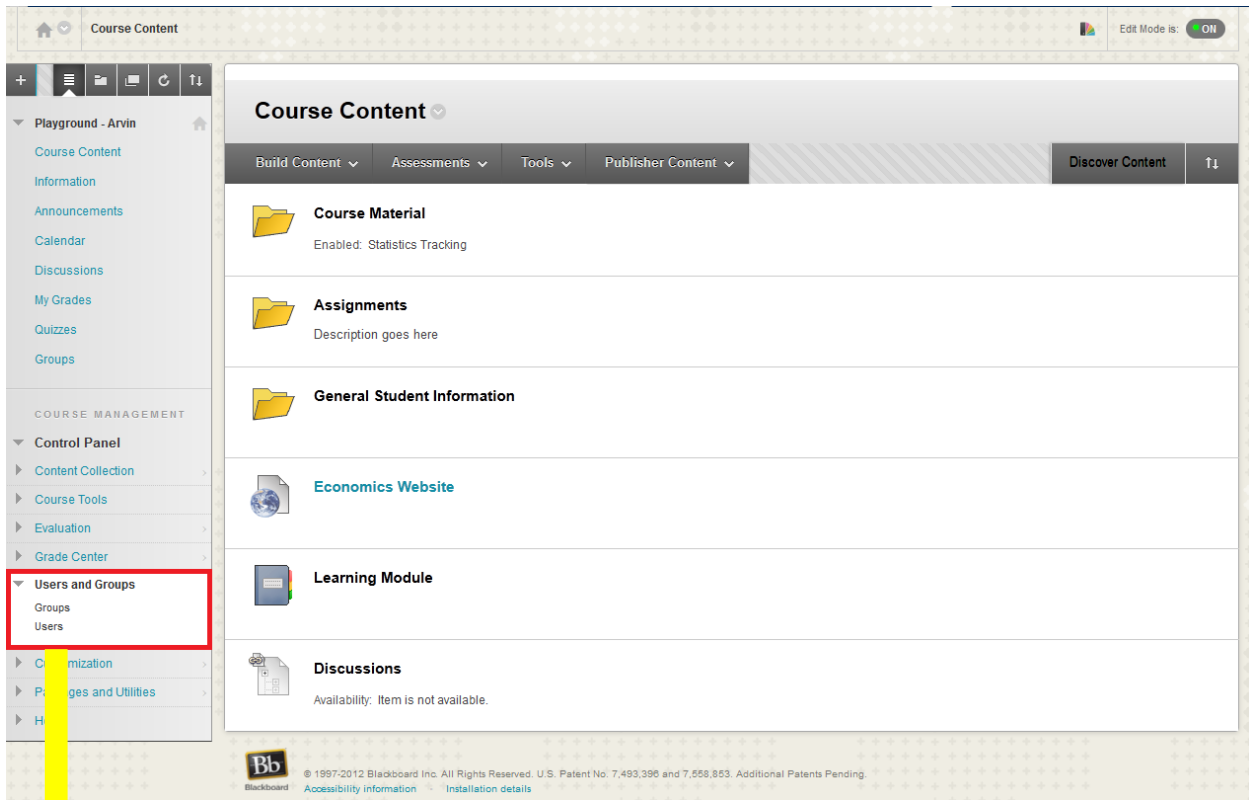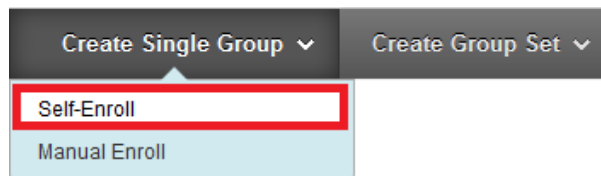# How to Create Sign-Up Sheets

1. Navigate to **Users and Groups** under the control panel and select **Groups.**



2. You have the option of creating a **Single Group** or **Multiple Groups**. You also have the option to have **Self-Enroll** or **Manual Enroll**. Self-enroll allows students to sign-up themselves, while manual enroll allows you to enroll the students.

3. To **Create** a single group, under **Create Single Group** select **Self-Enroll.**



4. Set a **Name** for the group and **Determine** whether you want it to be a **Sign-up Sheet** or a **Group**.

5. Select the **Tools** you require.

**Tool Availability**

☑ Blogs
    ◉ No grading
    ○ Grade : Points possible : [    ]

☑ Collaboration

☑ Discussion Board

☑ Email

☑ File Exchange

☑ Journals
    ◉ No grading
    ○ Grade : Points possible : [    ]

☑ Tasks

☑ application.name
    ◉ No grading
    ○ Grade : Points possible : [    ]

6. Set a **Name** for the sign-up sheet and determine the **Maximum Number** of **Members** for the group. Also you can enable **Show Members** so other students can see who has already signed up.

