



## Assignments: Creating Group Sign-Up Sheets

Sign-up sheets allow students to add themselves to groups. However, you control the maximum size of the group and whether students can see who has signed up.

To create a sign-up sheet:

1. From the Group Manager screen, click **Create Groups**. The Create Groups screen appears.

2. Select *Create Groups with Sign-Up Sheets* and click **Continue**. The Create Groups with Sign-Up Sheets screen appears.

Create Groups with Sign-Up Sheets	
<b>Group Settings</b>	
All group names will start with the same word or phrase, followed by a unique number. Enter the word or phrase that will be used in all group names in the text box below. For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.	
*Number of groups:	<input type="text" value="3"/>
*Word or phrase all group names start with:	<input type="text" value="Archaeology Project"/>
Default description:	<input type="text" value="Students must sign up for the archaeology project of their choice. Groups are first come, first serve."/>
*Maximum Students per group:	<input type="text" value="5"/>
Student view:	<input checked="" type="checkbox"/> Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet. (Whether this option is selected or not, after Students join a group, the names of their group's members will appear on the sign-up sheet.)

3. Under *Group Settings*, enter:
  - the number of groups to create.
  - the base name for the group.
  - a description of the group (optional).
  - the maximum number of students per group.

4. Choose whether to allow students to view group members' names before signing up.
5. Under Sign-up Sheet Settings, enter the sign-up sheet title and any instructions for students.
6. From the *Place the sign-up sheet link on* drop-down list, select the folder where you want to add the sign-up sheet and click **Continue**.
7. Click **Save**.