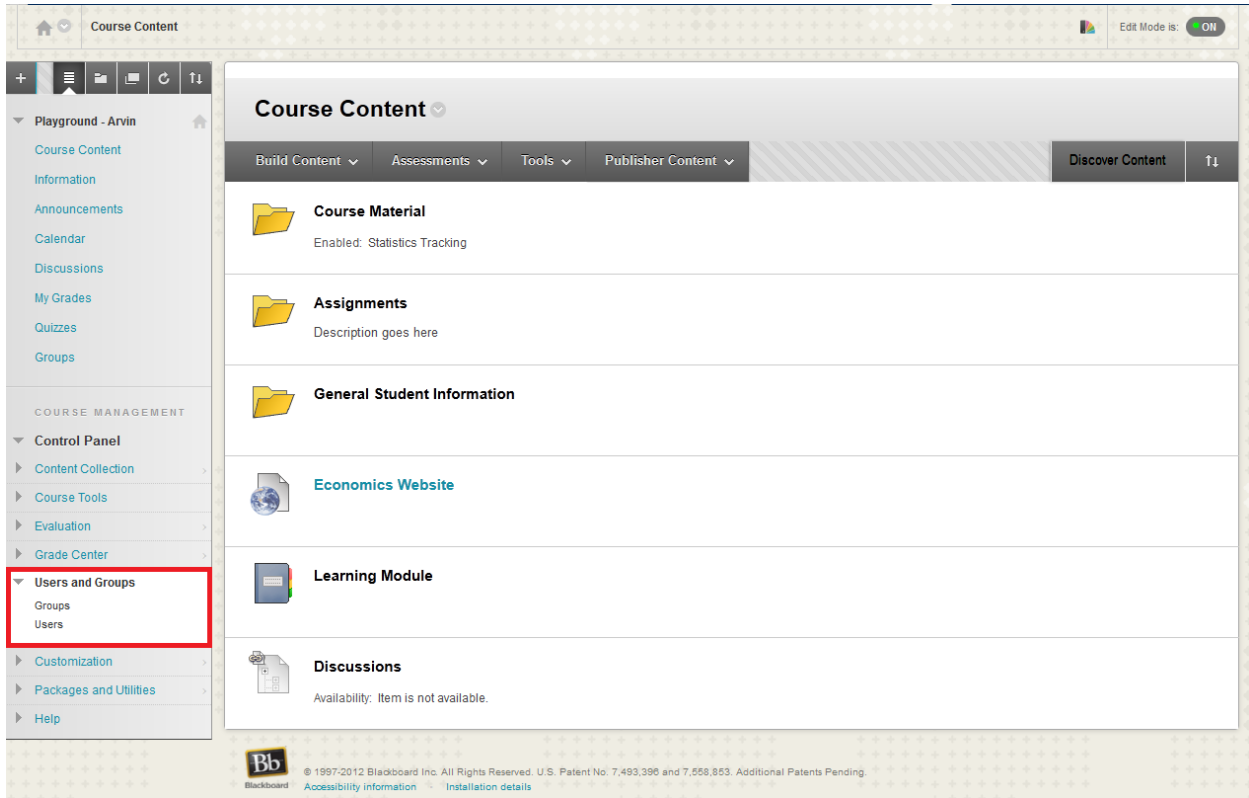# How to Create Sign-up sheets

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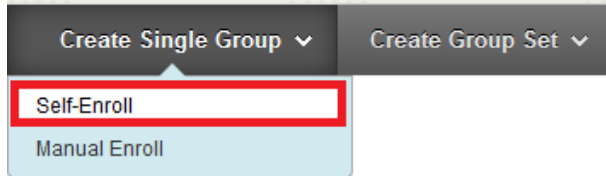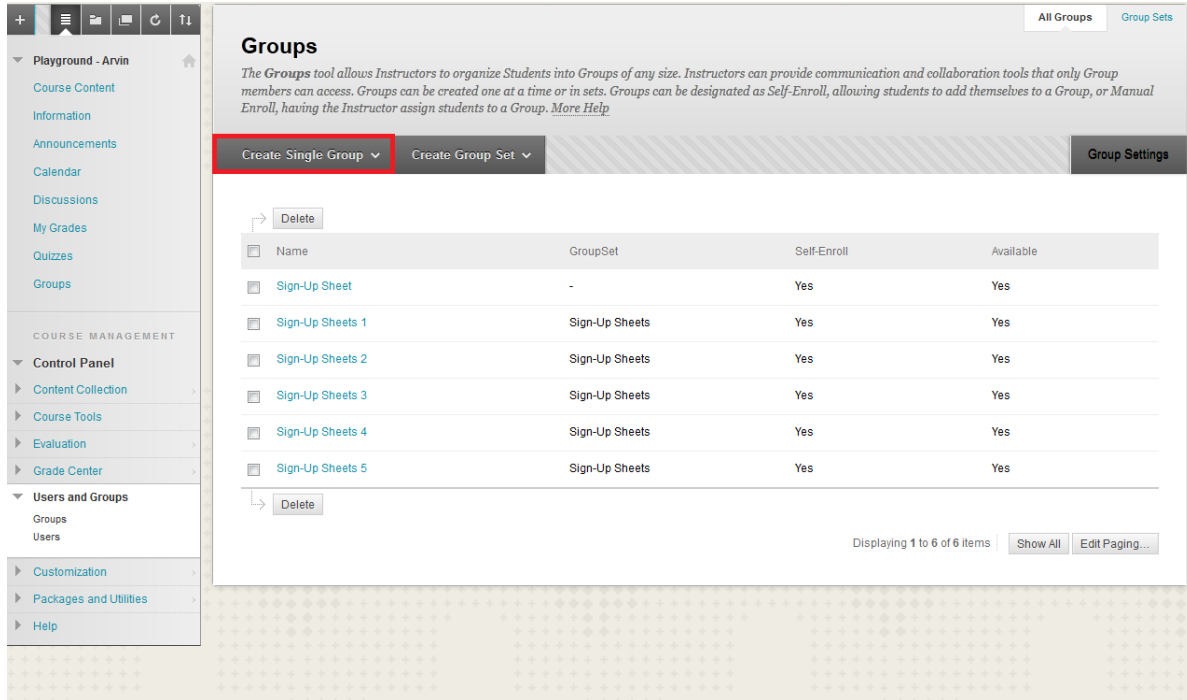
4. Set a **Name** for the group and **Determine** whether you want it to be a **Sign-up Sheet** or a **Group**.

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

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.

