

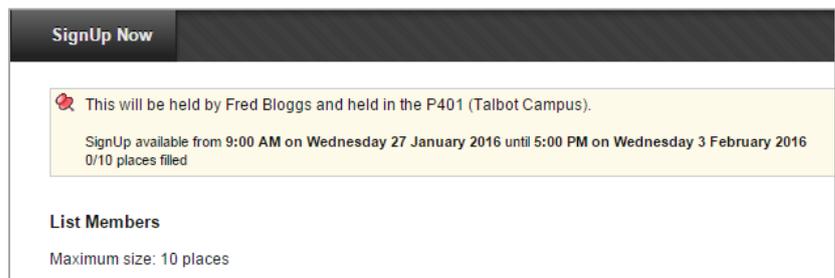
Overview

This tool enables instructors to create sign-up lists which have a limited number of places that students can sign-up to. At the end of the sign-up period the list can be used to populate a group.

If you are planning to create multiple sign-up lists, it is recommended to create them all in a dedicated folder and add some instructions about the lists, e.g. how many lists a student can sign up to. Each Sign-up List appears as a content item, displaying the list name, the text provided, details of the sign-up period and the number of people currently signed up.



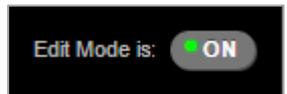
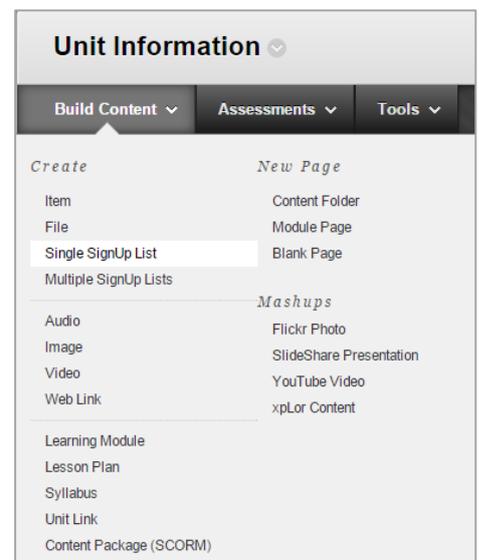
Wednesday morning tutorial
This will be held by Fred Bloggs and held in the P401 (Talbot Campus).
SignUp available from 9:00 AM on Wednesday 27 January 2016 until 5:00 PM on Wednesday 3 February 2016
0/10 places filled



Sign Up Now
This will be held by Fred Bloggs and held in the P401 (Talbot Campus).
SignUp available from 9:00 AM on Wednesday 27 January 2016 until 5:00 PM on Wednesday 3 February 2016
0/10 places filled
List Members
Maximum size: 10 places

Creating a Sign-up List

1. Enter the appropriate unit/community
2. Check that **Edit Mode**, located in the top right corner, is switched on.
3. From a content area such as **Unit Information** or **Unit Materials** mouse over the **Build Content** drop down menu and select **Single Sign-Up List**
4. Enter a **Name** for your Sign-up list
5. Add **text** to provide further details about the list. For example if the Sign-up List is for a tutorial, you might want to add information about the location, time of the tutorials, tutor's name, etc. Details of the sign-up period and number of people currently on the list will be added automatically.
6. **Sign-up Period**; specifies the time period during which students can sign-up (and also withdraw, if allowed). It does **not** determine the dates when this content item is visible
7. **Number of places**; use this to specify the number of places available. Once the limit is reached students will not be able to sign-up to the list
8. **Reserve list size**; you can create a reserve list, which is only populated when the main list becomes full. People on the reserve list will automatically be moved to the main list if someone withdraws, or is removed from it. If you don't want to use this option, set this field to zero.
9. **Show names on the list**; by default the names of people signed up are visible to everyone, just like the paper equivalent. If you do not want to show who is signed up, set this field to 'No'.
10. **Students can remove their name during the sign-up period**; Use this option to control whether or not students are allowed to withdraw from a list before the final deadline.
11. **Groups**; you can choose if you would like to populate a new or existing group with the student names who join the signup list.

