

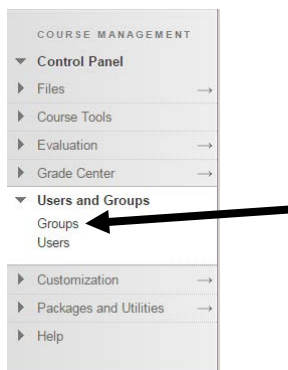
Blackboard has a sign-up sheet feature in the Group tool that can help you organize sign-ups for one-off events. With the self-enrollment option in the Group tool, students can add themselves to a group using a sign-up sheet. The sign-up sheet functions like an electronic version of a paper sign-up sheet. You can make sign-up sheets available to students on the Groups listing page or by adding a link to a content area.

This document contains instructions for:

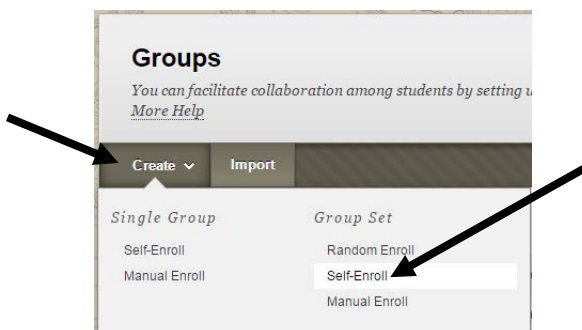
- [Creating a sign-up sheet using a Group Set](#)
- [Entering different information/instructions for each sign-up sheet](#)
- [Adding a link to the sign-up sheet to a content area](#)
- [Viewing students on the sign-up sheets](#)

### To create a sign-up sheet using a Group Set:

1. Turn Edit Mode on.
2. From the **Control Panel**, click on **Users and Groups** and select **Groups**.



3. Roll your mouse over the **Create** button. In the **Group Set** column, choose **Self-Enroll**.



- Enter a name and description for the Group Set and indicate whether the group should be visible to students (i.e., do you want students to see the other group members) OR is this a sign-up sheet where students DO NOT need to see other group members.

### Create Self-Enrollment Group Set

*Self-enrollment allows students to add themselves to a group using a sign-up sheet. [More Help](#)*

Cancel Submit

*\* Indicates a required field.*

#### GROUP INFORMATION

**\* Name**

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

Paragraph Arial 3 (12pt)

Bold  Italic  Underline  Paragraph  Bulleted List  Numbered List  Indent Left  Indent Right  Decrease Indent  Increase Indent  Undo  Redo  Link  Unlink  Text Color  Background Color  Table  Table Border  Table Cell  Table Row  Table Column  Table Merge  Table Split  Table Delete  HTML CSS

The goal of our service learning project is to provide you with an opportunity to do authentic research on water quality and marine resource issues in local coastal embayments. Student research will support several community organizations, most notably the Friends of the Mississippi River, an NGO interested in improving the water quality in Mississippi river. This research will help students to reach some of the learning goals for the course including an understanding of tides, currents, phytoplankton, water quality parameters, dissolved nutrients, and analysis and presentation of quantitative data. Using this pedagogical model allows the basic structure of the course to remain the same, while enabling us to flexibly respond to changes in the needs and interests of community partners.

Use the links below to sign-up for the day that works best for you.

Path: p Words:134

**\* Group is visible to students**  No  Yes  Sign-up Sheet Only

- Uncheck the boxes for Tool availability as students will not need access to tools for the purpose of a sign-up sheet. Uncheck Allow Personalization.

#### TOOL AVAILABILITY

Blogs

- No grading
- Grade: Points possible:

Collaboration

Discussion Board

- Allow any group members to create forums.
- Do not allow student group members to create forums.

Email

File Exchange

Journals

- No grading
- Grade: Points possible:

Tasks

Academic Materials

Content Market Tools

Wikis

- No grading
- Grade: Points possible:

#### MODULE PERSONALIZATION SETTING

*Allow individual group members to personalize group modules.*

Allow Personalization

6. Enter a name and instructions for the sign-up sheet. Enter the maximum number of students who will be able to sign-up on each sheet. Check the Show Members box if you want the students to see the group members. Check the Allow students to sign-up from the groups listing page if you want them to be able to sign-up from there.

