# Course Tools – Groups – Sign-up Lists

When creating groups, instructors have the option to create sign-up lists. Blackboard's sign-up lists takes the place of paper sign-up sheets. They are used to allow students to sign-up for opportunities or activities that may be available. Sign-up Lists are only available when using the Self-Enroll group options. Follow the steps below to create sign-up lists via a single group. The steps are the same for both a single group and group set.
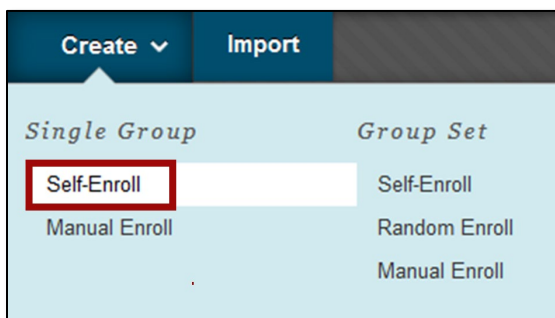
1. Navigate to *Groups* by selecting the **Users and Groups** section in the Control Panel.
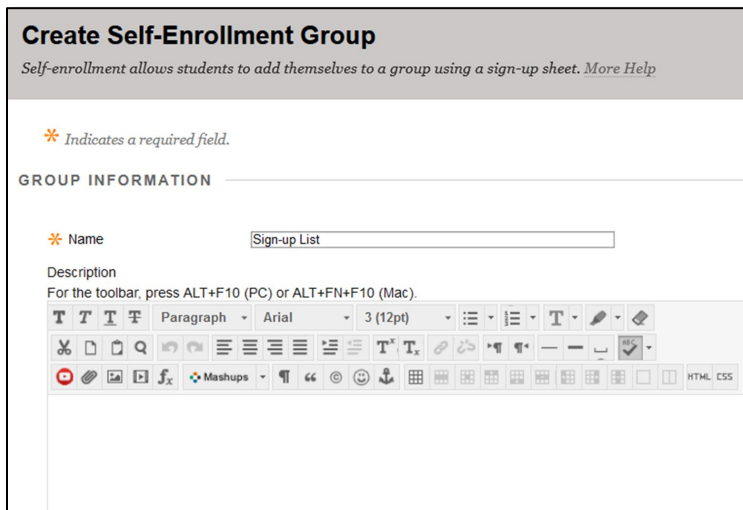2. Select **Groups**.
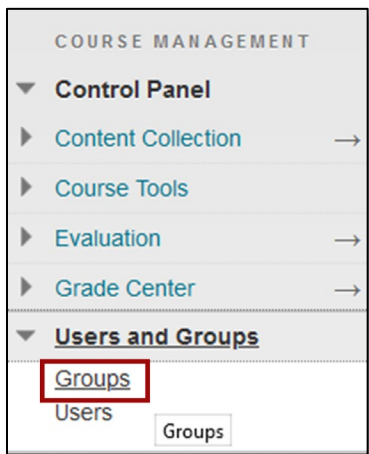
3. From the *Groups* page, select **Create**.
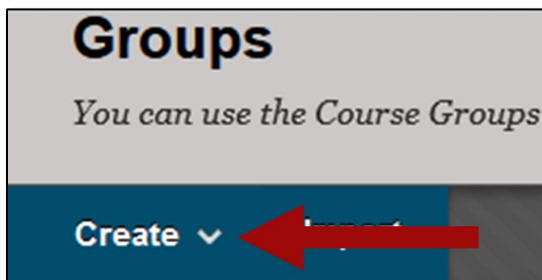
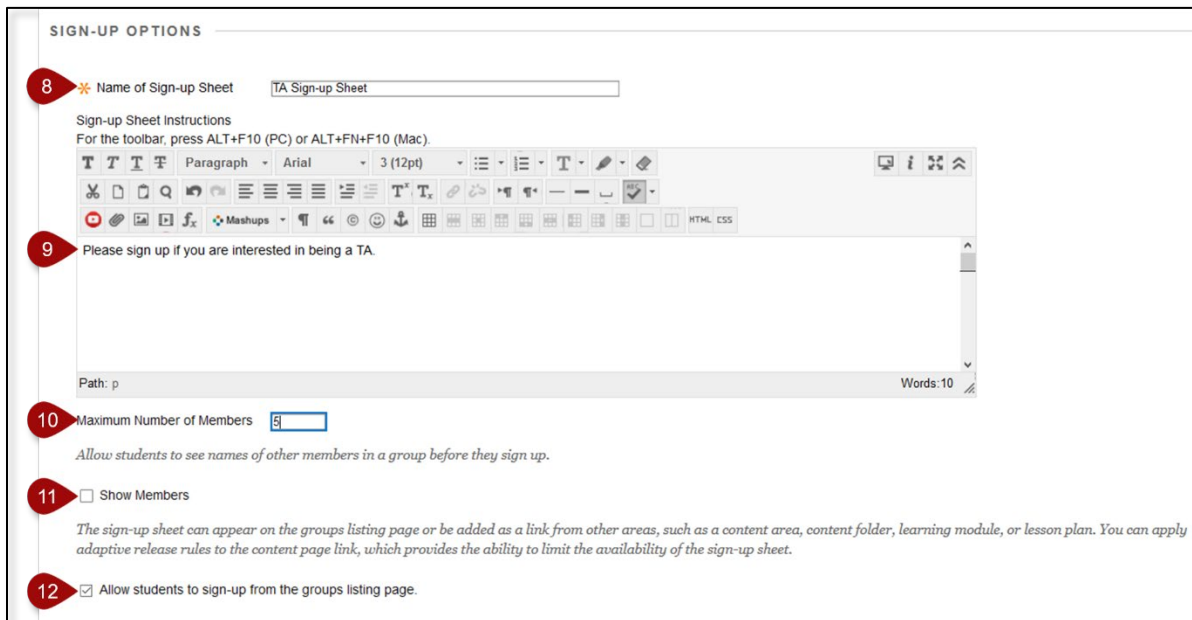4. In the *Single Group* section, select **Self-Enroll**.

