



## Course Management 3.2 – Sign In Sheet

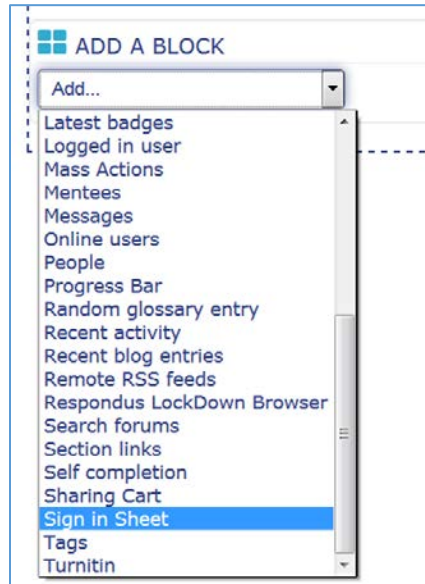
### Why Do This?


Physical student sign-in is sometimes needed in programs and classes.

The sign-in sheet block creates a list of students currently enrolled, with a space where they can sign in to indicate that they attended a class or other activity. The course name and the current date is added to the top of the sheet, allowing for easy tracking of printed lists.

You can easily order by First name or Last Name and filter by Course Groups that have been defined on your course page.

1. With **editing turned on in your course**, scroll to the bottom of the right-hand blocks and click on **Add A Block**. Choose **Sign in Sheet** from the list.

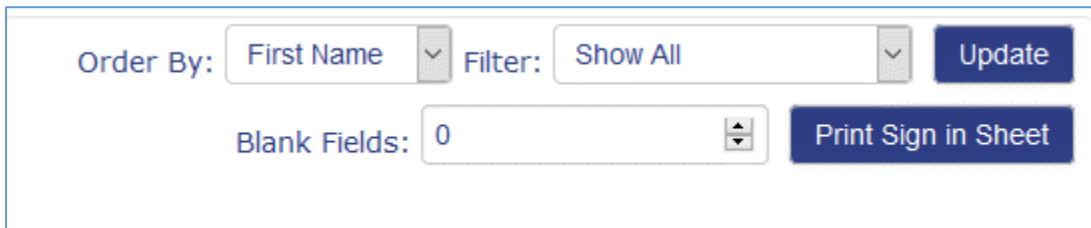


2. This will add the block to your course, just above the **Add a Block**. You can use the  icon to drag the block to a new location.



3. Click on **Generate a sign in sheet** to create the sheet.

4. You can modify the format of the sign in sheet after clicking on **Generate sign in sheet** using controls in the upper right corner of the screen. You can order by First name or Last Name, filter by Course Groups that have been defined on your course page, or add additional blank rows to the bottom before printing.



Click **Print Sign in Sheet** to print.