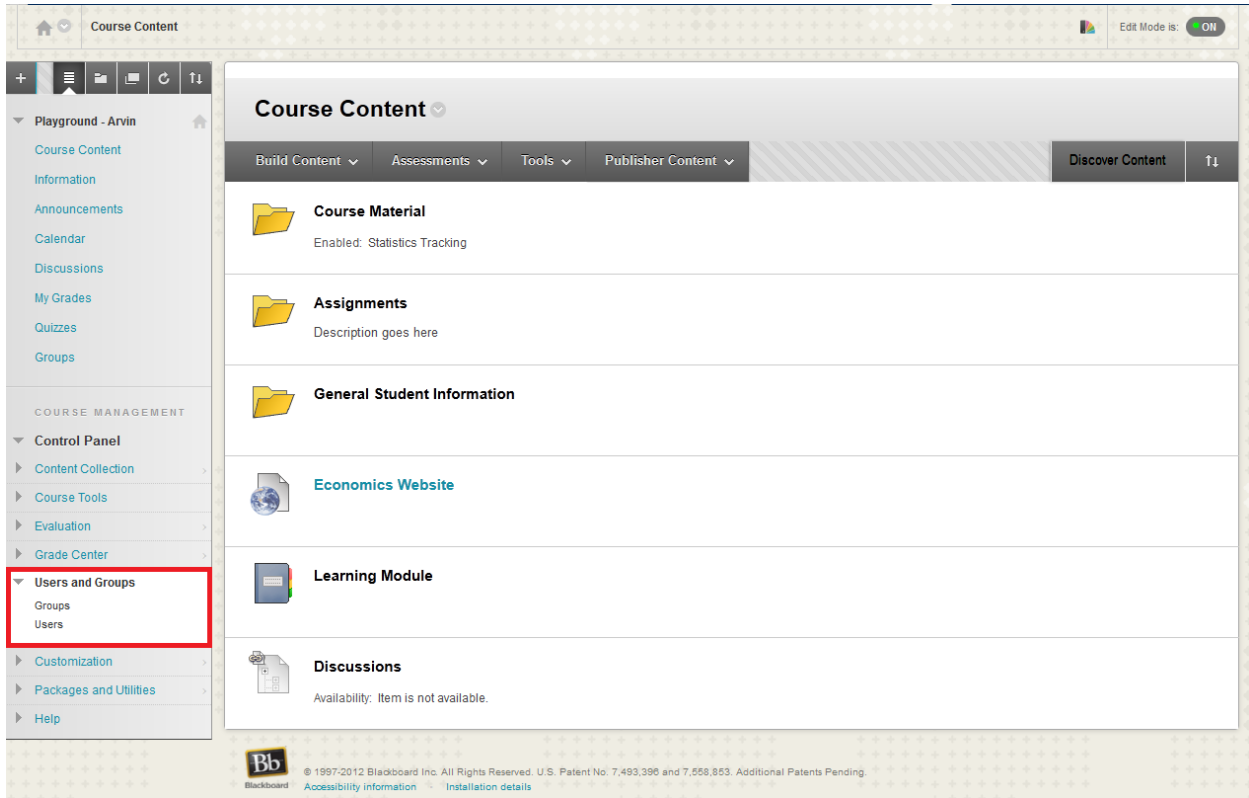


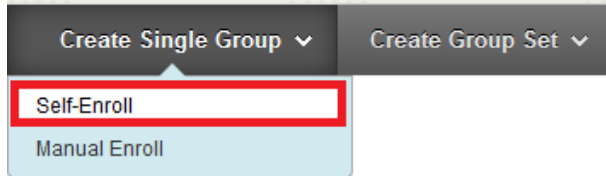
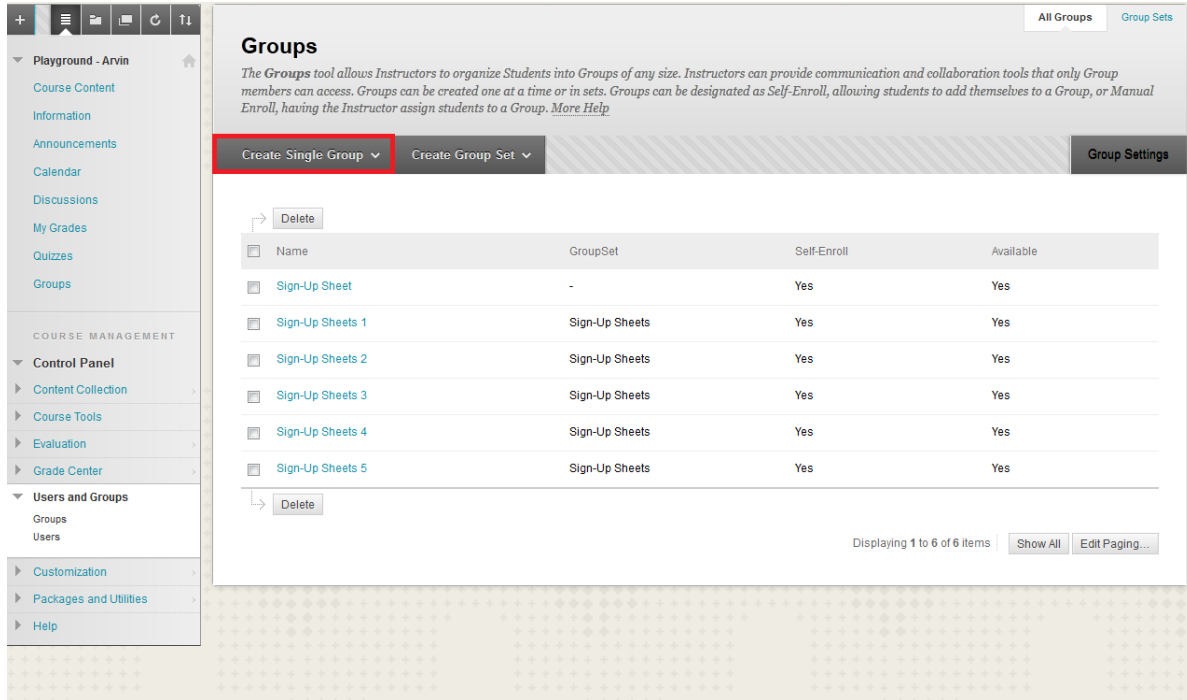
## How to Create Sign-up sheets

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**.

1. **Group Information**

\* Name

Description

Path: p Words: 0

\* Group Available  No  Yes  Sign-up Sheet Only

## Learning Connect

### 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 