



August 12, 2019

Sign-Up Tool Overview

OVERVIEW

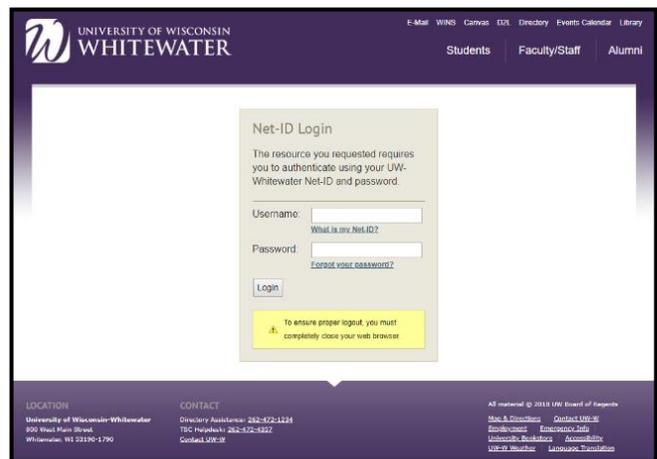
This guide will walk you through the steps to view, create, manage and analyze events created in the ICIT Sign-Up Tool

Note: ICIT technology training courses are only offered to UWW staff, faculty, and student workers.

Getting Started

Step 1. Using a web browser, go to <https://signup.uww.edu>

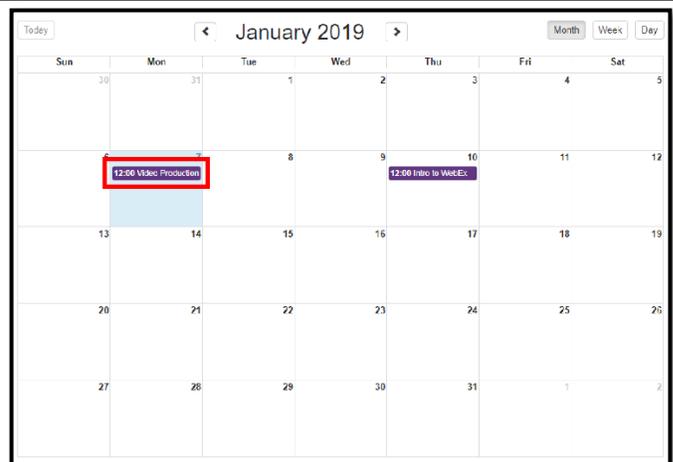
Step 2. Enter your Net-ID and password, then click **Log in** to continue.



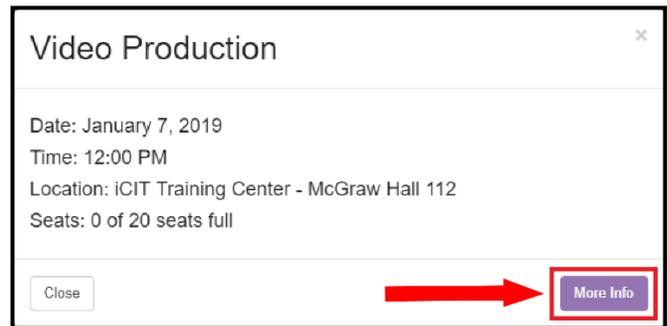
Registering for an Event

Step 1. Find the **Event** on the calendar that you would like to attend.

Step 2. Click on the **Name** of the Event.



Step 3. In the pop-up window that appears after clicking the event, click the **More Info** button to the right-hand corner of the window.



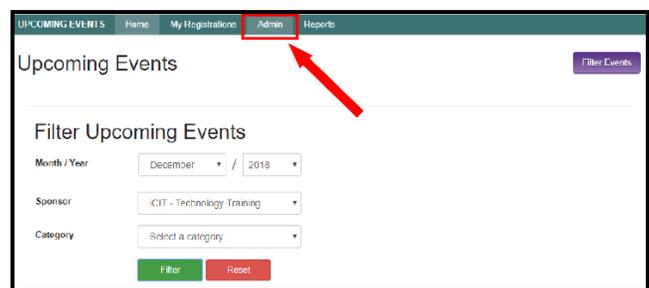
Step 4. Click the **Details** button to view more information about the training session. Click the **Register** button to register for the training session.