5. Enter a **Name**. *A description is optional*.

6. Underneath the description, determine if the group should be visible to students or if only the sign-up sheet should be visible.

7. Enter the settings for the group. Refer to the GVTC handout [Course Tools – Groups – Creating and Using](#) for instructions on creating groups and descriptions for the settings.
8. In the *Sign-Up Options* section, enter a **name** for the sign-up sheet.
9. Enter the *Sign-up Sheet Instructions*.
10. Enter the *Maximum Number of Members* allowed to sign up.
11. Select the *Show Members* checkbox if students will be allowed to see names of other members in a group before they sign up.
12. Select the *Allow students to sign-up from the groups listing page* checkbox for the sign-up list to appear on the groups listing page.
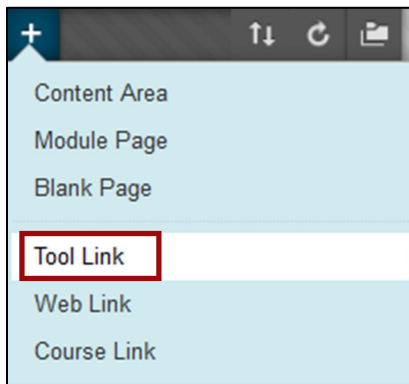

13. Select **Submit**.

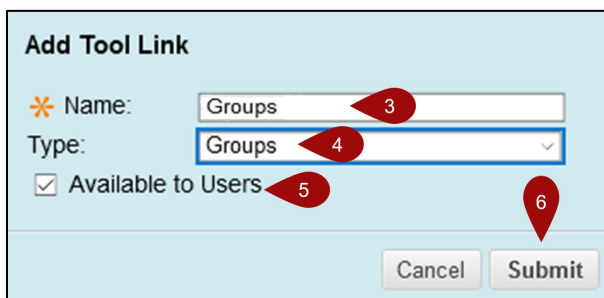## Make Sign-up Lists Available to Students

Sign-up lists can be made available to students via the course menu or a content area.
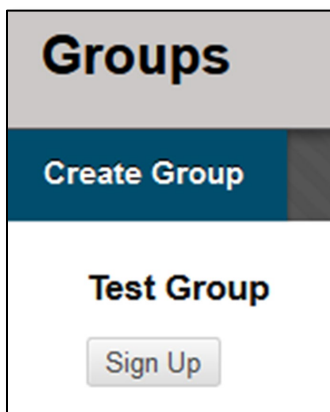
Course Menu

