Adding Registrations

The Registrations tool allows a teacher to create events/appointments for which students can register.

1. Go to your Course and click **Add** in the navigation tree.

2. From the list of Activities, click **Registration**.

3. In the page that opens, complete the following. (See picture on next page.)
   a. Delete New registration and add a title.
   b. Type a description of the event.
   c. Under Choices, type the different choices, times, appointments, etc. Click Add new option to add more choices.
   d. Enter the number of people who can select that particular choice.
   e. Check whether or not you want participants to explain their choice(s) and/or see each other’s choices.
   f. Set how many choices a participant can select.
   g. Set a deadline.
h. Check whether or not participant can edit their choices.
   i. Select whether it is mandatory.
   j. Set active time.

Registering for a Registration:

1. Click on the registration name in the course tree to open the registration.
2. Once the registration page opens, click the Register button.
3. From the list of session times/choices, check the times/choice which you wish to reserve.
4. Click the Confirm Registration button.
Viewing Registrations:

1. Go to the registration and click on the **Registrations** tab.
2. You will see a list of the choices which were given in the registration. If someone has chosen a choice, you will see (1 of 1) or something similar.

3. Click on the small arrow in front of the choice to see who registered for that choice.
4. You may also click the View in Excel button for the registrations to all display in an Excel document.