x<sub>2</sub> x<sup>2</sup> | [List] [Link] [Image] [Table] [Code] [Undo] [Redo] [Bold] [Italic] [Underline] [Text Color] [Background Color] [Link] [Unlink] [Image] [Table] [Code]

Path: body

Maximum Number of Members

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

Show Members

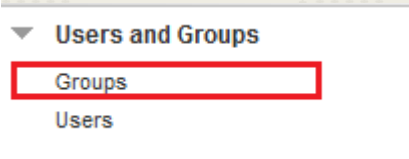
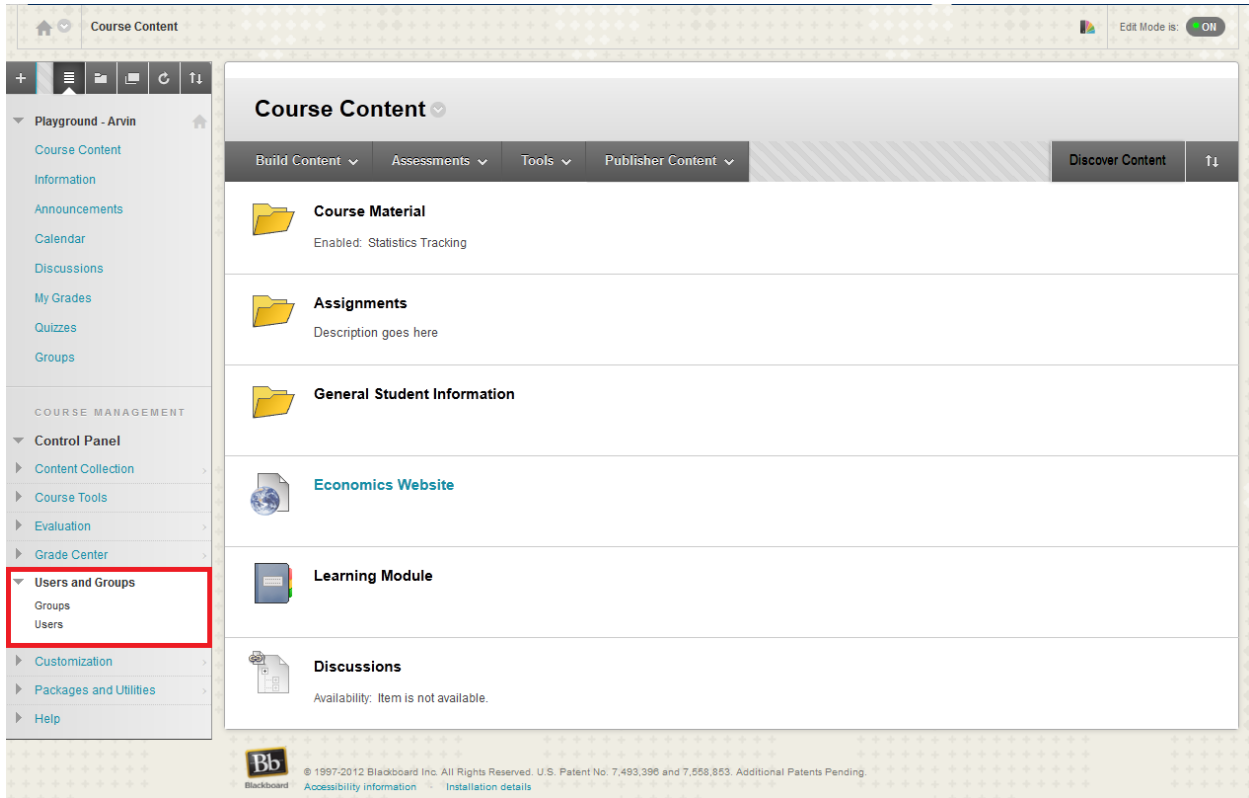
The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up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