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**
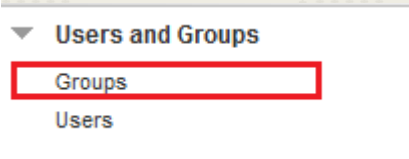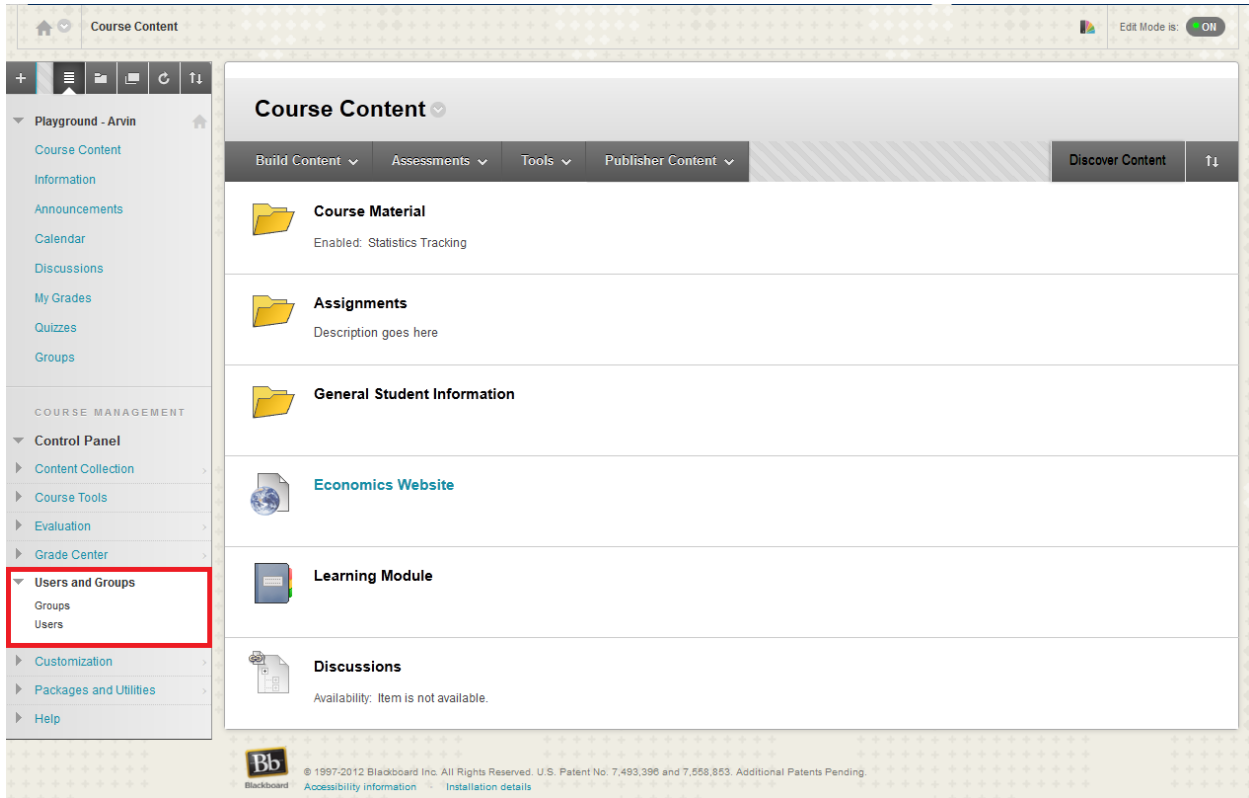
2. Under **Create Group Set** select **Self-Enroll.**
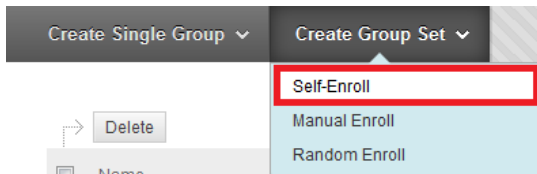
3. **Select** the **Tools** you require.

