



BLACKBOARD TIP OF THE WEEK

Smart, multifunctional sign-up list for students

Do you need students to be able to sign up for certain things in your course? It could be

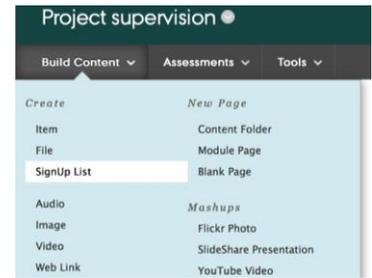
- Supervision – who wants guidance and when?
- Excursions – who wants to go?
- Themes they wish to explore further – who wants to continue working with what?
- Areas of responsibilities for preparation – who wants certain parts of the preparation for teaching as a special focus area?
- Etc.

The *SignUp List* tool allows you to create one or more lists that the students can enrol and unsubscribe to or put themselves on a waiting list to. You can also automatically create groups based on registrations. You can use those later for e.g.

- Communicating with a limited group of students.
- Create content with adaptive release – perhaps they need special assignments or materials?
- Set a group assignment.
- Have them collaborate with certain group tools.
- Create Smart Views in Grade Centre – perhaps your TA needs to focus on specific students who are easy to find with Smart Views?

How to

1. Find or create a menu item where you want a Sign Up List.
2. Click *Build Content* and then *Sign Up List*.



3. Name the list and explain what the purpose of the list is.

1. Content Information

 * Name

Colour of Name

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



If you would like project supervision 10 Oktober 2017 at 10.00-10.30 please sign up here

If the time slot is occupied you can sign up to the waiting list.

If you sign up to the supervision, and do not wish to use the time slot after all, please sign off so other students can attend

4. Select the period for when the list should be available, select how many students can sign up, and select how many can sign up for the waiting list (if you select 0, no waiting list will be created).

2. Sign Up Period

This section controls when people are able to add their names to the list, not the visibility of this item (the latter is set in step 5).

 * Sign Up Period

List Opens

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

List Closes

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

3. List Settings

Please specify the number of places on this list and who can sign up to it

If you set the Reserve List Size to a value greater than zero then users will be able to add their names to a reserve list when the main list becomes full

 * Number of Places

 * Reserve List Size

Options

- Show names on the list
- People on the main list can remove their name during the sign up period
- People on the reserve list can remove their name during the sign up period

5. Decide whether you want to create groups based on the registrations. Decide if you what to create groups right away, select an existing group, or *None* if

you do not want a group at all. You must also decide if the students should be registered to the group automatically or if you want to do it manually when the list is complete.

4. Groups

Use this section to configure whether (and how) this list should interact with a group in the course. If you don't want to link the list to a Group, then select 'None' in the first step and ignore the 'Populate' step. The list also displays the names of any existing groups in this course. If you want to associate this list

Group to Populate

Populate Group Automatically Yes No

If a group is selected and this step is set to 'Yes' then users will be automatically added to the group (or removed if someone else withdraws). Note that if a user subsequently withdraws (or if you select 'No' you will have to return to the list after the closing date and

6. Select whether you want to display your SignUp List to the students, if views should be tracked, and if you want to limit the days the list should be visible.

5. Options

* Permit Users to View this Content Yes No

* Track Number of Views Yes No

Select Date and Time Restrictions

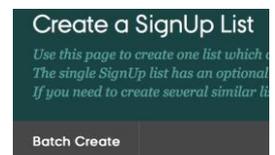
Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

7. You can also create multiple lists at once. Click on Batch Create at the top of the page.



Happy Blackboarding and have a nice weekend.

Kind regards,
ST Learning Lab