Attendance with SignUp Sheets

Summary

SignUp Sheets is a program which allows you to take attendance for events or classes anywhere. There are no restrictions for attendees to be on Yale’s campus so this option works well for remote classes and attendees. If attendees do not have badges to swipe, type their name into the field to record their attendance.

Features

- Attendance taking
- Electronic reporting
- Attendees can be on campus or remote

Who can use it?

Any member of the SOM community needing to take attendance at a meeting, class or event

How much does it cost?

This service is available at no charge to the Yale School of Management community.

How do I get it?

Visit the SOM IT Service Desk in the lower level of Evans Hall to have the software installed. You can also read our [getting started guide for SignUp Sheets](#).

Related Policy and Procedures

- All users of Yale University computing and networking facilities are expected to read and abide by the [Information Technology Appropriate Use Policy](#). For additional information, please familiarize yourself with the [Policies and Procedures related to HIPAA Security](#).

Related Knowledge Articles