SignUp Lists in Blackboard

Introduction

The SignUp List tool allows you to create online sign-up sheets within a Blackboard course, enabling students to add themselves to a particular list.

Examples of use would include:

- booking tutorial appointments
- signing up for a group project
- selecting a specific seminar slot
- joining field trips, and other scheduled activities and events.

Advantages of using the tool

- Efficiency: no need for the organiser to have to deal with email bookings or maintain sign-up lists manually in Excel.
- You control how many places should be on the list.
- Students can add and remove themselves, and add themselves to a reserve list.
- Optionally, the SignUp tool can create a group or be used to enrol students onto an existing group within the course, allowing you to communicate with the students and to facilitate communication between members of the group.

How to create a new SignUp List

Go into the appropriate content area of your course.

1. Click on Build Content and select SignUp List.

2. Provide a Name for the list and add some Text explaining the purpose of the list.
Please note that the Sign Up list will not be linked to a specific date or time: if you are creating a list for a one-off or recurring calendar event, you will need to enter all details of the event date and time in the Name and/or Text fields.

3. Choose a period of time in which students can sign up. The Sign Up Period section controls the dates and times when students can add their names to the list. You might allow students to sign up for events right up until the start time, or you might need to shut off bookings a few days in advance.

4. Enter List Settings to control:
   - **Number of places** on the list
     e.g. the maximum number of seminar participants, the maximum number of places available for a field trip.
   - **Reserve List Size**
     This is the waiting list, for use when the SignUp List is full. People on the reserve list will be moved to the main list if someone on the main list withdraws. Use this field to control how many people can put their names down on the reserve list. N.B. If you do not want to use a reserve list, then leave the ‘Reserve List Size’ at zero.

5. Under Options choose whether or not to show the names of students on the list to other students and to control students’ ability to add and remove themselves from the list during the sign up period by using the tick boxes.
   **Note** that by default students will see the names of anyone else who has signed up (just as they would on a paper sign-up list), but you have the option to make it anonymous.
6. Decide if the signup list should be associated with a Group.

The **Groups** section gives you the option to create and add students to (populate) a Blackboard group for the sign up list.

The **Group to Populate** dropdown list provides these options:

- **Create a New Group on Submit** – this is the default option. A new group will be created, and students added to it when they sign up.
- **Select an existing group to which students will be added as they sign up.**
- **None** – just creates a stand-alone signup list (and does not create or populate a Blackboard group associated to the signup list).

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**Populate Group Automatically**

If you selected **option a. or b.** above, you can choose:

- **'Yes'** to automatically enrol students onto the selected group as soon as they sign up to the main list (or are promoted to it from the reserve list after someone else withdraws).
- **'No'** if you want to enrol the students onto the group after the closing date for the signup period. You will need to return to the signup list and manually click the ‘Populate the Group’ button to add the list members to a group.

7. Choose any other settings as required in the **Options** section. You can just accept the default settings in this section unless you want to hide the signup list from students, track the number of views or set date and time restrictions on seeing the link.

8. Once done, press **Submit**.
Group settings

If you chose to 'Create a New Group on Submit' then you will be taken to the 'Create a Group' page, where you control the settings for the new Blackboard group.

The Name and Text fields will be populated automatically.

If you want students to see the group, select the default of 'Yes' for Group Available.

In the Tool Availability section tick the boxes of any tools you want to be available to the group.

Click Submit to finish.

You will see a green confirmation banner.
**Batch SignUp Tool**

You are also able to create several SignUp Lists at once. This is useful if you are setting up several lists all with the same attributes. For example, a set of consecutive individual seminar times.

When you go into the tool, click on **Batch Create**.

This opens a SignUp List page with exactly the same set up options but allows you to enter the **List Names** of all the lists you want to set up.

Enter a **Name** for each signup list in the boxes provided.

Use the plus (+) and minus (-) button to add or remove ‘Name’ boxes to set up as many sign up lists as you need.

The other settings are the same as when creating a single SignUp List. See instructions on how to create a Signup List.
Student view of SignUp Lists

You can use Student Preview to see how the Signup list appears to students, but it is best not to use your Preview account to actually sign up to the list. This takes up a space on the list, and it can also cause technical problems when you leave Student Preview and delete the preview user account.

Once within the SignUp List, the student will see the names of those who have already signed up (unless you chose to make members anonymous). They should simply click on the SignUp Now button to add their name to the list.

If successful, they will see a green success message.

If the main list is full, they will be added to the reserve list. If both lists are full, or the sign up period has passed, they will see a warning message.
Managing SignUp Lists

You can view the progress of the sign up list from the content area where you set up the list. Click the title of the signup list to enter it.

Go into the signup list to see further details and a range of management options in a menu bar across the top of the page.

1. **Manually Add Users** to the list. Note that this does not allow you to exceed the maximum number of places on the list. If you wish to change the number of places, choose:
2. **Edit SignUp List** to change any of the settings.
3. You can manually remove users who have signed up: tick one or more boxes beside a student’s name, then choose **Remove Selected** (to remove the users, and notify them by email) or **Silently Remove Selected** (to remove the users without notification).
4. **Print** a list of users who have signed up. Various formatting options are available.
5. **Export** a list of users to Excel.
6. Send a customised Email to users on the list.
7. Go to the Group page connected with this SignUp List.

Further help

Please see additional guides on Course Management located on the Support for Staff tab in Blackboard.

The SignUp Lists tool was written by Dr Malcolm Murray, e-Learning Manager at the University of Durham.

We are grateful to the University of Durham Learning Technologies Team for permission to reuse content from their user guides.

For more detail, and an explanatory video tutorial, see http://community.dur.ac.uk/lt.team/?kbe_knowledgebase=creating-a-signup-list