Course Offerings					
Event Date/Time	Signup Deadline	Location	Seats	Actions	
3/16/2004 5:00:00 PM	1/1/2000	1216 Andersen	3 of 6 seats full	Register	Details
3/23/2006 5:30:00 PM	3/23/2006	Andersen 1002	2 of 7 seats full	Register	Details
1/7/2019 12:00:00 PM	1/6/2019	iCIT Training Center - McGraw Hall 112	0 of 20 seats full	Register	Details

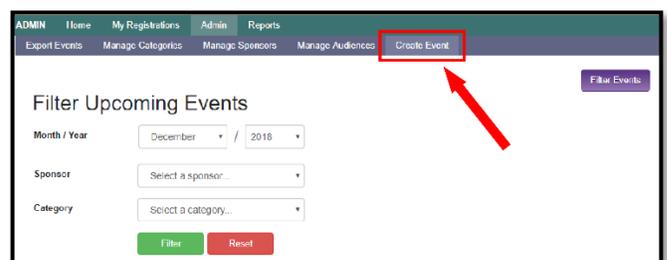
Once registered for the course you should receive an email with the event information. You may want to create an Outlook calendar event with that information to remind you of the training course.

Creating an Event

Step 1. Click on the **Admin** link in the Navigation bar.

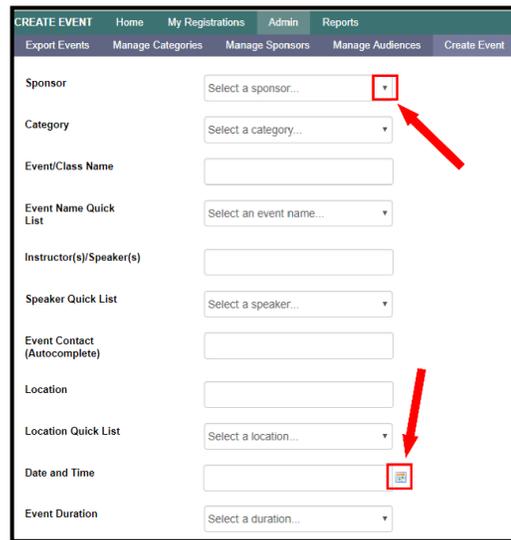


Step 2. Click the **Create Event** button.



Step 3. Proceed to fill out all of the relevant information about the class. Options appear when a menu arrow is selected. Enter dates by selecting calendar symbols.

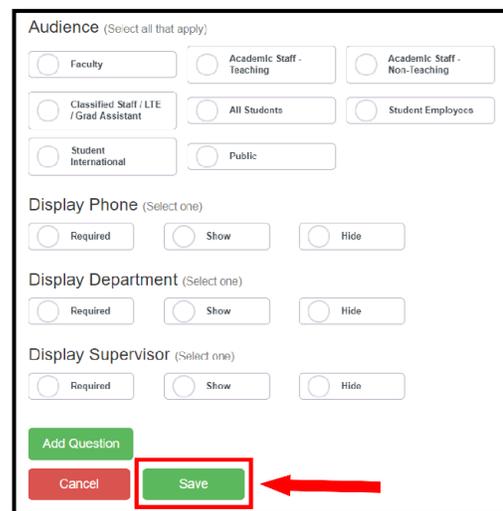
- a. **Note:** Once you have entered the information once it is saved and appears as an option the next time you are creating a class.



