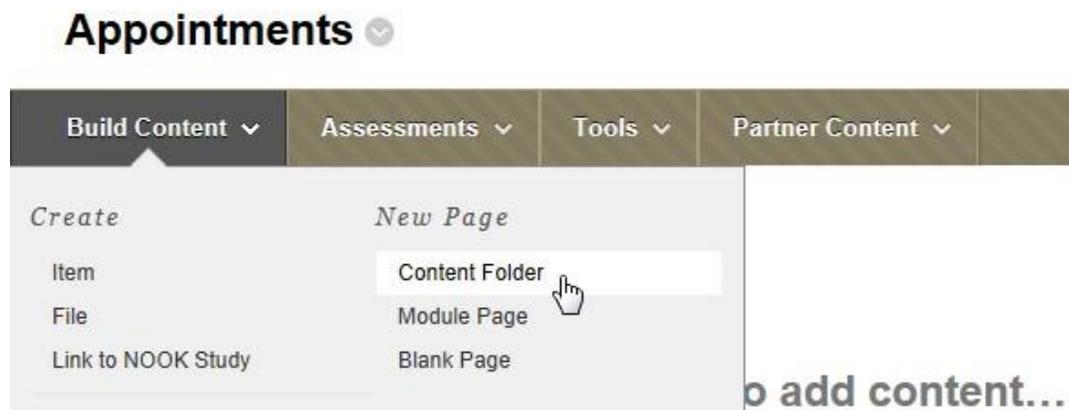


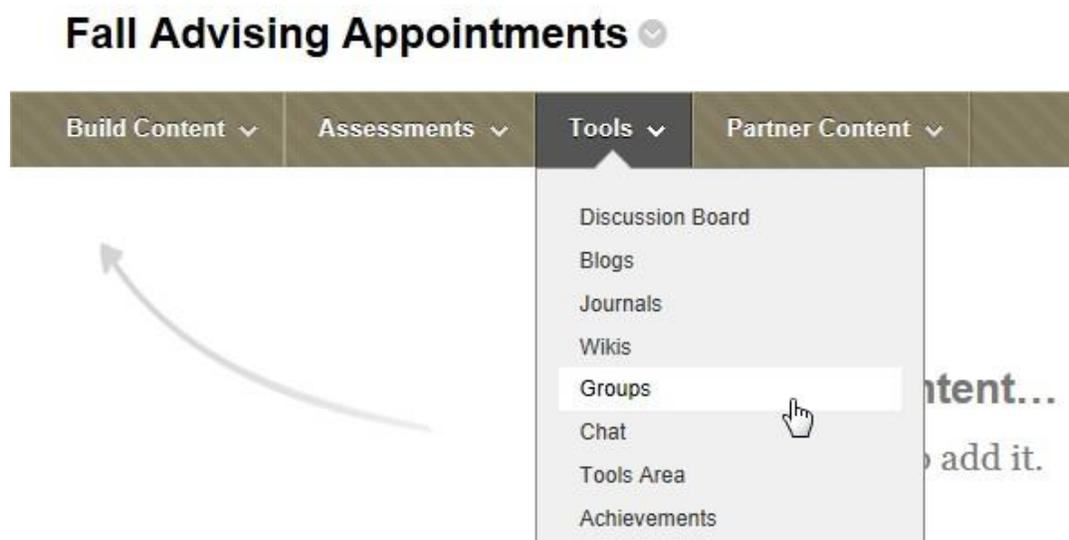
How to Create a Sign-Up Sheet in Blackboard Using Group Sets

Blackboard does not have a scheduling system, but we can use other tools to mimic this function (such as a Wiki or Discussion Board). One of those tools is the Groups, but there are a couple of settings that need to be selected in order for these to work as a sign-up sheet. We'll be presuming that you are setting up advising appointments in your Advisor space for this example.

You might find it helpful to organize your appointments by folder, in other words, to create a folder in the Appointments area for every semester. To do that, just hover your mouse over the Build Content menu and select "Create Folder." Call the new folder "Fall Advising Appointments" or similar.



Within this folder, go to Tools and select "Groups."



On the following page, go to the “Create New Group or Group Set” area and select “Self-Enroll Group Set” from the list of group types. Click the small “Go” button to get to the Group Properties page.

CREATE LINK: GROUP

Link to the Groups page, link to a specific group or group set, or create a new group or group set.