**NOTE:** Enabling the option to allow students to sign up from the groups listing page is beneficial for those students who may attempt to sign-up from their mobile device. More information about this issue can be found in the note on page 8.

**SIGN-UP OPTIONS**

\* Name of Sign-up Sheet

Sign-up Sheet Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

The goal of our service learning project is to provide you with an opportunity to do authentic research on water quality and marine resource issues in local coastal embayments. Student research will support several community organizations, most notably the Friends of the Mississippi River, an NGO interested in improving the water quality in Mississippi river. This research will help students to reach some of the learning goals for the course including an understanding of tides, currents, phytoplankton, water quality parameters, dissolved nutrients, and analysis and presentation of quantitative data. Using this pedagogical model allows the basic structure of the course to remain the same, while enabling us to flexibly respond to changes in the needs and interests of community partners.

Use the links below to sign-up for the day that works best for you.

Path: p Words:134

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. You can apply adaptive release rules 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. Enter the number of groups (# of sign-up sheets) you need. If you want to use [Smart Views](#), you should check the box to “Create smart view for each group in set”. Click **Submit**.

**GROUP SET OPTIONS**

\* Number of Groups

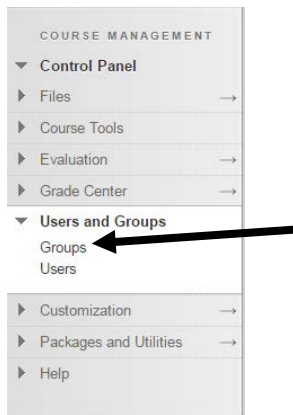
Create smart view for each group in set.

Click **Submit** to proceed. Click **Cancel** to go back.

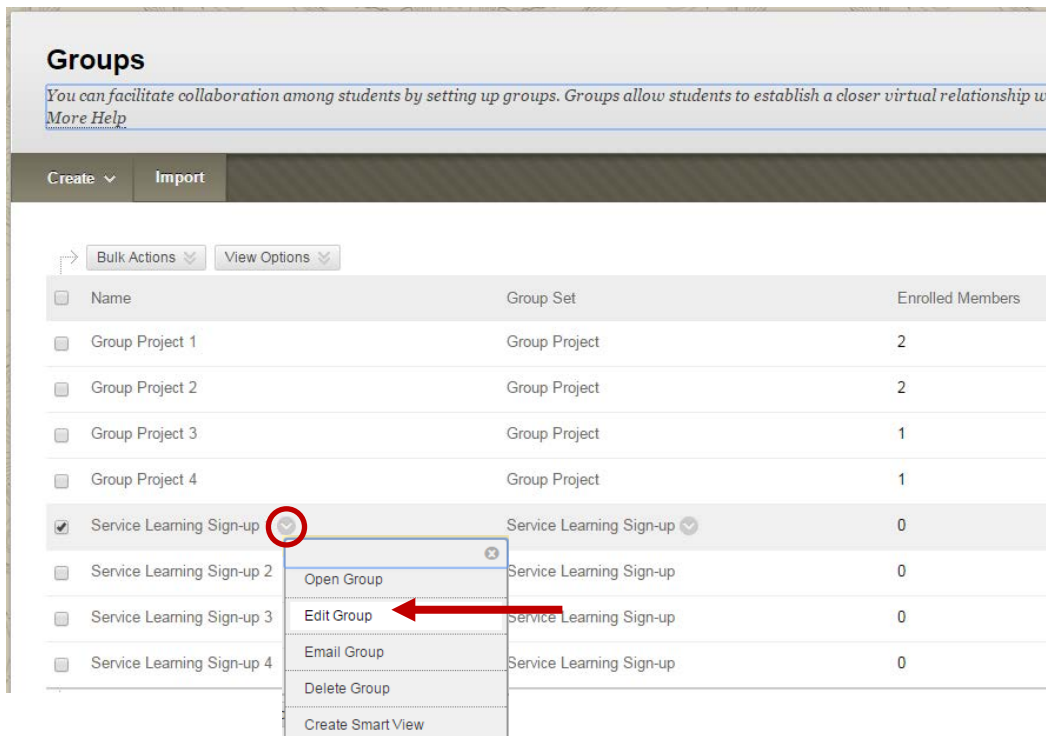
## Enter different instructions for each sign-up sheet (optional):

