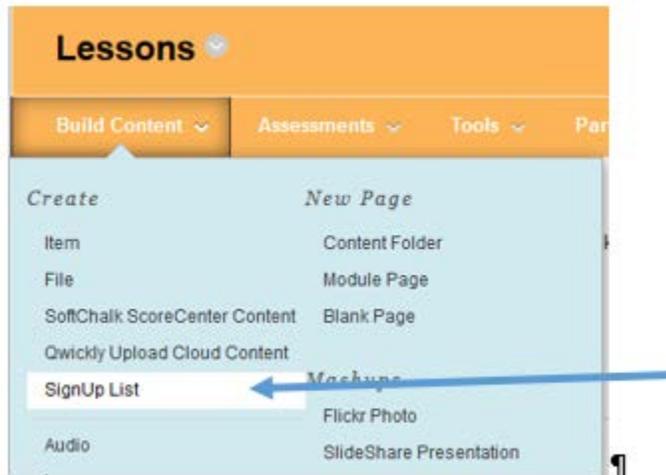# Creating SignUp Lists for Proctored Events

You can create signup lists to place in your Blackboard courses for students to choose the date/time/location they plan to attend.

Inside your Blackboard course go to Lessons – Build Content drop arrow – Choose Sign Up List

Select BATCH CREATE so you can create the multiple date/time/locations at one time.

SignUp Names and Instructions

Enter the dates/times/locations for each proctored event along with the instructions you would like them to know. (Sample below) You will need to advise them to only sign up for **one** date. The student can removed themselves from one list and add to another if they wish. They can also signup for both dates so you will need to monitor for this.

Note lists will only be created for entries where a name has been supplied

⚠ ✳ Name(s)

Proctored Event Tuesday Feb 26 3:45 Vidalia Campus Gillis Bldg Rm 818

tored Event Wednesday Feb 27 3:00 Swainsboro Campus Bldg 2 Rm 2106

➕ ➖ *Use these buttons to add or hide extra SignUp List names*

Color of Name   ⬛ 🔽   Black

INSTRUCTIONS

The text entered here will appear at the top of each list created

You can tailor the message to each list later

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

Please select only **ONE** Date/Time/Location SignUp List.

You will need to be on time for the event and you will need to bring a pen and your student ID.

No materials, phones, Internet, etc. will be allowed during the event.

Sign UP Period Dates and Number of Seats Available.

Enter the dates you would like the Sign Up to Open and Close. These will display to the students.

Enter the Number of Places (this is the number of seats you have in the classroom that you can accommodate). You will be edit them individually after setup if one room has more/less seats available.

SIGN UP PERIOD

This section controls when people are able to add their names to the lists, not the visibility of the items (that is set at the foot of this p

⚠ ✱ SignUp Period   Lists Open 02/19/2019   📅   09:00 AM   🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Lists Close 02/25/2019   📅   05:00 PM   🕐
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

LIST SETTINGS

Please specify the number of places on these lists and who can sign up to them

If you set the Reserve list size to a value greater than zero then users will be able to add their names to the reserve lists when the ma

⚠ ✳ Number of Places   20

✳ Reserve Lists Size   0

Options
☑ Show names on the lists
☑ People on the main lists can remove their names during the sign up period
☑ People on the reserve lists can remove their names during the sign up period

Scroll Down to bottom and then click **Submit**.

Group Names and Group Information

On the next screen click **NO** on **Group Available** and click **Submit**.

GROUP NAMES

Entries have been created matching the list name(s). Feel free to edit these if you

✳ Proctored Event Tuesday Feb | Proctored Event Tuesday Feb 26 3:45 Vidalia Can
26 3:45 Vidalia Campus Gillis
Bldg Rm 818

✳ Proctored Event Wednesday | Proctored Event Wednesday Feb 27 3:00 Swainsl
Feb 27 3:00 Swainsboro
Campus Bldg 2 Rm 2106

GROUP INFORMATION

These settings will apply to every Group created here, but can be altered individ

⚠ ✳ Group Available   ○ Yes ◉ No   Cancel   **Submit**
¶

SignUp Listing Displays

You will now have a signup for each of the names you listed.