The screenshot shows the 'CREATE EVENT' form with the following fields: Sponsor (dropdown), Category (dropdown), Event/Class Name (text), Event Name Quick List (dropdown), Instructor(s)/Speaker(s) (text), Speaker Quick List (dropdown), Event Contact (Autocomplete) (text), Location (text), Location Quick List (dropdown), Date and Time (text with calendar icon), and Event Duration (dropdown). Red boxes highlight the dropdown arrows for 'Sponsor' and the calendar icon for 'Date and Time'. Red arrows point to these elements from the right.

Step 4. When you are ready, click the green Save button.

- a. **Note:** Be mindful of what you select for the **Audience** settings. This selection determines who sees and can sign up for your session and what information they are providing.

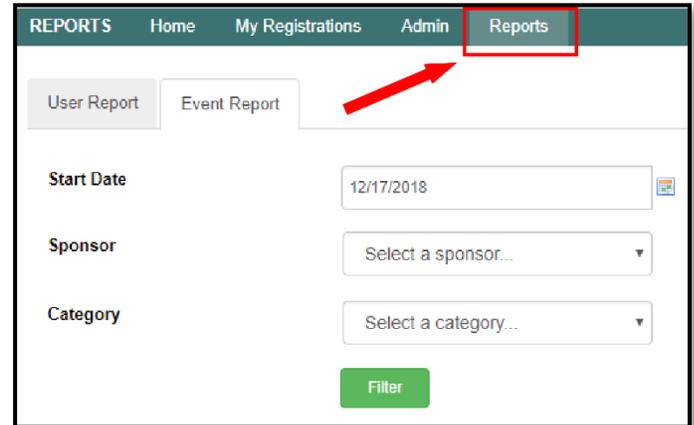


The screenshot shows the 'Audience' settings section with the following options: Faculty, Academic Staff - Teaching, Academic Staff - Non-Teaching, Classified Staff / LTE / Grad Assistant, All Students, Student Employees, Student International, and Public. Below these are sections for 'Display Phone', 'Display Department', and 'Display Supervisor', each with 'Required', 'Show', and 'Hide' options. At the bottom, there are three buttons: 'Add Question' (green), 'Cancel' (red), and 'Save' (green). A red box highlights the 'Save' button, and a red arrow points to it from the right.

Your newly created event should then appear under the Sponsor and Category that you have selected. If you are missing the Admin button or any of the options above, please contact the Helpdesk at helpdesk@uww.edu

Running a Report

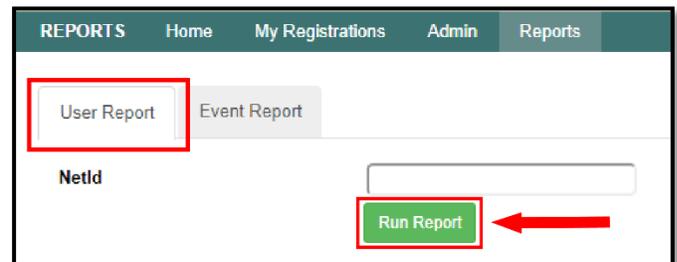
Step 1. Click on the **Reports** button in the Navigation bar



A screenshot of the top navigation bar of a web application. The navigation bar has a dark teal background with white text. The items are: 'REPORTS', 'Home', 'My Registrations', 'Admin', and 'Reports'. The 'Reports' item is highlighted with a red box, and a red arrow points to it from the left. Below the navigation bar, there are two tabs: 'User Report' and 'Event Report'. Below the tabs, there are three input fields: 'Start Date' with the value '12/17/2018', 'Sponsor' with a dropdown menu showing 'Select a sponsor...', and 'Category' with a dropdown menu showing 'Select a category...'. At the bottom of these fields is a green button labeled 'Filter'.

Step 2. Under the **User Report** tab, you may enter the Net-Id that you wish to get a report of.