There may be times you want to have different information/instructions for each sign-up sheet. The following instructions should be used to enter specific information/instructions for each sign-up sheet.

1. Turn Edit Mode on.
2. From the **Control Panel**, click on **Users and Groups** and select **Groups**.



3. You should see your Sign-up sheets in the list of groups. For each sign-up sheet, roll your mouse over the sign-up sheet name, open the options menu by clicking on the arrow on the right of the name, and choose **Edit Group** from the options menu.



- Enter the specific instructions for the sign-up sheet and click on **Submit** when done. Repeat steps 3 and 4 for each sign-up sheet.

### Edit Self-Enrollment Group

*Self-enrollment allows students to add themselves to a group using a sign-up sheet. [More Help](#)*

Cancel
Submit

\* Indicates a required field.

---

**GROUP INFORMATION**

\* Name

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

Service Learning project will be to do authentic research on water quality and marine resource issues in local coastal embayments.

Students who sign-up for Service Learning Sign-up 1 will work on a project with the Friends of the Mississippi River on Saturday, March 4th, 8:00 am - 2:00 pm. Use the Sign Up button below if you want to sign-up for Sat, 3/4/17.

Path: p » span » span Words:63

\* Group is visible to students  No  Yes

Example of Sign-up Sheet 1

### Edit Self-Enrollment Group

*Self-enrollment allows students to add themselves to a group using a sign-up sheet. [More Help](#)*

Cancel
Submit

\* Indicates a required field.

---

**GROUP INFORMATION**

\* Name

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

Service Learning project will be to do authentic research on water quality and marine resource issues in local coastal embayments.

Students who sign-up for Service Learning Sign-up 2 will work on a project with the Friends of the Mississippi River on Saturday, March 11th, 8:00 am - 2:00 pm.

Use the Sign Up button below if you want to sign-up for Sat, 3/11/17.