1. Select the **Add Menu Item** button.
2. Select **Tool Link**.

3. Enter a **Name**.
4. From the *Type* menu, choose **Groups**.
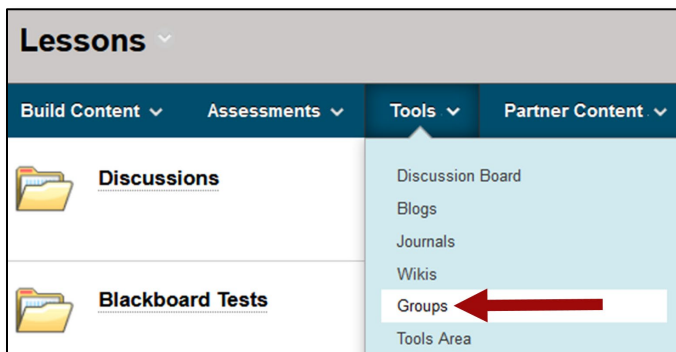5. Select the *Available to Users* checkbox.
6. Select **Submit**.

7. The *Groups* link will appear on the course menu. When students access this link they will see the group and an option to *Sign Up* as shown below.
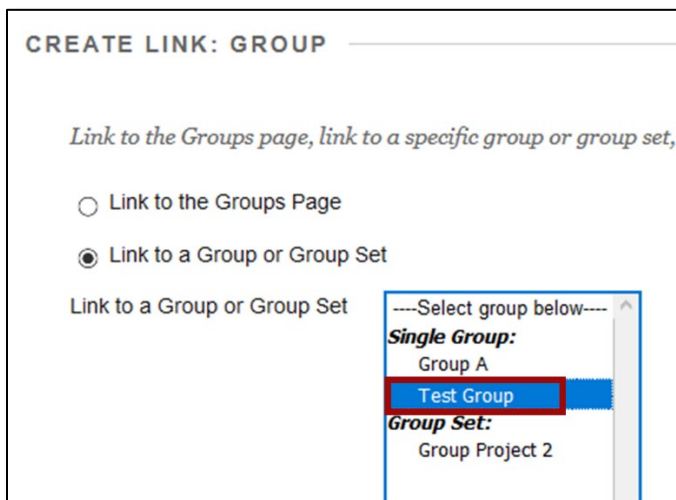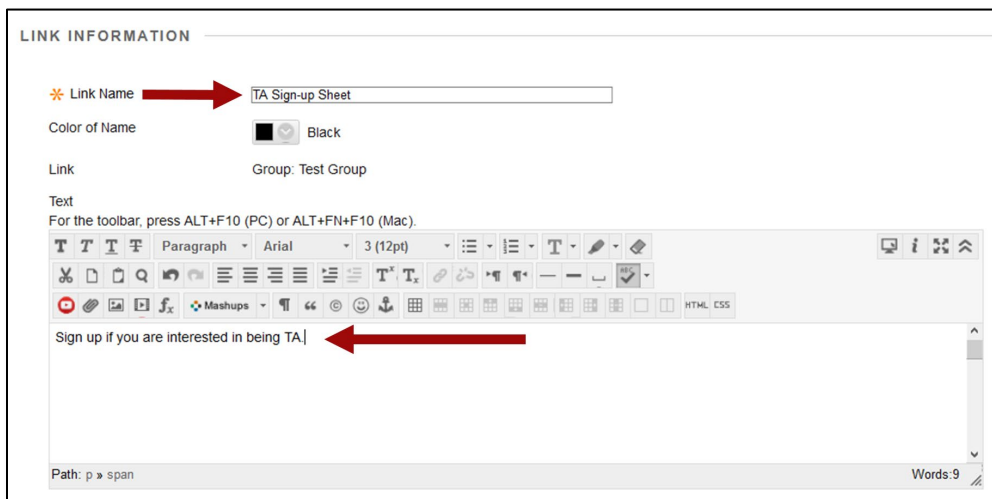
Content Area

1. Navigate to a content area.
2. From the *Tools* menu, select **Groups**.

3. Select **Link to a Group or Group set**, then choose the Group that includes the sign-up list.

4. Select **Next**.
5. Enter a **Link Name** and **Text** to describe the link.

6. Select **Submit**.

7. When students access the link, they will see the Signup sheet information, the maximum numbers of members allowed, and a Sign Up button.

Sign Up Sheet

SignUp Sheet Name: TA Signup Sheet

SignUp Sheet Instructions:
Signup lists instructions.

Test Group

Max Members Allowed : 5

Sign Up