Proctored Event Tuesday Feb 26 3:45 Vidalia Campus Gillis Bldg Rm 818

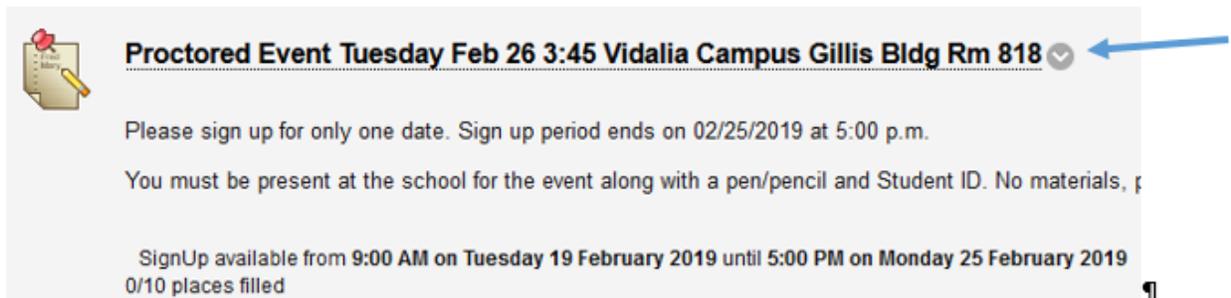Please select only **ONE** Date/Time/Location SignUp List.

You will need to be on time for the event and you will need to bring a pen and your student ID.

No materials, phones, Internet, etc. will be allowed during the event.

SignUp available from **9:00 AM on Tuesday 19 February 2019** until **5:00 PM on Monday 25 February 2019**
0/20 places filled

Proctored Event Wednesday Feb 27 3:00 Swainsboro Campus Bldg 2 Rm 2106

Please select only **ONE** Date/Time/Location SignUp List.

You will need to be on time for the event and you will need to bring a pen and your student ID.

No materials, phones, Internet, etc. will be allowed during the event.

SignUp available from **9:00 AM on Tuesday 19 February 2019** until **5:00 PM on Monday 25 February 2019**
0/20 places filled

Edit your SignUp List

You can edit each one with the drop arrow by the title if you need to.

View your SignUp List

The student will click the date they prefer and it will add them to a list.

To retrieve the list you will click the Title of the Event and then click Batch View
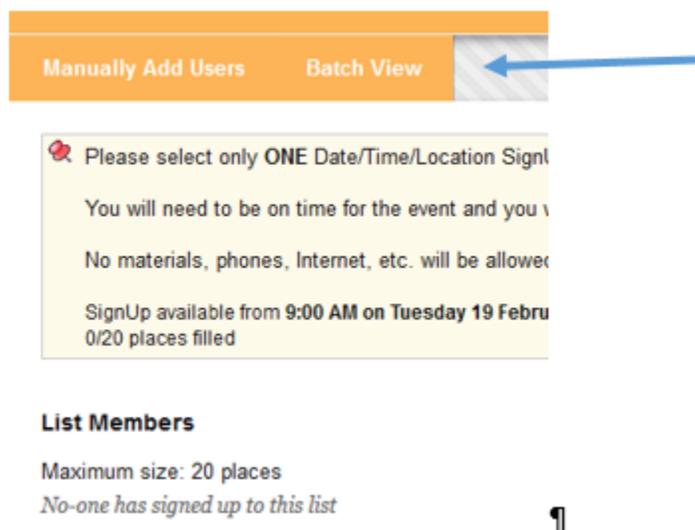
The Batch View list will display all your student names and which date they chose for the exam. You can then print the page from your browser.