Path: p Words:62

\* Group is visible to students  No  Yes

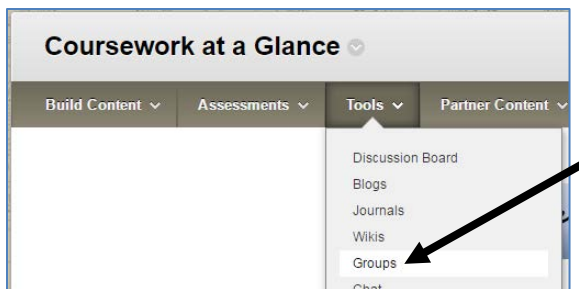
Example of Sign-up Sheet 2

## Add a link to sign-up sheet to a content area:

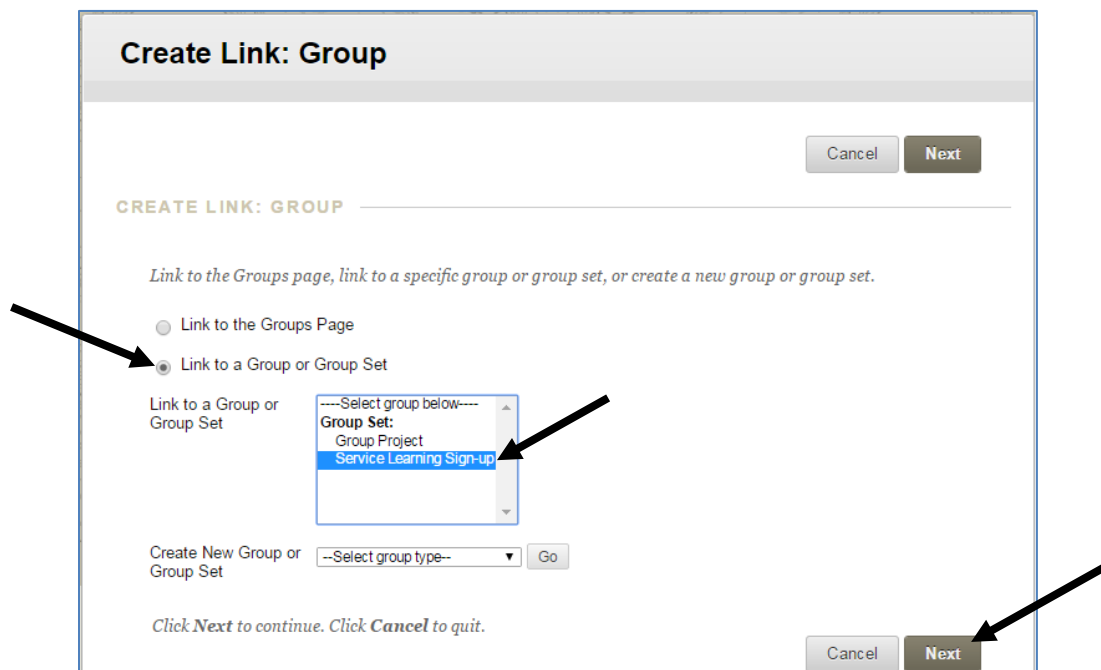
Your course should be designed with [usability](#) in mind. The chronological ordering of coursework makes the course easier for students to navigate. Grouping similar items together (i.e., assignments, quizzes, discussion boards, etc.) requires more searching, scrolling and clicking in order for the students to get to the required coursework for the week/unit/module and therefore makes the course more difficult to navigate. For additional information, refer to this [best practice for presenting groups](#).

The following instructions explain how to add a link to the sign-up sheet directly in a content area.

1. Turn Edit Mode on.
2. Go to the content area that you would like to add the link to the sign-up sheet to. On the menu bar roll your mouse over **Tools** and click on **Groups**.



3. Click on the "Link to Group or Group Set" radio button. Select the sign-up sheet that you want to link to from the list and click **Next**.



4. Enter assignment instructions and availability options for the sign-up sheet link. Click **Submit**.

### Edit Link: Group

*\* Indicates a required field.* Cancel Submit

---


**LINK INFORMATION**

\* Link Name

Color of Name Black

Link Group: Service Learning Sign-up

Text



The goal of our service learning project is to provide you with an opportunity to do authentic research on water quality and marine resource issues in local coastal embayments. Student research will support several community organizations, most notably the Friends of the Mississippi River, an NGO interested in improving the water quality in Mississippi river. This research will help students to reach some of the learning goals for the course including an understanding of tides, currents, phytoplankton, water quality parameters, dissolved nutrients, and analysis and presentation of quantitative data. Using this pedagogical model allows the basic structure of the course to remain the same, while enabling us to flexibly respond to changes in the needs and interests of community partners.

Click on the Service Learning Project Sign-up link above to sign-up for the day that works best for you.

Path: table Words:139

---

**OPTIONS**

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions  Display After

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

Display Until

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

*Click **Submit** to proceed. Click **Cancel** to go back.* Cancel Submit

5. The sign-up link will be created in the content area as shown in the example below. You can click and drag the link into a new position, if necessary.

**Quiz 1**  
Due date: September 4th

**READY FOR A QUIZ?** Click on the link above to access Quiz 1.

---

**Service Learning Project Sign-up**

The goal of our service learning project is to provide you with an opportunity to do authentic research on water quality and marine resource issues in local coastal embayments. Student research will support several community organizations, most notably the Friends of the Mississippi River, an NGO interested in improving the water quality in Mississippi river. This research will help students to reach some of the learning goals for the course including an understanding of tides, currents, phytoplankton, water quality parameters, dissolved nutrients, and analysis and presentation of quantitative data. Using this pedagogical model allows the basic structure of the course to remain the same, while enabling us to flexibly respond to changes in the needs and interests of community partners.

