How to create a Sign Up List

Adding a sign up list is similar to adding a content item within Blackboard. Follow these steps.

1. Login to your Blackboard unit and via the **Control Panel**, access the Content Area where you wish to add your sign up list.

2. Open the drop down menu to the right of the screen; select **Sign-up List** and then click **Go**.

3. In **Section 1 – Content Information**, enter the name of your Sign Up List and provide any instructions you want your students to read.

4. In **Section 2 – Sign-up Period**, select the time and dates you want the list to be available for.
5. In **Section 3 – List Options**, select the options according to your preferences.

   - **Number of places.** This allows you to set a maximum number per list.
   - **Reserve list size** - This is a waitlist. You could opt not to activate this to avoid any confusion of students signing up for a Reserve List rather than the actual list.
   - **Show names on list.** Activate this if you wish students to be able to view names of all students who have joined the list.
   - **Students can remove their name during the Sign Up period.** Activate this if you wish to permit students to withdraw from a list.

6. In **Section 4 – Options**, you can make the list / content available and track the number of views if desired.

   If setting date and time restrictions, these should align with the Sign Up period that has been set (see step 4).

7. In **Section 5 – Submit**, click **Submit** to finish. You will receive a receipt message stating a new Sign Up list has been created. Click **OK**.

8. The chosen content area screen will appear at the bottom of your screen.