How to create Batch Lists

Using the Batch Create function within the Sign Up tool will enable you to create multiple lists simultaneously. The Options you select will be applied automatically to each list. You may Modify individual lists as required.

1. Login to your Blackboard unit and via the Control Panel, access the content area where you wish to add your Batch Sign Up List.

2. Open the drop down menu to the right of your screen, select Sign Up List, and then click Go.

3. Click Batch Create Lists.

4. In Section 1 – Content Information, enter the Names of each list you wish to create.
   Enter each name on a separate line as shown in the adjacent screen shot.
   In the examples shown here, five Sign Up Lists will be created.

5. In Section 2 – Shared Settings, enter the instructions or information in the Text box, and pick a colour if you wish.
   Note that the text you enter here will be applied to each of the lists created. If you wish to customise the text for a specific list you can go back and modify that particular list after creating it.
6. In Section 3 – Sign up Period, use the drop down menus (calendar) to select the sign-up period. This will apply to all the lists that you named in Step 4.

7. In Section 4 – List Options, select the List Options according to your preferences.

This allows you to limit the number of places, create a reserve list, show names of other students who have signed up, and permit students to withdraw from a list during the sign up period, if you wish to deploy these options.

These settings are exactly the same as those applied when Creating a Sign Up list.

8. In Section 5 – Options, select the remaining options as you would for any normal Blackboard content item. Make sure that the date and time settings do not conflict with the list sign-up period (see step 6 above).

Click Submit to finish.

9. You will receive a receipt screen stating that the lists were successfully created. Click OK.

10. The chosen content area screen will appear at the bottom of your screen, showing the respective number of Sign Up lists added to your list of items, as show in the example.