

# Add a Course Sign-up Sheet



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## Topic Overview

An instructor may want to create a sign-up sheet to allow students to sign-up for office-hour slots, or to sign-up for topics for an assignment, or for meetings with an advisor or conference seats, etc.

## Steps

The best way to accomplish this is to add a Wiki to your course. A Wiki is a page or set of pages that can be viewed and edited/filled-out by students.

Create a sign-up sheet on the first page of the Wiki with visible slots that the students can sign-up for. The students can then come and sign their names in the slots by editing the Wiki page.

Example of the content of the Wiki:

**Sign-up for Office Hours on this page. To sign-up, select “edit” on the right, and add your name to only one slot. Slots are taken on a first-come-first serve basis:**

**3:00pm** \_\_\_\_\_

**4:00pm** \_\_\_\_\_

**5:00pm** \_\_\_\_\_

**6:00pm** \_\_\_\_\_

## Sources and Relevant Links

[Creating a Wiki](#)