# How to Create Sign-Up Sheets

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

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Playground - Arvin	Course Content 💿
Course Content	Build Content v Assessments v Tools v Publisher Content v Discover Content †1
Information	Build Content V Assessments V Tools V Publisher Content V Discover Content 1
Announcements	Course Material
Calendar	Enabled: Statistics Tracking
Discussions	
My Grades	Assignments
Quizzes	Description goes here
Groups	
COURSE MANAGEMENT	General Student Information
Control Panel	
Content Collection	
Course Tools	Economics Website
Evaluation	
Grade Center	
Users and Groups Groups Users	Learning Module
Customization	Discussions
Packages and Utilities	Availability: Item is not available.
▶ Help	Availability, literi tis tiot available.
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	Bio 1997-2012 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,398 and 7,558,863. Additional Patents Pending.      Excetavard Accessibility information - Installation details
	y
<ul> <li>Users and Group</li> </ul>	IDS
Groups	

2.	You have the option of creating a <b>Single Group</b> or <b>Multiple Groups</b> . 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.

Users

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

+	Groups			All Groups Group Sets
Playground - Arvin     Course Content     Information	The Groups tool allows Instructors to organ	nize Students into Groups of any size. Instructors one at a time or in sets. Groups can be designated ts to a Group. <u>More Help</u>		
Announcements Calendar	Create Single Group 🗸 Create Grou	ıp Set ≁		Group Settings
Discussions My Grades	Delete			
Quizzes	Name	GroupSet	Self-Enroll	Available
Groups	Sign-Up Sheet	-	Yes	Yes
COURSE MANAGEMENT	Sign-Up Sheets 1	Sign-Up Sheets	Yes	Yes
Control Panel	Sign-Up Sheets 2	Sign-Up Sheets	Yes	Yes
Content Collection	Sign-Up Sheets 3	Sign-Up Sheets	Yes	Yes
Course Tools				
Evaluation >	Sign-Up Sheets 4	Sign-Up Sheets	Yes	Yes
Grade Center	Sign-Up Sheets 5	Sign-Up Sheets	Yes	Yes
<ul> <li>Users and Groups</li> <li>Groups</li> <li>Users</li> </ul>	Delete		Displaying 1 to 6	6 of 6 items Show All Edit Paging
Customization >				
Packages and Utilities >				
Help				
Create Single	e Group 🗸 🛛 Create Gro	oup Set 🗸		
Self-Enroll				
Manual Enroll				

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

Group Information	
* Name	
Description	
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Path: p	Words:0
	Words.0
🛠 Group Available 💿 No 💿 Yes 💿 Sign-up Sheet Only	

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

Tool Availability
<ul> <li>Blogs</li> <li>No grading</li> <li>Grade : Points possible :</li> </ul>
Collaboration
☑ Discussion Board
🥑 Email
✓ File Exchange
<ul> <li>Journals</li> <li>No grading</li> <li>Grade : Points possible :</li> </ul>
✓ Tasks
<ul> <li>application.name</li> <li>No grading</li> <li>Grade : Points possible :</li> </ul>

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.

* Name of Sign-up Sheet			
Sign-up Sheet Instructions			Text Editor is:
^ Normal   3   Arial	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$		
* Path- body			
* Path: body			
* Path: body Maximum Number of Members			
	1 group before they sign-up		
Maximum Number of Members	: group before they sign-up		

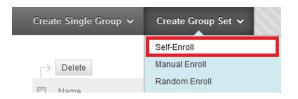
7. Click Submit!

## How to Create a Set of Sign-Up Sheets

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

A 🖸 Course Content	Edit Mode is: ON
+ E C 11 Playground - Arvin	Course Content ©
Course Content	Build Content v Assessments v Tools v Publisher Content v Discover Content 1
Information Announcements Calendar Discussions	Course Material Enabled: Statistics Tracking
My Grades Quizzes Groups	Assignments Description goes here
COURSE MANAGEMENT	General Student Information
Content Collection     Course Tools     Evaluation	Economics Website
Grade Center      Users and Groups      Groups      Users	Learning Module
Customization     Packages and Utilities     Help	Discussions Availability: Item is not available.
	e 1997-2012 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,493,398 and 7,558,853. Additional Patents Pending.     Accessibility information Installation details
<ul> <li>Users and Grou</li> <li>Groups</li> <li>Users</li> </ul>	ips

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



3. Select the Tools you require.
Tool Availability
<ul> <li>Blogs</li> <li>No grading</li> <li>Grade : Points possible :</li> </ul>
✓ Collaboration
✓ Discussion Board
✓ Email
✓ File Exchange
<ul> <li>Journals</li> <li>No grading</li> <li>Grade : Points possible :</li> </ul>
✓ Tasks
<ul> <li>application.name</li> <li>No grading</li> <li>Grade : Points possible :</li> </ul>