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

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

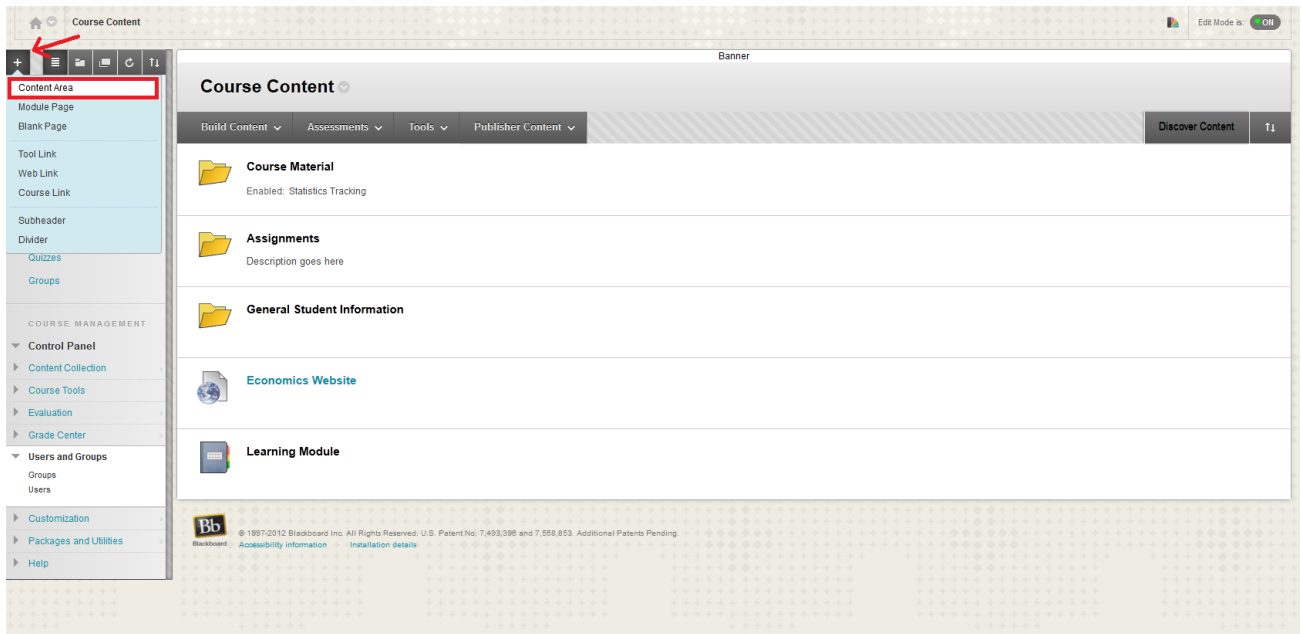**Group Set Options**

❋ Number of Groups   [   ]

