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 SignUp List.
2. Click *Build Content* and then *SignUp List*.
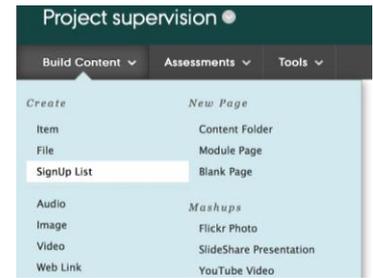
3. Name the list and explain what the purpose of the list is.

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).

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.

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.

7. You can also create multiple lists at once. Click on Batch Create at the top of the page.
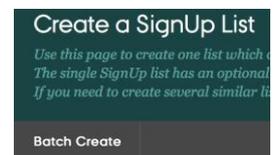
Happy Blackboarding and have a nice weekend.

Kind regards,
ST Learning Lab