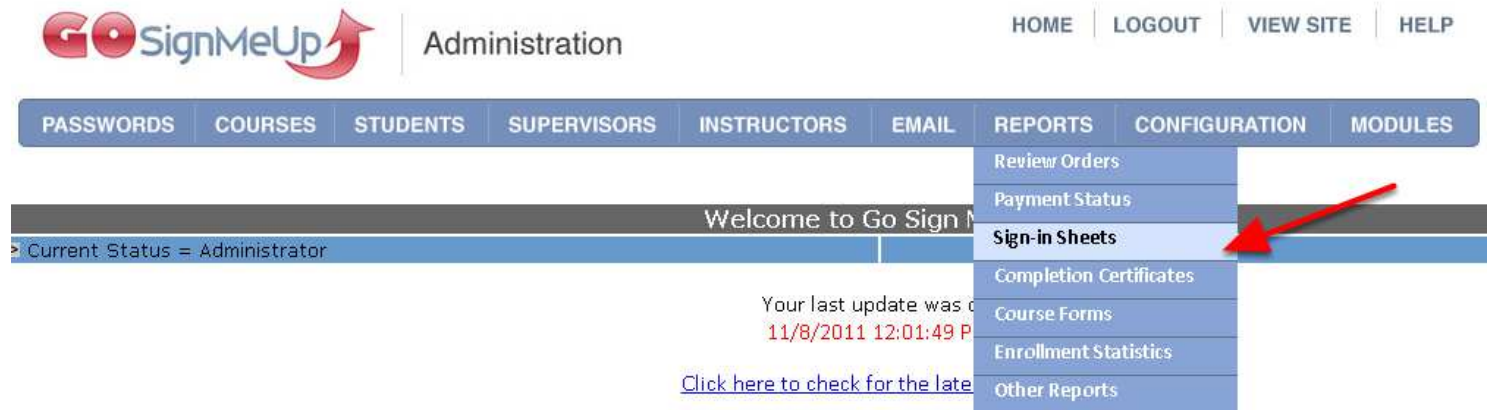


How do I Create a Course Sign-In Sheet?

Administrators, Sub-Administrators and Instructors can generate course rosters (Sign-In Sheets) which can be printed in a variety of formats.

1. Click on the Reports menu



The screenshot shows the Go SignMeUp Administration interface. At the top left is the logo "GO SignMeUp" with a red arrow icon. To its right is the word "Administration". On the top right, there are links for "HOME", "LOGOUT", "VIEW SITE", and "HELP". Below this is a navigation bar with tabs for "PASSWORDS", "COURSES", "STUDENTS", "SUPERVISORS", "INSTRUCTORS", "EMAIL", "REPORTS", "CONFIGURATION", and "MODULES". The "REPORTS" tab is selected, and a dropdown menu is open, listing "Review Orders", "Payment Status", "Sign-in Sheets", "Completion Certificates", "Course Forms", "Enrollment Statistics", and "Other Reports". A red arrow points to the "Sign-in Sheets" option. Below the navigation bar, there is a grey bar with the text "Welcome to Go SignMeUp" and a blue bar with "Current Status = Administrator". Further down, there is a message: "Your last update was on 11/8/2011 12:01:49 PM" and a link: "Click here to check for the latest updates".

Select **Sign-In Sheet**.

2. Enter the search criteria

Sign-in Sheet

BROWSE COURSES

[FindAll](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

SEARCH
Find by Course Name:
Entire Name Search (Currently searches from left to right)

SEARCH
Find by Course Number:

SEARCH
Find by Instructor:
(Searches on Last or First Name or partial of either name)

Select by Course Name, Course Number, Instructor Name or Alphabetical Listing.

3. Select the Course by Clicking on the Course Name

- Checkbox equals delete course.
- Course Edits will not effect students already Enrolled in class.

Technology -

Computer Applications -

[CL01 Excel AM Session 3/18/2008, 4/10/2008](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#) Original Attendance On: 4/9/2008 9:50:00 AM

Administrative Assistants -

Computer Applications -

[CL01 Excel AM Session 4/18/2008, 5/10/2008](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#) Original Attendance On: 5/13/2009 1:54:00 PM

[CL01 Excel AM Session 7/18/2009, 8/10/2009](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#)

Technology -

Computer Applications -

[CL01 Excel AM Session 7/18/2009, 8/10/2009](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#)

[CL01 Excel AM Session 1/18/2010, 2/10/2010](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#)

[CL01 Excel AM Session 7/20/2009, 8/11/2009](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#)

[CL01 Excel AM Session 7/20/2009, 8/11/2009](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#)

[CL01 Excel AM Session 7/20/2009, 8/11/2009](#) [Course Details](#) [Students Movement](#) [Students Replacement](#) [Course Work](#)

The Roster/Sign-In Sheet page will appear.