Click on the Service Learning Project Sign-up link above to sign-up for the day that works best for you.

6. In the example above, students would click on the **Service Learning Project Sign-up** link to see the available sign-ups (as shown below) and then they would click on the **Sign Up** button for the appropriate sign-up sheet.

**Sign Up Sheet**

SignUp Sheet Name: Service Learning Project Sign-up

**SignUp Sheet Instructions:**  
The goal of our service learning project is to provide you with an opportunity to do authentic research on water quality and marine resource issues in local coastal embayments. Student research will support several community organizations, most notably the Friends of the Mississippi River, an NGO interested in improving the water quality in Mississippi river. This research will help students to reach some of the learning goals for the course including an understanding of tides, currents, phytoplankton, water quality parameters, dissolved nutrients, and analysis and presentation of quantitative data. Using this pedagogical model allows the basic structure of the course to remain the same, while enabling us to flexibly respond to changes in the needs and interests of community partners.

Use the sign-up sheets below to sign-up for a day that works best for you.

---

**Service Learning Sign-up 1**

Service Learning project will be to do authentic research on water quality and marine resource issues in local coastal embayments.

Students who sign-up for Service Learning Sign-up 1 will work on a project with the Friends of the Mississippi River on Saturday, March 4th, 8:00 am - 2:00 pm.

Use the Sign Up button below if you want to sign-up for Sat, 3/4/17.

Group Members : None  
Max Members Allowed : 5

---

**Service Learning Sign-up 2**

Service Learning project will be to do authentic research on water quality and marine resource issues in local coastal embayments.

Students who sign-up for Service Learning Sign-up 2 will work on a project with the Friends of the Mississippi River on Saturday, March 11th, 8:00 am - 2:00 pm.

Use the Sign Up button below if you want to sign-up for Sat, 3/11/17.

Group Members : None  
Max Members Allowed : 5

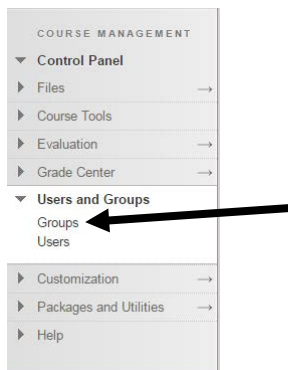
**Important Mobile Friendly Information:** A link created using the “Create Link to Group or Group Set” option is best viewed on a screen larger than a mobile device screen. This includes links to sign-up sheets. Consequently, students on mobile devices may find it better to use the Groups Tool link on the course menu to access the sign-up sheet.



