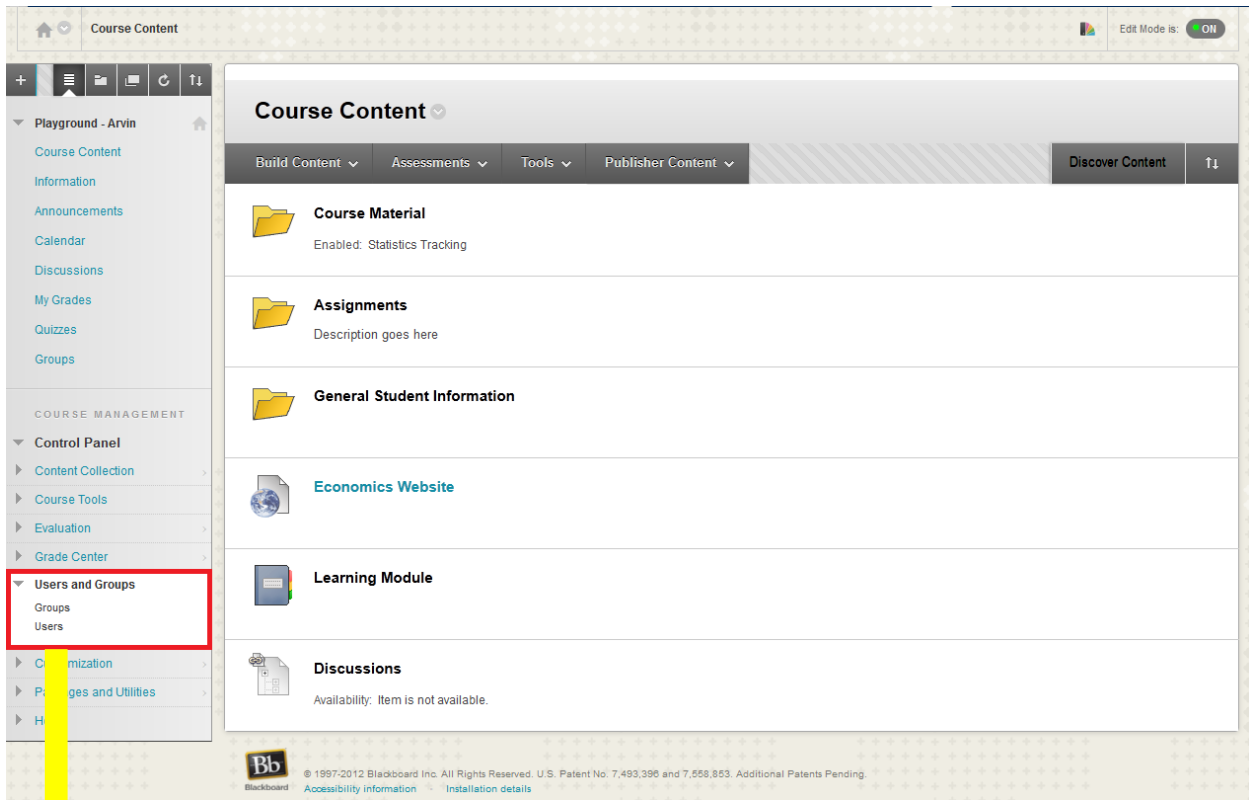
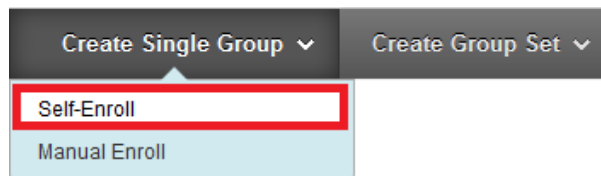


How to Create Sign-Up Sheets

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**.

The screenshot shows the 'Groups' management page in Learning Connect. On the left is a navigation sidebar with categories like 'Playground - Arvin', 'COURSE MANAGEMENT', and 'Users and Groups'. The main content area has a header with 'All Groups' and 'Group Sets' tabs. Below the header are two buttons: 'Create Single Group' (highlighted with a red box) and 'Create Group Set'. A 'Group Settings' button is on the right. The main area contains a table of groups with columns for Name, GroupSet, Self-Enroll, and Available. A 'Delete' button is visible above the table.