4. Select which fields you would like to display.

Sign-in Sheet

Current Status = Administrator Create sign-in sheet. Settings

Total Count (excluding Multiple): 3 Print Roster

Course Name: 09/10-100 Chinese 1
Instructor(s): Gail Kennedy, Laurie King

Format: Old PDF New PDF Custom PDF CSV
Extended Header: Yes No
Show Multiple Dates: Yes No

Orientation: Images on file: No Image
[Add Image](#) Images may not appear if GIF format.

School Name is:

Change column fields here for PDF report: (columns selected will only appear in the PDF report.)

1

2 Optional Field:

Important: Displaying columns 4 and 5 only implemented in the old pdf report. Multiple sign-in sheets only implemented for the old pdf report. Notes are also only implemented for the old pdf report at the moment.

Last Name	First Name	Grade	School District	School
Bennett	Yolanda			K-1
Morrison	Tanja	11	Charter Oak Unified	
Smith	Susie	Other		

Print Roster

1. These dropdown lists will load in the appropriate data on the form that is in the students' personal profiles.
2. The "Optional Field" will create a blank column with the title that you type in.

5. Select the Style, Orientation and Optional Images for your Sign-In Sheet

Total Count (excluding Multiple): 3 Settings

Print Roster

Course Name: 09/10-100 Chinese 1
Instructor(s): Gail Kennedy, Laurie King

Format: Old PDF New PDF Custom PDF CSV
Extended Header: Yes No
Show Multiple Dates: Yes No

Orientation: Images on file: No Image
[Add Image](#) Images may not appear if GIF format.

School Name is:

Change column fields here for PDF report: (columns selected will only appear in the PDF report.)

Optional Field:

Important: Displaying columns 4 and 5 only implemented in the old pdf report. Multiple sign-in sheets only implemented for the old pdf report. Notes are also only implemented for the old pdf report at the moment.

1. There are 4 styles - Old PDF, New PDF, Custom PDF (only available with custom programming) and CSV. The CSV version can be exported and opened in Excel, or another similar program.
2. If your course enrollment is going to be more than one page long, "Extended Header" puts the course name and other information on every page.
3. **Show Multiple Dates option is a new feature that allows multiple days to be displayed on a single sign-in sheet. Enable it with a click on the "Yes" radio button.**
4. Select Portrait or Landscape orientation
5. If you would like an image other than the default image to print on your sign-in sheet, you can

upload it here.

6. If you would like your sign-in sheet to filter and print only a particular "school," select from the dropdown list the one you want.

6. Print the Sign-In Sheet

Change column fields here for PDF report: (Columns selected will only appear in the PDF report.)

Department [v] Job Title [v] Level [v]

Optional Field: []

Last Name	First Name	Department	Job Title	Level
Adams	Bill	Sales	Maintenance	8-9 year
Jones	Tom	Human Resources	Maintenance	

Print Roster

GoSignMeUp On-line Registration created by MediaBlend™. Copyright 1999 – 2011

Click the "Print Roster" button at the bottom of the page.

9. Here is a sample Sign-In Sheet (Old PDF style)

Mississippi Department of Education



Sign-In Sheet

Chinese 1	09/10-100
on 1/20/2013, 1/29/2013	
8:00 AM	6:30 PM
Online Course	12
Gail Kennedy, Laurie King	

enrolled	Available	Maximum
3	27	30

	Name (Used for Certificate)	Grade	E-Mail	City	Signature
1	Bennett, Yolanda		test@mediablend.com		
	Notes:				
	1/20/2013		1/29/2013		
2	Morrison, Tanja	11	Tanja@gosignmeup.com	Lake Forest	
	Notes:				
	1/20/2013		1/29/2013		
3	Smith, Susie	Other	tanja@mediablend.com		
	Notes:				
	1/20/2013		1/29/2013		

Course details, Student Name, Level, Job Title, and Department will all be automatically filled in.