- Link to the Groups Page
- Link to a Group or Group Set

Link to a Group or Group Set

—Select group below—
Single Group:
Early Exam-Takers

Create New Group or Group Set

—Select group type—
Single Group:
Manual Enroll Group
Self Enroll Group
Group Set:
Manual Enroll Group Set
Self Enroll Group Set
Random Enroll Group Set

Go

Click Next to continue. Click

Cancel

Next

Give the Group Set a name, and below the “Description” box, select “Sign-up Sheet Only.” **This step is important, so don’t miss it!** Uncheck any tools that you don’t think students will use (if it is just a sign-up sheet, they don’t need any tools). You can also uncheck “Allow Personalization.”

You can use the same name as the Group Set in the area for “Name of Sign-up Sheet.” Below the Instructions box, you must also enter the number of students per group (probably 1) and the number of groups you need (will be the total number of appointments available).

Maximum Number of Members

1

Allow students to see names of other members in a group before they sign up.

Show Members

The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.

Allow students to sign-up from the groups listing page.

GROUP SET OPTIONS

* Number of Groups

5

Create smart view for each group in set.

When you click Submit, you will be taken back to the “create Link: Group” page. Your new group set should be highlighted, so go ahead and click “Next.” On the next page, click Submit.

Now comes the point where you can add dates and times to make the groups into appointment slots. Go to the Control Panel, select Users and Groups, and then click Groups. On the top of the page listing the groups, click the option for Group Sets. You should then see just one Group Set.

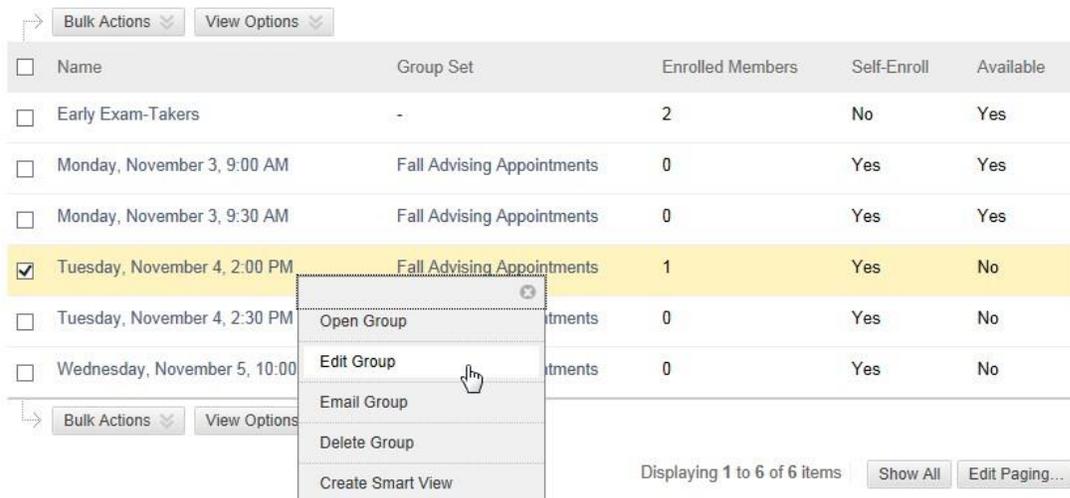


Hover your mouse to the right of the group set name, then click the “action button” and select the option “Edit Group Set Membership.” **It is important to choose this option, not any others.**



You will then see a page listing all of the groups, and you can change the generic group names to dates and times. Note: if you discover that you need more appointment slots, you can add groups using the “Add Group” button at the bottom of the list.

Now, go back to the Groups page and select the option for All Groups so that they are all listed. Hover your mouse next to each appointment slot and click the “action button.” In the popup menu, select “Edit Group” and on the following page, set “Group is Visible to Students” to Yes.



To sign up for an appointment, your students will simply go to the list of groups and click “Sign Up” for their preferred date and time.

Tuesday, November 4, 2:00 PM

Max Members Allowed : 1



Once a student has signed up for a time slot, he or she will only see that date and time and none of the other groups. Note: if a student needs to change an appointment, you will need to go back to “Edit Group Set Memberships” page to remove them from one group and add them to another.

To see who has signed up for which slot, go back to the “Edit Group Set Membership” page.

☐ Tuesday, November 4, 2:00 PM

★ Name

Username	First Name	Last Name	Role	
 demo_student	Demo	Student	Student	<input type="button" value="x"/>