Name	GroupSet	Self-Enroll	Available
Sign-Up Sheet	-	Yes	Yes
Sign-Up Sheets 1	Sign-Up Sheets	Yes	Yes
Sign-Up Sheets 2	Sign-Up Sheets	Yes	Yes
Sign-Up Sheets 3	Sign-Up Sheets	Yes	Yes
Sign-Up Sheets 4	Sign-Up Sheets	Yes	Yes
Sign-Up Sheets 5	Sign-Up Sheets	Yes	Yes

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

1. **Group Information**

The screenshot shows the 'Group Information' form. At the top, there is a 'Name' field (highlighted with a red box) and a 'Description' field with a rich text editor. Below the description field, there is a 'Path: p' label and a 'Words: 0' counter. At the bottom, there is a 'Group Available' section with three radio buttons: 'No', 'Yes', and 'Sign-up Sheet Only' (highlighted with a red box).

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 Text Editor is: ON

Normal 3 Arial B I U ebe x₂ x² | [List] [Link] [Image] [Table] [Code] [Full Screen] [Print]

abc [Undo] [Redo] [Bold] [Italic] [Underline] [Text Color] [Background Color] [Link] [Unlink] [Image] [Table] [Code] [Full Screen] [Print]

Path: body

Maximum Number of Members

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

Show Members

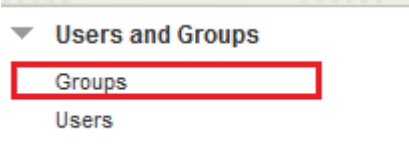
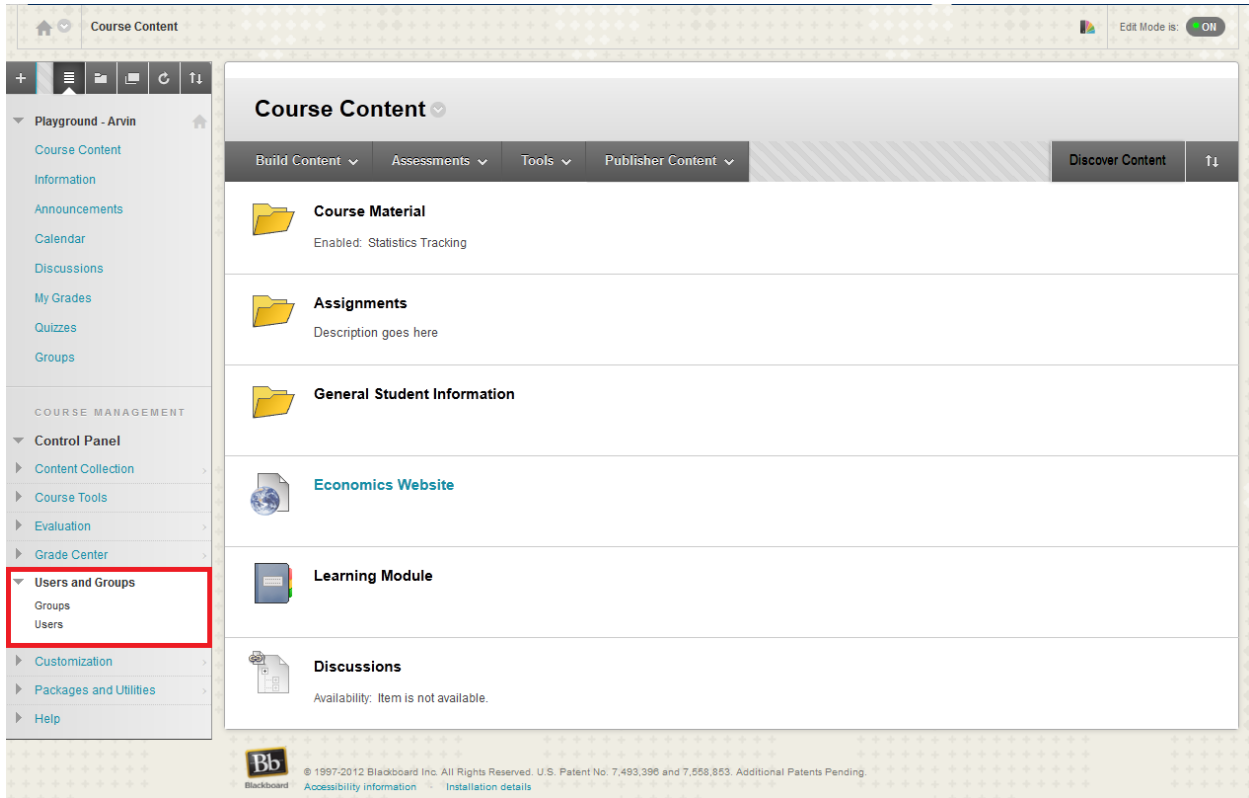
The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up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