5. Click **Submit!**

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

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

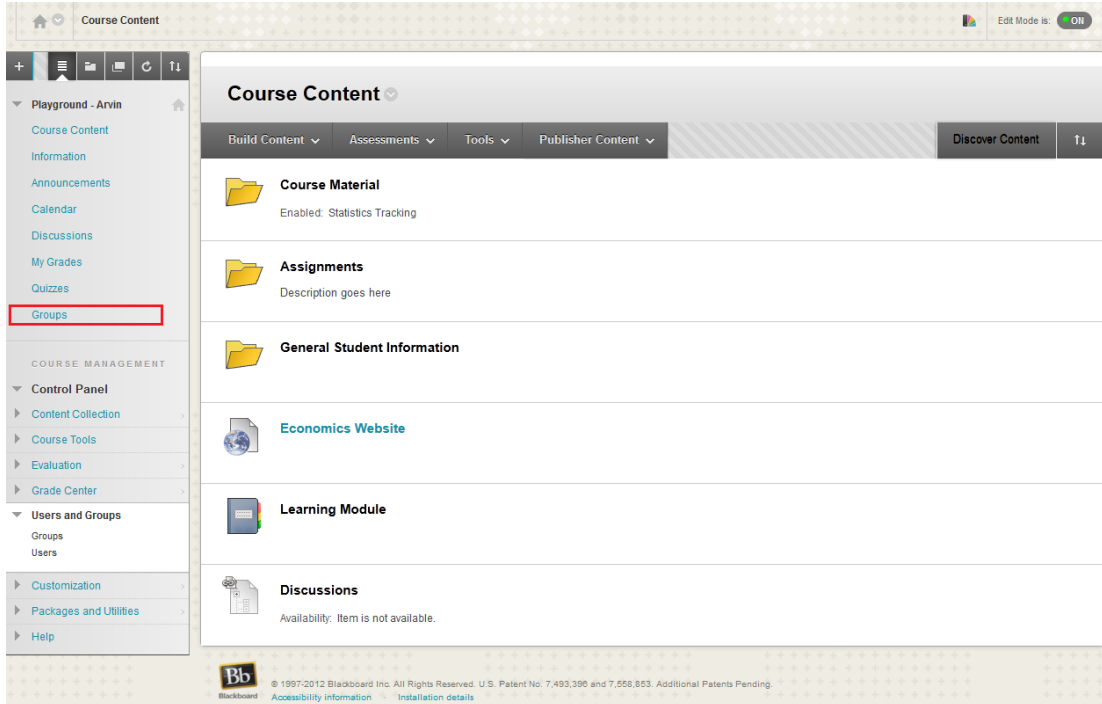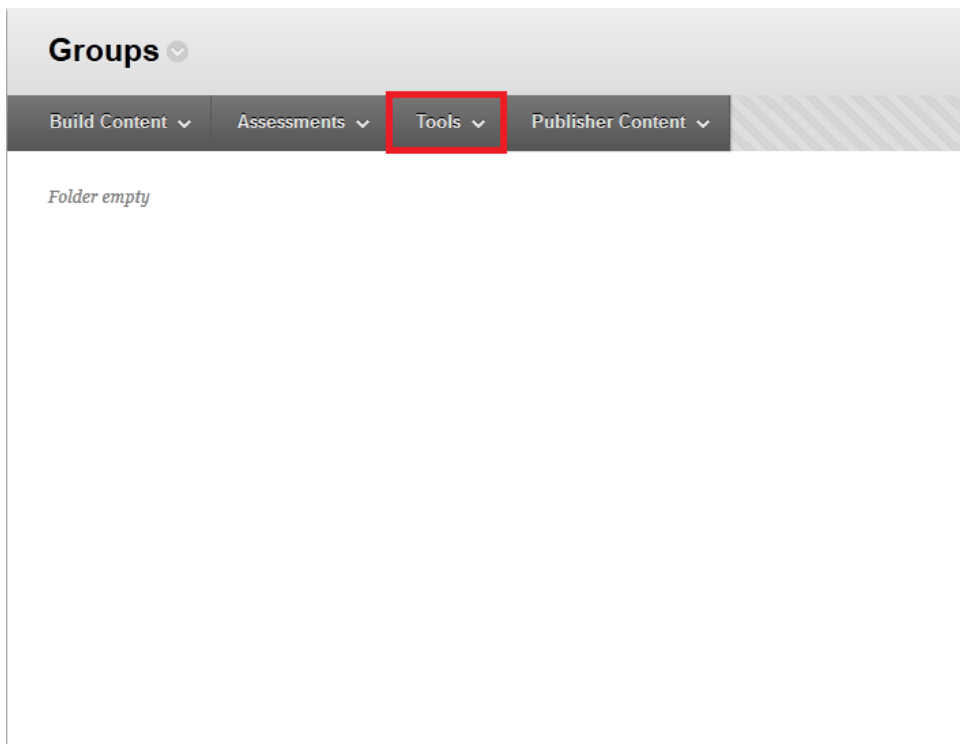2. **Name** the area and select **Available to Users** so students can view it.
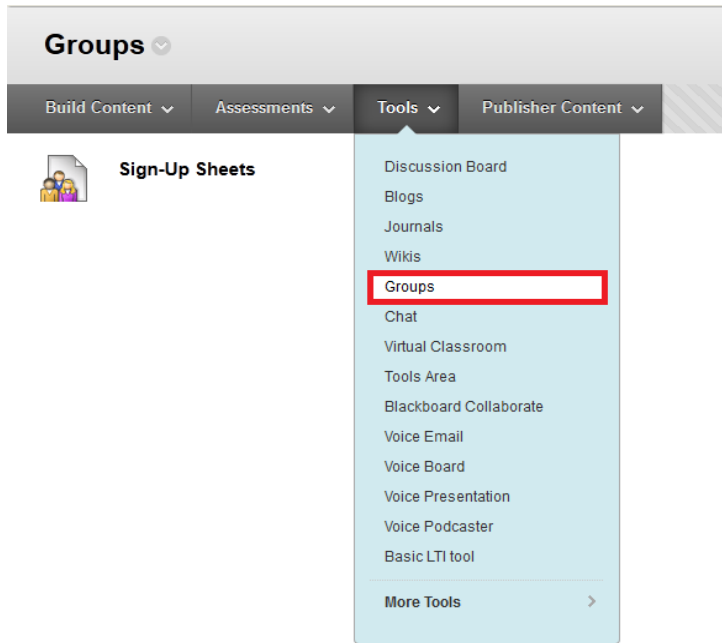
3. Open the **Content Area** by clicking on the **Groups** tab.

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

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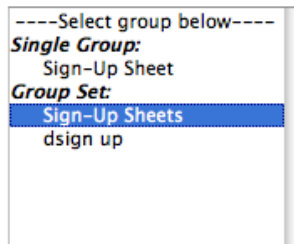

6. Click **Submit!**

Learning Connect

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