Allow Students to sign-up from the Groups listing page

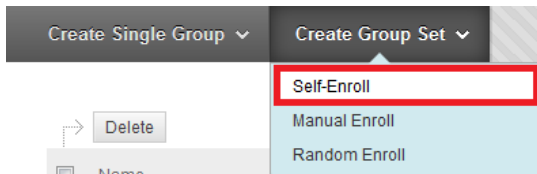
### 7. Click **Submit!**

## 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**.



## Learning Connect

### 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 x<sub>1</sub> x<sup>2</sup> | [List] [Link] [Image] [Table] [Code]

[Undo] [Redo] [Bold] [Italic] [Underline] [Text Color] [Background Color] [Link] [Unlink] [Image] [Table] [Code]

[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

---

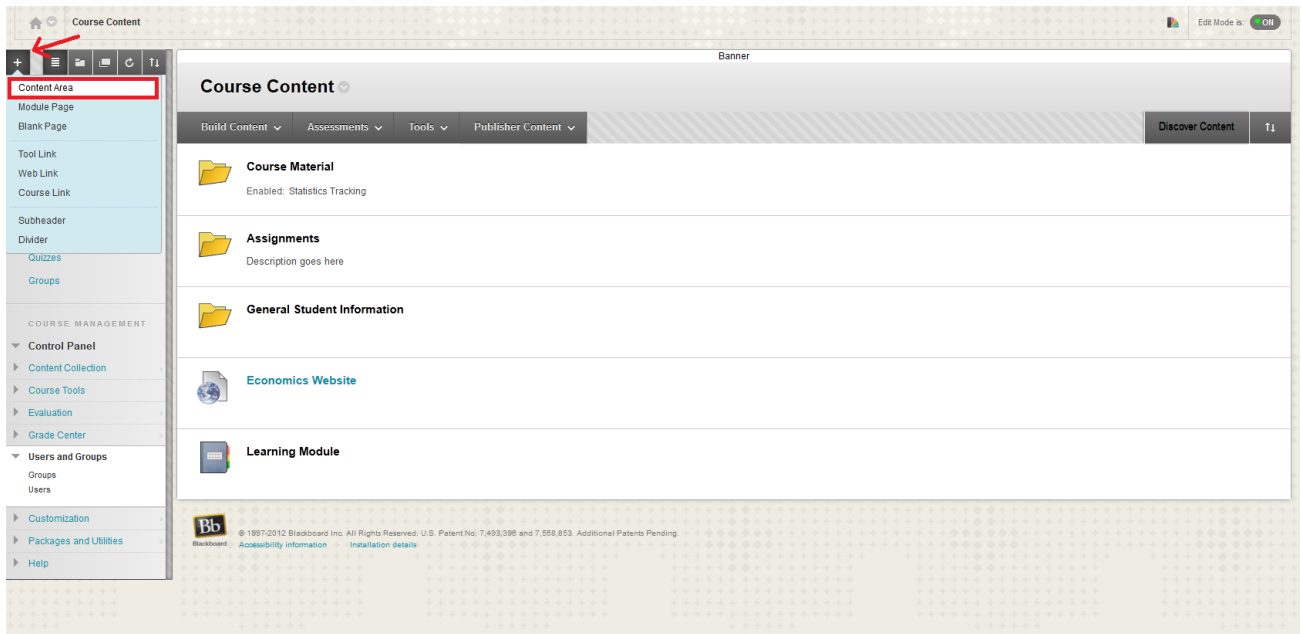
**Group Set Options**

Number of Groups

### 5. Click **Submit!**

## 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.

**Add Content Area**

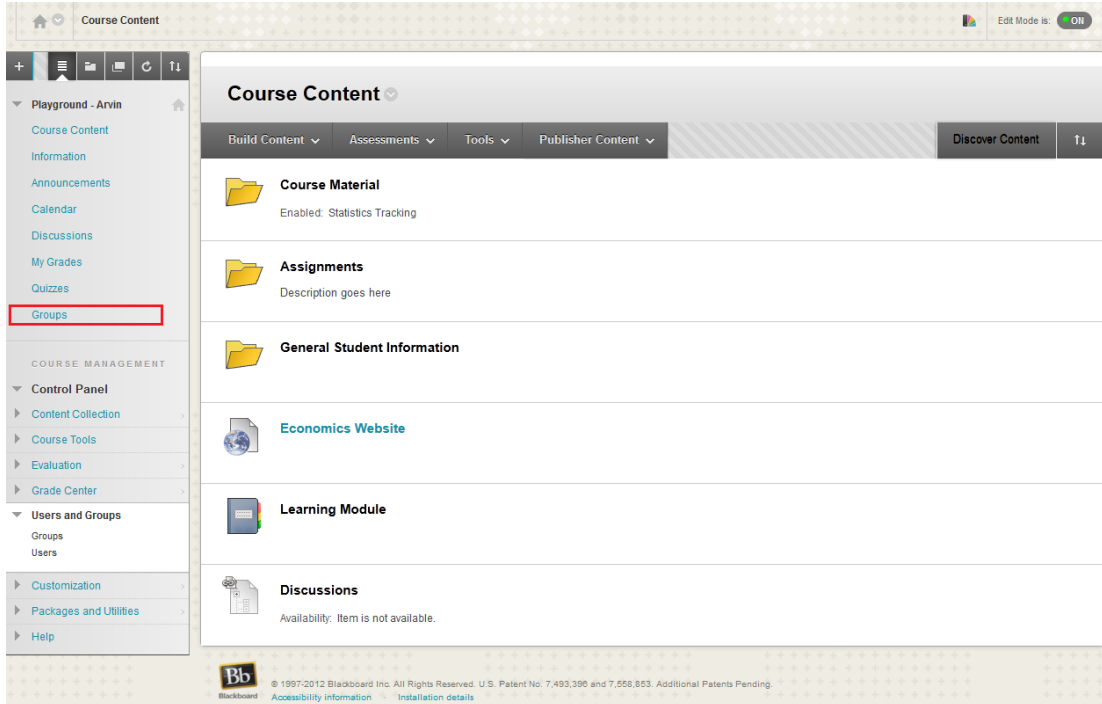
\* Name:

Available to Users

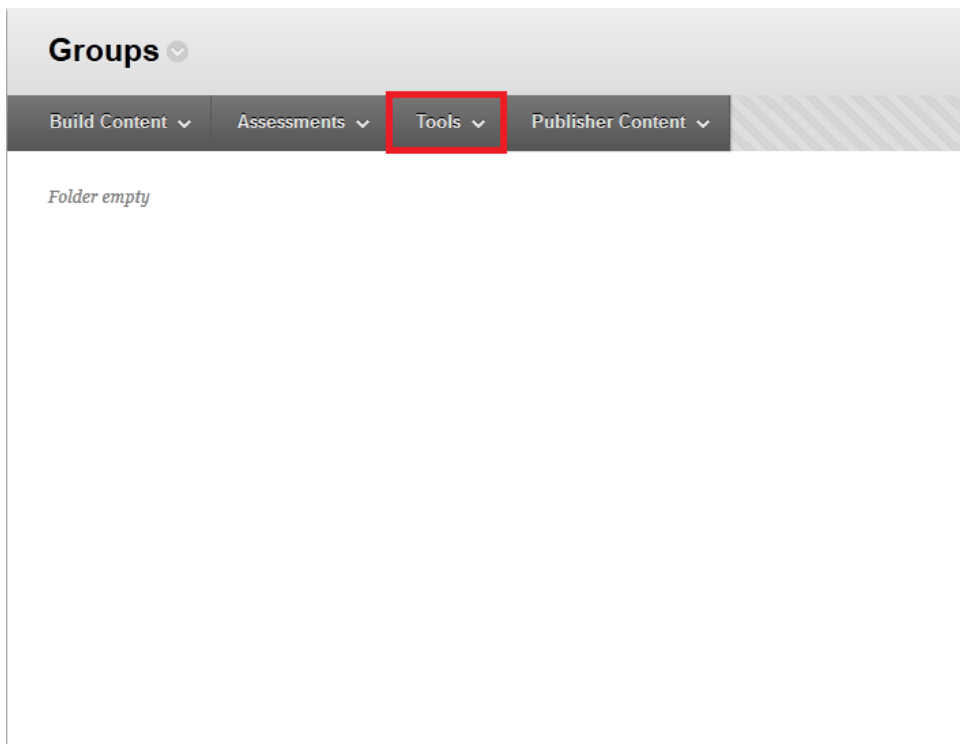
Cancel Submit

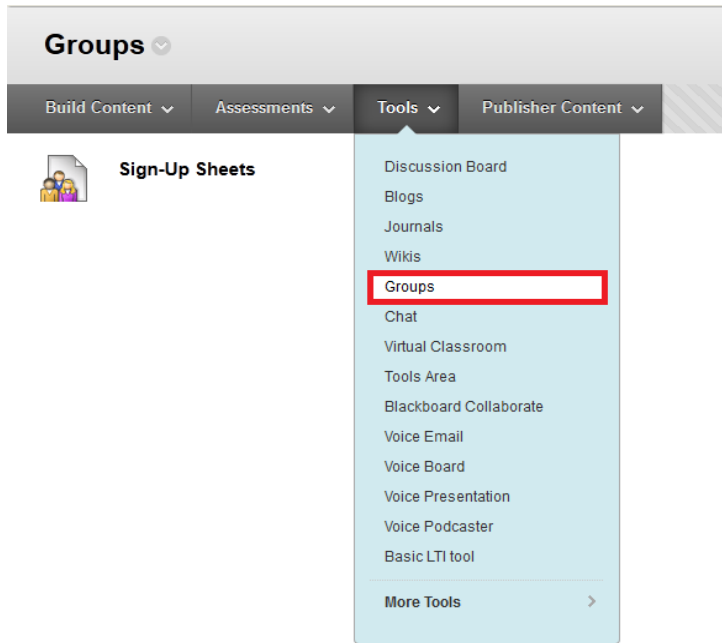
## Learning Connect

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.

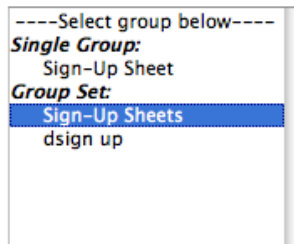
#### Create Link: Group

*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

Link to a Group or Group Set

Link to a Group or Group Set



Create New Group or Group Set

--Select group type--

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.

The screenshot shows the 'Sign Up Sheet' page in Learning Connect. The breadcrumb trail at the top reads 'Groups > Sign Up Sheet'. On the left, a navigation menu for 'Playground - Arvin' includes links for Course Content, Information, Announcements, Calendar, Discussions, My Grades, Quizzes, Groups (highlighted with a red box), and Teacher View. The main content area is titled 'Sign Up Sheet' and contains the following information:

- Sign Up Sheet Name :** Discussion Groups
- Sign Up Sheet Instructions :** Sign-Up Sheets 1
- Group Members :** None
- Max Members Allowed :** 5
- 

Below this are four identical sections for 'Sign-Up Sheets 2', 'Sign-Up Sheets 3', 'Sign-Up Sheets 4', and 'Sign-Up Sheets 5', each with the same 'Group Members : None' and 'Max Members Allowed : 5' status and a 'Sign Up' button.