Allow Students to sign-up from the Groups listing page

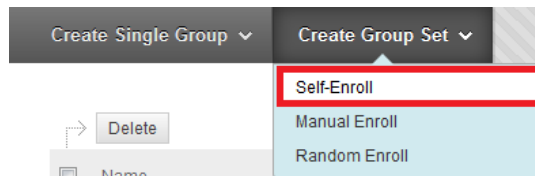
7. Click **Submit!**

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

Normal 3 Arial B I U ebe x₂ x² | [List Icons] [Link Icon] [Image Icon] [Table Icon] [Undo] [Redo] [Print] [Fullscreen] [Refresh] [Close]

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

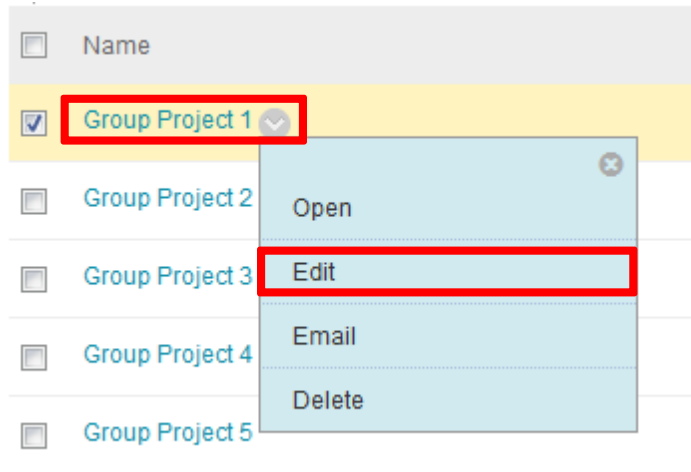
Group Set Options

Number of Groups

5. Click **Submit!**

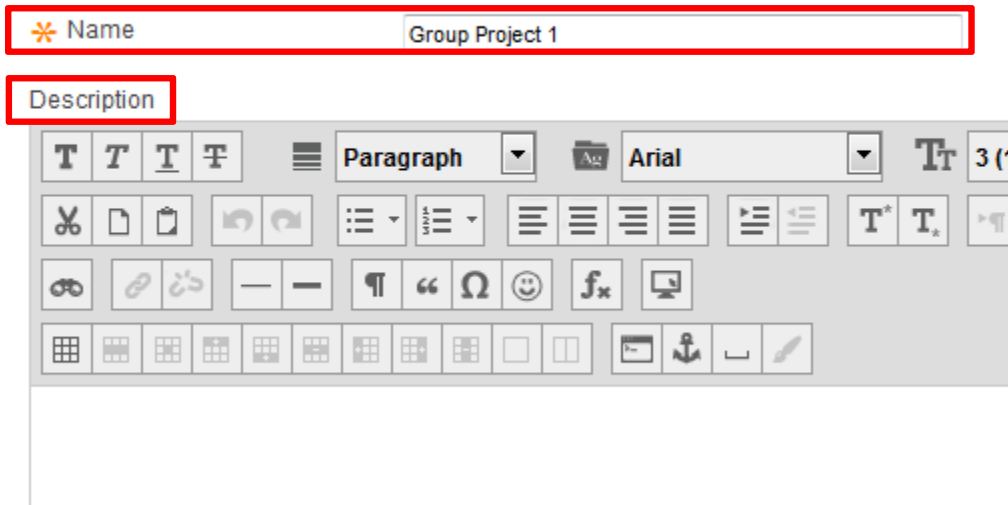
How to Modify Sign-up Sheets

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

1. Group Information

A screenshot of the 'Group Information' form. The 'Name' field is highlighted with a red box and contains the text 'Group Project 1'. Below it is the 'Description' field, also highlighted with a red box. The 'Description' field has a rich text editor toolbar above it with various icons for text formatting, alignment, and insertion. The toolbar includes options for bold, italic, underline, text color, background color, paragraph style, font family (Arial), font size (3), bullet points, numbered lists, indent, outdent, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, insert page number, insert page break, and insert comment.

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

Group Available No Yes

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

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 :

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

4 **Membership**

Items to Select

Selected Items

LC, Arts(UBC_ISS.name)
User, Demo

>
<

Invert Selection Select All

Invert Selection Select All

6. Click **Submit**.