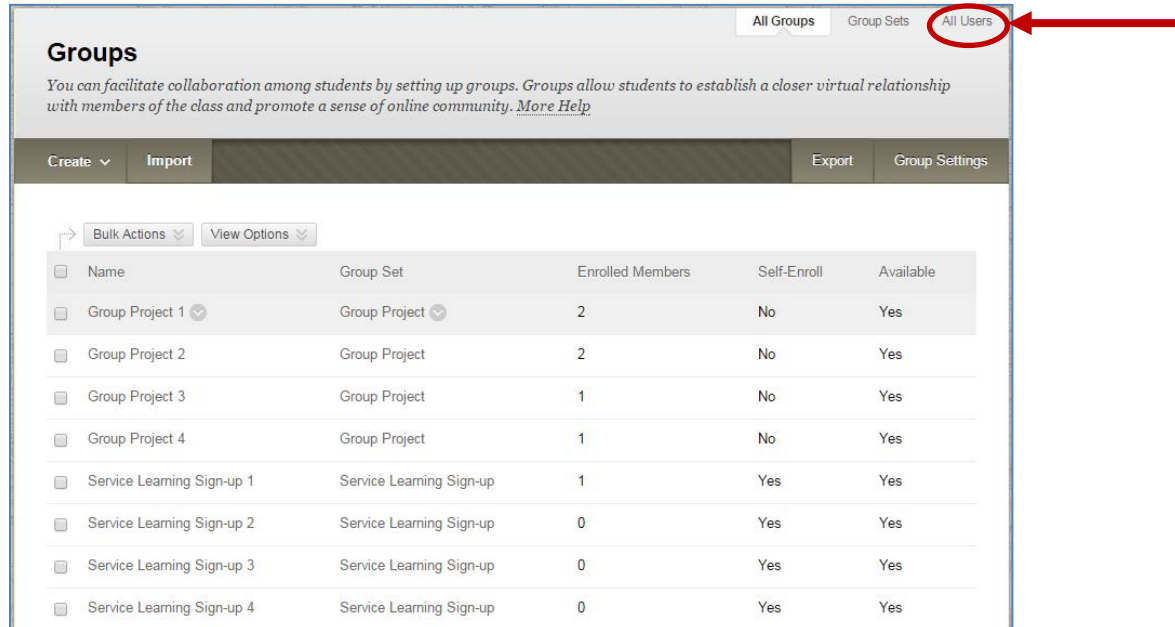
## View the students on the sign-up sheets:

You can view which sign-up sheet the students selected on the All Users page. The following instructions enable you to view the sign-up sheets your students signed up for.

1. Turn Edit Mode on.
2. From the **Control Panel**, click on **Users and Groups** and select **Groups**.



3. The default Groups page is displayed. Click on the **All Users** link.



A screenshot of the 'Groups' page. At the top right, there are three tabs: 'All Groups', 'Group Sets', and 'All Users'. The 'All Users' tab is circled in red, and a red arrow points to it from the right. Below the tabs is a header with the title 'Groups' and a descriptive paragraph. Underneath are buttons for 'Create', 'Import', 'Export', and 'Group Settings'. A table with columns for 'Name', 'Group Set', 'Enrolled Members', 'Self-Enroll', and 'Available' is displayed. The table contains several rows of group data.

| Name                       | Group Set                | Enrolled Members | Self-Enroll | Available |
|----------------------------|--------------------------|------------------|-------------|-----------|
| Group Project 1            | Group Project            | 2                | No          | Yes       |
| Group Project 2            | Group Project            | 2                | No          | Yes       |
| Group Project 3            | Group Project            | 1                | No          | Yes       |
| Group Project 4            | Group Project            | 1                | No          | Yes       |
| Service Learning Sign-up 1 | Service Learning Sign-up | 1                | Yes         | Yes       |
| Service Learning Sign-up 2 | Service Learning Sign-up | 0                | Yes         | Yes       |
| Service Learning Sign-up 3 | Service Learning Sign-up | 0                | Yes         | Yes       |
| Service Learning Sign-up 4 | Service Learning Sign-up | 0                | Yes         | Yes       |

4. On the All Users page, you can view which groups students belong to, search for users, add multiple users to a group, and delete users from groups.

The screenshot displays the 'All Users' interface. At the top right, there are navigation tabs for 'All Groups', 'Group Sets', and 'All Users'. Below the title, there is a search section with a dropdown menu set to 'Any', another dropdown set to 'Not Blank', a text input field, a 'Go' button, and a checkbox labeled 'Show all users regardless of role'. A red arrow points to the 'Groups' column header in the user table below. The table has columns for 'Username', 'First Name', 'Last Name', 'Role', and 'Groups'. Three users are listed, each associated with one or more groups.

| Username    | First Name  | Last Name   | Role    | Groups   |
|-------------|-------------|-------------|---------|--|
| [User Icon] | [User Icon] | Bb9Sandbox1 | Student | Group Project 1 x Service Learning Sign-up 1 x |
| [User Icon] | [User Icon] | Bb9Sandbox2 | Student | Group Project 2 x                              |
| [User Icon] | [User Icon] | Bb9Sandbox3 | Student | Group Project 3 x                              |