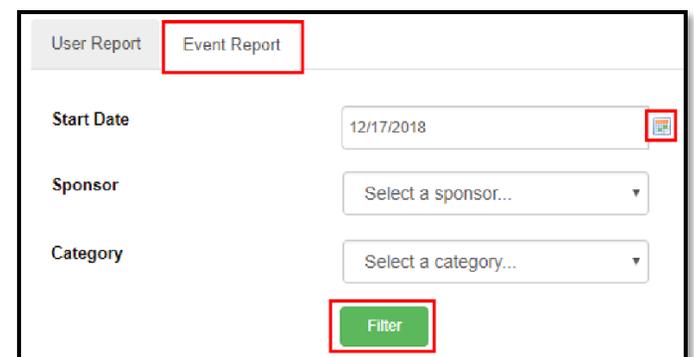
Step 3. Click the **Run Report** button to see what classes the user has registered for in the past.



A screenshot of the 'User Report' tab. The 'User Report' tab is highlighted with a red box. Below the tabs, there is a text input field labeled 'Netid'. Below the input field is a green button labeled 'Run Report', which is also highlighted with a red box and has a red arrow pointing to it from the right.

Step 4. Under the **Event Report** tab, you have the option to enter a **Starting Date**, **Sponsor**, **Category** and **Event**.

Step 5. Click the green **Filter** button when you are ready to see the classes that fall under the filter settings.



A screenshot of the 'Event Report' tab. The 'Event Report' tab is highlighted with a red box. Below the tabs, there are three input fields: 'Start Date' with the value '12/17/2018', 'Sponsor' with a dropdown menu showing 'Select a sponsor...', and 'Category' with a dropdown menu showing 'Select a category...'. At the bottom of these fields is a green button labeled 'Filter', which is highlighted with a red box.

Step 6. Your results will then appear and you can choose to click the **Run Report** button.

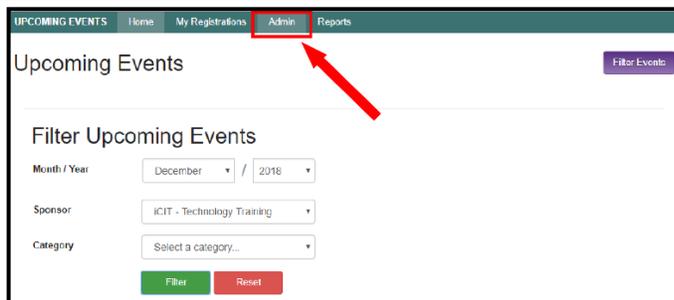
Id	Event Name	Date/Time	Location	Speaker	
15048	Canvas Demonstration	12/27/2018 12:00:00 AM	McGraw Lab (MG 19)		Run Report

Step 7. Once you have run a report, you can see all of the registrations from the class. And you can choose to download the report by clicking **Download Report**.

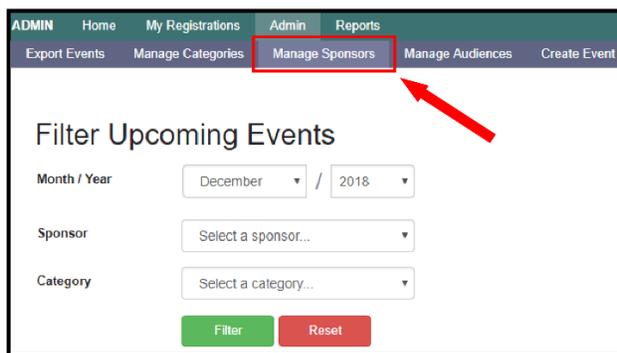
Registrations for Canvas Demonstration								Back	Download Report
Registrant	Empl Id	Event	Date	Time	Speaker	Location	Attended		
Kris Curran	1613856	Canvas Demonstration	Thursday, December 27, 2018	12:00 AM	Lisa Rowland	McGraw Lab (MG 19)	<input type="checkbox"/>		

Managing Sponsors

Step 1. Click on **Admin** in the Navigation bar.

