

Creating a Sign-Up Sheet

A sign-up list is the electronic version of a paper 'sign-up sheet' on a noticeboard and can be added to any content area in a Blackboard course. It allows students to sign up for anything such as an activity where places are limited. You can use this tool to allow students to sign up for one-off events (such as workshops, revision sessions or field trip) or ongoing group events (such as seminars or tutorial groups).

If you are offering a choice of several sessions, such as three possible seminar slots each week, a separate list will be needed for each instance. The **Create Group Set** tool allows you to create multiple lists quickly with just one operation.

Please note that students can sign up to more than one list. Therefore, if you are offering students a choice of sessions, you may wish to group the lists in a folder with instructions telling them that they should only sign up for one of the available options.

Create a Group Set (e.g. for multiple seminar slots)

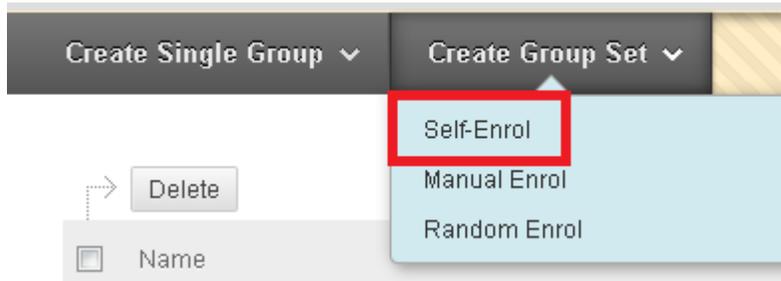
To create a sign-up list, follow these steps:

- From the **Control Panel**, click on **Users and Groups** and select **Groups**



- Click on the double arrows for the **Create Group Set** option

- Select **Self-Enroll**



- Add a name for the group e.g. Seminar sign ups
- Select the Sign-up Sheet only option



- Untick all the tool availability options, as they are not needed for the sign-up groups option

2. Tool Availability

Blogs

- No grading
- Grade : Points possible :

Collaboration

Discussion Board

Email

File Exchange

Journals

- No grading
- Grade : Points possible :

Tasks

- Untick **Allow Personalization**
- Add a name for the sign-up sheet e.g. Seminar Sign-up and some instructions e.g. Please select ONE seminar group, dates and times are as follows
- Enter the max number of members who can sign up for the group
- Select if you would like students to see other members of the group before they sign-up

- Tick the box **Allow students to sign-up from the Groups listing page**
- Enter the number of groups you would like created
- Click **Submit**

To make the sign up sheet available to students:

- Click on the  icon in the menu item list
- Select **Tool Link**
- Add a name e.g. Seminar Sign-Up
- Select Type **Groups**
- Click the option for **Available to Users**

This will add a link from the menu to the sign-up sheets. When the students follow this link they will see the following screen:



If the click on the View Sign-up sheet button they will be taken to the next screen where they can select their group. This next screen is where your instructions will appear:



Sign Up Sheet

SignUp Sheet Name : Seminar Sign-up sheet

SignUp Sheet Instructions : Please select a seminar group

Group 1 - Monday 4-5

Group 2 - Tuesday 4-5

Group 3 - Thursday 4-5

Seminar Sign-up 1

Max Members Allowed : 3

[Sign Up](#)

Seminar Sign-up 2

Max Members Allowed : 3

[Sign Up](#)

Seminar Sign-up 3

Max Members Allowed : 3

[Sign Up](#)

View students who have signed-up

To view the students who have signed up to a list:

- Click on the sign up link in the list of menu items
- Click on the link for the group you wish to see
- This will show the student view and include a list of all the students in the group

Editing the membership of the group

To manually add/delete members of the group:

- Click on the sign up link in the list of menu items
- Click on the double arrows to the right of the group name and select **Edit**
- Scroll down the the bottom of the screen.

- From here you will see all the users enrolled on the module (on the left) and all the users signed up to this group (on the right)
- To remove a user from this group, select their name from the right hand side list and click on the < icon
- To add a user to this group, select their name from the left hand side list and click on the > icon

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Sign-up lists - information for students

A sign-up list is the electronic version of a paper 'sign-up sheet' on a noticeboard and can be added to any content area in a Blackboard course. It allows students to sign up for anything such as an activity where places are limited. Tutors can use this tool to allow you to sign up for one-off events (such as workshops or revision sessions) or ongoing group events (such as seminars or tutorial groups).

If you are offered a choice of several sessions, such as three possible seminar slots each week, there will be a a separate list for each instance. Please follow your tutors instructions and sign up for only one of the available options. If your tutor is using a sign-up list, he or she will tell you where to find the list in your Blackboard course.

The item for sign-up will look like the following screenshot:



Click on the **View Sign-up Sheet** button, and this will take you into a new screen with full instructions from your tutor about each group



Sign Up Sheet

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Seminar Sign-up 1

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Seminar Sign-up 2

Max Members Allowed : 3

[Sign Up](#)

Seminar Sign-up 3

Max Members Allowed : 3

[Sign Up](#)

- Click on the **Sign up** button for the group you wish to join and you will see a page confirming that you have been added to the session.

If you wish to check your sign-up details, follow the sign-up link from the menu, you should be taken directly to a screen with the name of the group/seminar you have