Unit Information ▾

Build Content ▾ Assessments ▾ Tools ▾

Create	New Page
Item	Content Folder
File	Module Page
Single SignUp List	Blank Page
Multiple SignUp Lists	
Mashups	
Audio	Flickr Photo
Image	SlideShare Presentation
Video	YouTube Video
Web Link	xpLor Content
Learning Module	
Lesson Plan	
Syllabus	
Unit Link	
Content Package (SCORM)	

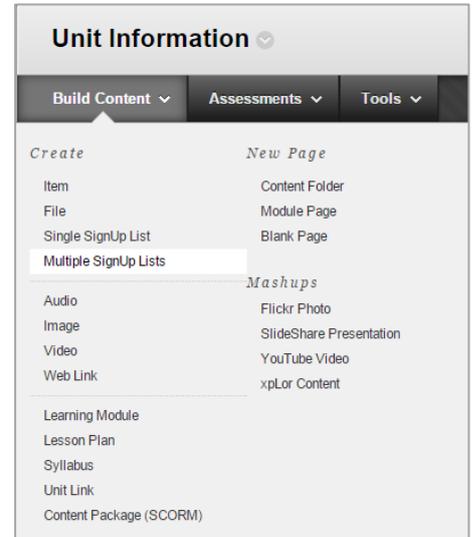
12. **Set the availability of the Sign-up list.** Date and time restrictions and/or adaptive release rules can be applied to control the visibility of the list.
13. Click **Submit** to create the Sign-up list.

Multiple sign up lists

Choose this option if you want to create a batch of individual SignUp lists. Users are free to sign up to any list that they want, as long as places remain. These lists can also offer a reserve list option. After creating the lists, subsequent edits are made on a per list basis as they are now independent content items.

Essentially this option provides a quick way to generate multiple single SignUp lists, with the addition of some simple batch reporting tools.

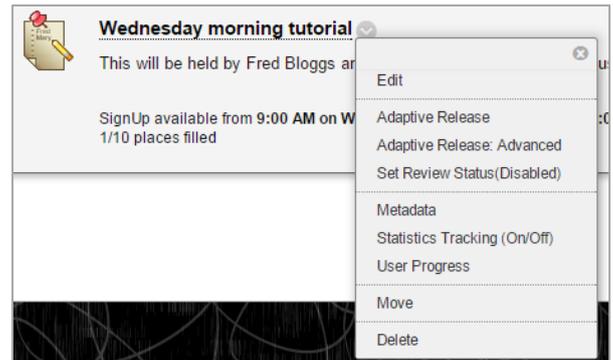
- From a content area such as Unit Information or Unit Materials click on the **Build Content** drop down menu and select **Multiple Sign-Up List**.
- Click **Batch Create Single Lists**.
- Add the list names; each one on a separate line. A separate list will be created for each name. These should be sufficient to uniquely identify each list, e.g. *Group 1, Group 2* etc.
- All other settings i.e. **text, sign-up period, list options** etc. are all set together for each list. These can be altered individually later.



Editing the Sign-up List information

If you want to edit the list or apply adaptive release rules, click on the drop down arrows next to the list.

The number of places on the sign-up list can be changed after the list is available.



Viewing the sign up list

As well as viewing the members on the sign up list there is also a range of other features that can be used once the list is populated.

- Click the **title** to access a page which displays the current list of members.

This page also allows you to:

- **Add or remove** people from the list yourself,
- **Print** the names of members, populate a group
- **Export** the list to a file
- **Email** the signed up students
- **Create a group** from the signup list

Each Sign-up List exists independently, therefore a student could sign-up to more than one list (which you may or may not want to happen). If you want to restrict students to signing up to just one list out of a set, explore the **Group tools** which allow you to do this.

Manually Add Users Populate the Group Print Export Email Group: Wednesday morning tutorial Edit SignUp List

Show Both Lists Go

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1/10 places filled

Main List
Maximum size: 10 places

Remove Selected Silently Remove Selected

<input type="checkbox"/>	First Name	Last Name	Username	Role	Group Member	SignUp Date	Added By
<input type="checkbox"/>	Tim	Galling (Sys Admin)_PreviewUser	admintg_previewuser	Student	Enrolled	11:48:44 AM on Wednesday 27 January 2016	Tim Galling (Sys Admin)_PreviewUser

Remove Selected Silently Remove Selected

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.