**Sign-up options**

✱ Name of Sign-up Sheet [           ]

Sign-up Sheet Instructions

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Path: body

Maximum Number of Members [    ]

*Allow Students to see names of other members in a group before they sign-up*

☐ Show Members

*The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up sheet.*

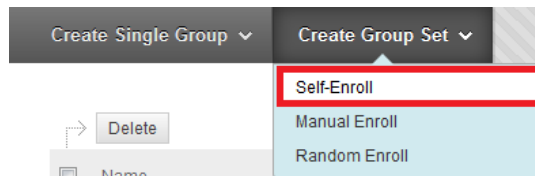☑ Allow Students to sign-up from the Groups listing page

7. Click **Submit**!

# How to Create a Set of Sign-Up Sheets

1. Navigate to **Users and Groups** under the control panel and select **Groups**
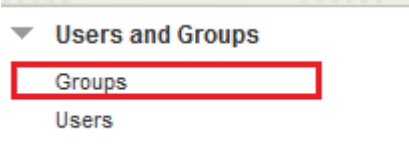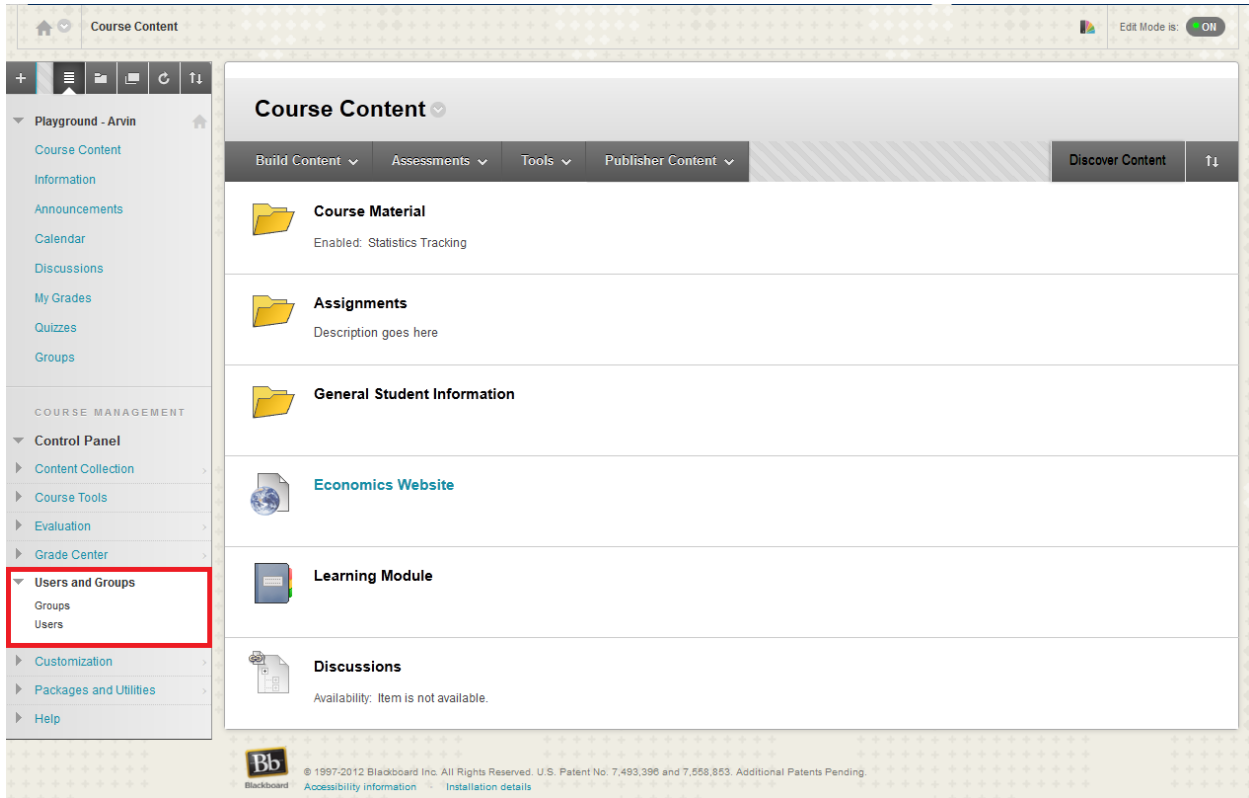


2. Under **Create Group Set** select **Self-Enroll.**

3. **Select** the **Tools** you require.

