Create a Sign-Up Form in Blackboard using Wiki Tool

https://youtu.be/akKuGLYv4ow (Video)

Go to Lessons - Tools – Wiki
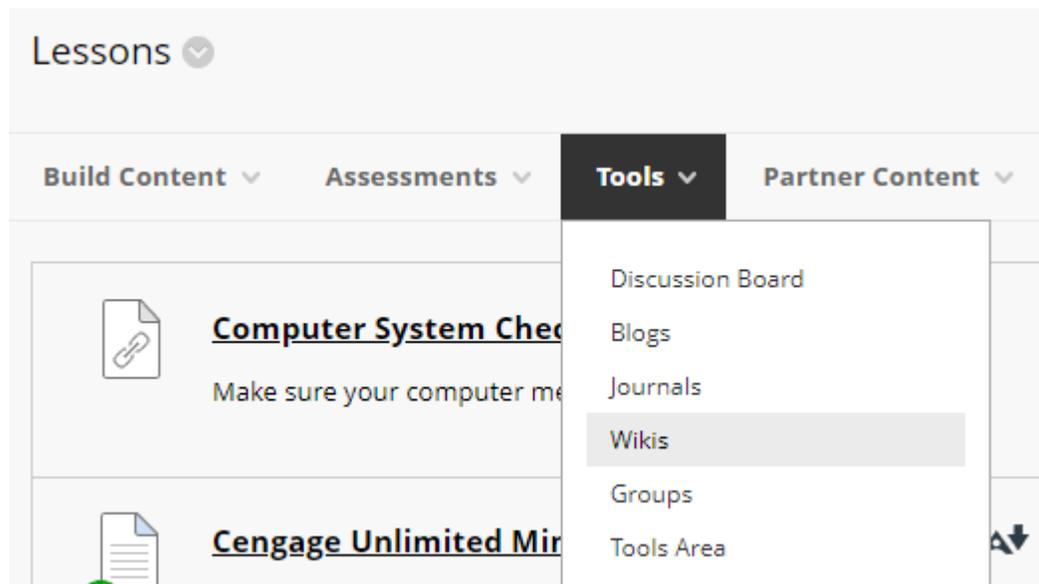
Create a New Wiki. Click Next
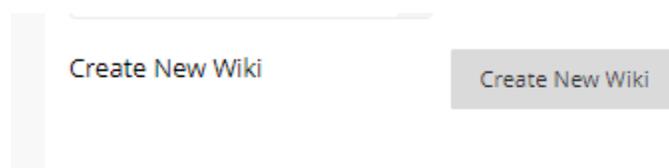
Name it and add directions. Example below. You can set availability dates/time to display.
Leave "Open to Editing", click "Closed to Commenting". Click Submit

* Link Name	Sign Up for Proctor Exam
Color of Name	■ ⌄ Black
Link	Sign Up for Proctor Exam

Text

| T T T T | Paragraph ⌄ | Arial ⌄ | 4 (14pt) ⌄ | ⋮☰ ⌄ ⋮☰ ⌄ T ⌄ ✎ ⌄ ⬦ | | | | 💻 i 🔲 ⌄ |

| ✂ ▯ ▢ Q | ↺ ↻ | ☰ ☰ ☰ ☰ | ☲ ☲ | Tˣ Tₓ | 🔗 ⌥ | ▸¶ ¶◂ | — — ⌣ | ✓⌄ |

| 📎 🖼 ▣ fₓ | ❖ Mashups ⌄ | ¶ 66 | © ☺ ⚓ | ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▦ ▦ ☐ ☐ | HTML CSS |

Please click on the title link above and click edit the wiki content. Enter your name in the date/time slot box you would like to take your Exam. Please only enter on one box.

WIKI DATE AND TIME RESTRICTIONS

Wiki Availability	● Yes ○ No
Limit Availability	☐ 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.

WIKI PARTICIPATION

Student Access	○ Closed to Editing ● Open to Editing
Student Comment Access	◉ Closed to Commenting ○ Open to Commenting

WIKI SETTINGS

Grade Wiki	● No grading
	○ Grade : Points possible : [_____]

Click Submit. Click Next, Click Submit. This is just the placeholder for the Wiki.

Click the actual Sign up Wiki Assignment link

Sign Up for Proctor Exam ⌄

Enabled: Statistics Tracking
Please click on the title link above a

You will need to rename it, one more time. Use the same name. Enter the same as instructions as before. Add your table of Dates and Time. You can **copy my information below and change** for your preferences of information/dates/times. Just copy and CTRL-V to paste into your box.

You can click in the box to edit the date and information. Right click on the table, select row, and add/delete rows as needed.

Example for you to copy below and paste:

Please click on the title link above, click "EDIT THE WIKI CONTENT". Enter your name in the ONE date/time slot box you would like to take your exam.

Date	Time	Student Name
10/21/2021	9:00 a.m.	
10/21/2021	9:00 a.m.	
10/21/21	9:30 a.m.	
10/21/21	9:30 a.m.	
10/22/21	9:00 a.m.	
10/22/21	9:30 a.m.	

Once a student enters their name in the box, all will see the name. You can click the title again and on the right side, under Wiki Details. click the arrow next to the title, click History. You can see the history of when they add or change the form.
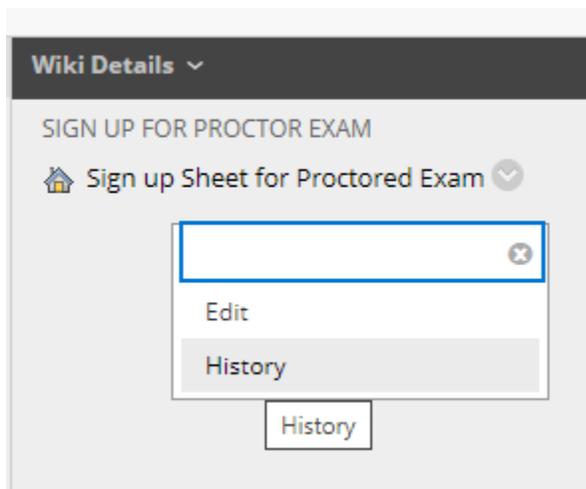
Page History
Each time a page is saved, a new version of that page is created. To revert to a previous version, delete all versions saved after the intended version. Versions can also be compared to each other to show the differences made since the

	VERSION	CREATED ON	SIZE	AUTHOR
	Sign up Sheet for Proctored Exam (Version 5)	10/20/21 4:37 PM	14.1 KB	
	Sign up Sheet for Proctored Exam (Version 4)	10/20/21 4:08 PM	14.5 KB	Stephanie Moye
	Sign up Sheet for Proctored Exam (Version 3)	10/20/21 4:08 PM	14.5 KB	Stephanie Moye
	Sign up Sheet for Proctored Exam (Version 2)	10/20/21 3:39 PM	14.0 KB	Stephanie Moye_PreviewUser
	Sign up Sheet for Proctored Exam (Version 1)	10/20/21 3:38 PM	16.4 KB	Stephanie Moye