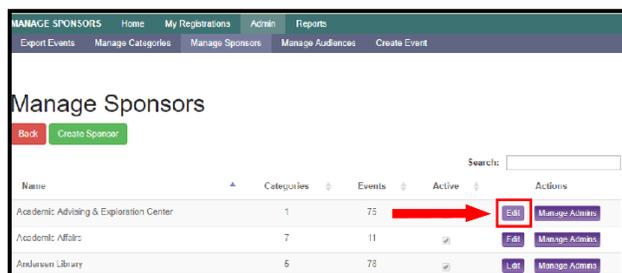


Step 2. Click the **Manage Sponsors** button.



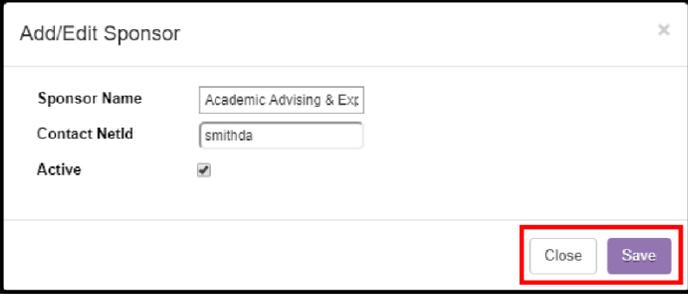
Step 3. Locate the Sponsor that you would like to adjust.

Step 4. Click the **Edit** button if you would like to change the **Sponsor Name**, **Contact** or whether or not it is **Active**.



Step 5. Click **Save** when you are finished.

Step 6. Click **Close** to exit the window.



Add/Edit Sponsor

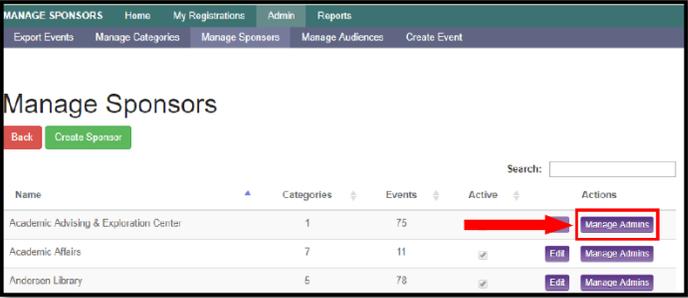
Sponsor Name: Academic Advising & Exp

Contact NetId: smithda

Active:

Close Save

Step 7. If you would like to manage the Administrators of your Sponsor, click **Manage Admins**.



MANAGE SPONSORS Home My Registrations Admin Reports

Export Events Manage Categories Manage Sponsors Manage Audiences Create Event

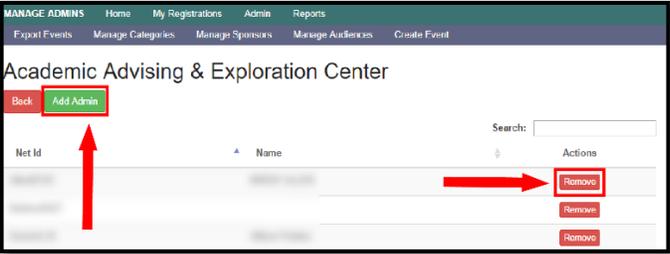
Manage Sponsors

Back Create Sponsor

Search: _____

Name	Categories	Events	Active	Actions
Academic Advising & Exploration Center	1	75	<input checked="" type="checkbox"/>	Manage Admins
Academic Affairs	7	11	<input checked="" type="checkbox"/>	Edit Manage Admins
Anderson Library	5	78	<input checked="" type="checkbox"/>	Edit Manage Admins

Step 8. You can then either add an administrator by clicking **Add Admin** or remove an administrator by clicking the **Remove** button.



MANAGE ADMINS Home My Registrations Admin Reports

Export Events Manage Categories Manage Sponsors Manage Audiences Create Event

Academic Advising & Exploration Center

Back Add Admin

Search: _____

Net Id	Name	Actions
		Remove
		Remove
		Remove

If you need further assistance...

Contact the Helpdesk at helpdesk@uww.edu or call Ext.4357 (HELP)