**Tool Availability**

☑ Blogs
   ⦿ No grading
   ◯ Grade : Points possible : [        ]

☑ Collaboration

☑ Discussion Board

☑ Email

☑ File Exchange

☑ Journals
   ⦿ No grading
   ◯ Grade : Points possible : [        ]

☑ Tasks

☑ application.name
   ⦿ No grading
   ◯ Grade : Points possible : [        ]

4. Set the **Name** of the group and **Determine** the **Maximum Number** of **Members** per group **AND** the **Number of Groups.**

**Sign-up options**

✳ Name of Sign-up Sheet          [                              ]

Sign-up Sheet Instructions                                              Text Editor is: ON

Path: body

Maximum Number of Members   [        ]

*Allow Students to see names of other members in a group before they sign-up*

☐ Show Members

*The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up sheet.*

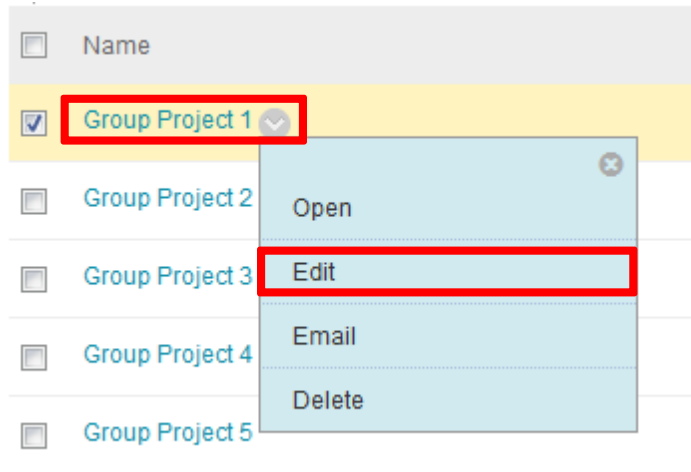☑ Allow Students to sign-up from the Groups listing page

**Group Set Options**

✳ Number of Groups   [        ]
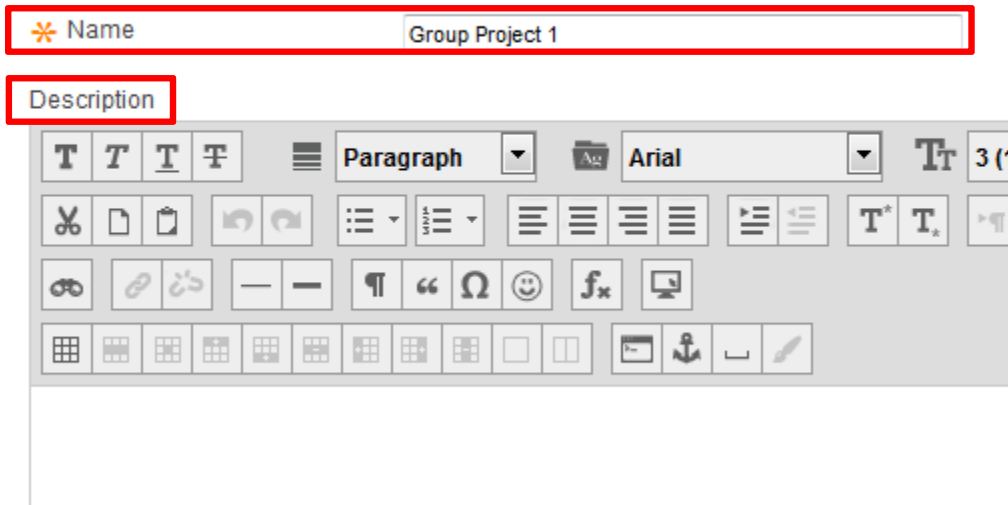
5. Click **Submit!**

# How to Modify Sign-up Sheets

1. Click on the dropdown menu beside the name and click **Edit**.



2. Adjust the **Name** and **Description** of the sign-up sheet as needed



3. Beside **Group Available**, click **Yes** to make the sign-up sheet available for students to use.

4. You can enable and disable the **availability of tools**.



5. You have the option to **add or remove members** from the sign-up sheet.



6. Click **Submit.**