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

Sign-up Sheet Instructions   Petr: 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  the disting to limit the availability of the sign-up sheet.  # Allow Students to silven 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  when 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  when 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  when 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  when 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	before they sign-up r 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, where the added as a link from other areas.	* Name of Sign-up Sheet	
Aby & D C A Star A S	before they sign-up r 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, with the content page link. With the content page link with the content page link.	Sign-up Sheet Instructions	Text Editor is: ON
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	r 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, u heet.		
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		r Aaximum Number of Members	
		Maximum Number of Members	older, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, u
		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 F	older, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, u
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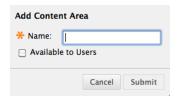
5. Click Submit!

## For easy accessibility, create a content area under the menu labeled "Groups"

1. Navigate to the **Plus Sign** and select **Content Area.** 

+ 📑 🖬 📼 🗠 🖬			Banner	
Content Area	Course Content ©			
Module Page				
Blank Page	Build Content 🗸 Assessments 🗸	Tools 🗸 Publisher Content 🗸		Discover Content 11
Tool Link				
Web Link	Course Material			
Course Link	Enabled: Statistics Tracking			
Course Link				
Subheader				
Divider	Assignments			
Quizzes				
Quizzes	Description goes here			
Groups				
	General Student Informatio	on		
COURSE MANAGEMENT				
<ul> <li>Control Panel</li> </ul>				
Content Collection				
P Content Collection	Economics Website			
Course Tools				
Evaluation				
Grade Center				
<ul> <li>Users and Groups</li> </ul>	Learning Module			
Groups				
Users				
Customization	Rb.			
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Help				

2. Name the area and select Available to Users so students can view it.

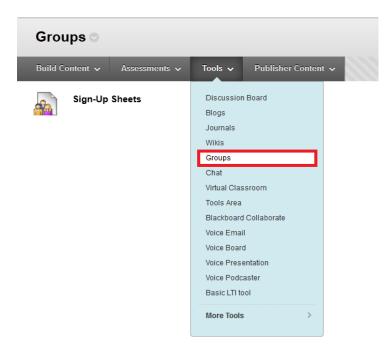


3. Open the **Content Area** by clicking on the **Groups** tab.

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+	Course Content ©
Course Content	Build Content v Assessments v Tools v Publisher Content v
Information	
Announcements	Course Material
Calendar	Enabled. Statistics Tracking
Discussions	
My Grades	Assignments
Quizzes	Description goes here
Groups	
COURSE MANAGEMENT	General Student Information
<ul> <li>Control Panel</li> </ul>	
Content Collection	
Course Tools	Economics Website
Evaluation	
► Grade Center >	
<ul> <li>Users and Groups</li> </ul>	Learning Module
Groups	-
Users	
Customization	Discussions
Packages and Utilities	Availability: Item is not available.
▶ Help	
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	Blackboard Accessibility information Installation details

4. Next, we need to **Link** the sign-up sheets we created earlier to the content area. Under **Tools** select **Groups**.

Groups 🛇				
Build Content 🗸	Assessments 🗸	Tools 🗸	Publisher Content 🗸	
Folder empty				



5. Under **Create Link: Group** select **Link to a Group or Group Set** and select the sign-up sheet you created.

**Create Link: Group** 

Link to the Groups page, link to a specific group or group set, or create a new group or group set.

_	Link to the Groups Page		
I	<ul> <li>Link to a Group or Group Set</li> </ul>		
	Link to a Group or Group Set	Select group below Single Group: Sign-Up Sheet Group Set: Sign-Up Sheets dsign up	
	Create New Group or Group Set	Select group type	Go

6. Click Submit!

Students will now easily be able to sign-up for their groups by going to the groups tab clicking sign-up.

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🕂 🔺 🙄 🔷 Groups > Sign Up Sheet	
	Sign Up Sheet
1	oign op oneer
Playground - Arvin	
Course Content	SignUp Sheet Name : Discussion Groups
Information	SignUp Sheet Instructions :
Announcements	sign-Up Sheets 1
Calendar	
Discussions	Group Members : None
	Max Members Allowed : 5 Sign Up
My Grades	ali ak
Quizzes	
Groups	Sign-Up Sheets 2
Teacher View	
	Group Members : None
* * * * * * * * * *	Max Members Allowed : 5
• • • • • • • • • • • • • • • • • • •	Sign Up
	New Marchaeter 0
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