## How to Use the Sign-Up Tool in Blackboard

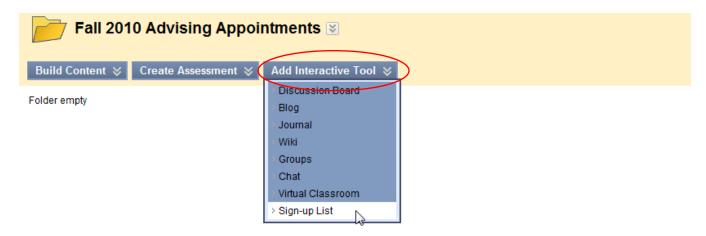
Although Blackboard does not have a full-fledged scheduling system within itself, we do have a third-party tool that will allow the creation of time slots which students can sign up for – a system which can be used, for example, for scheduling advising appointments. Anecdotal evidence has shown that online sign-ups encourage more students to commit to an appointment time than if they had to make a special trip to sign up at your office door.

The following instructions will use advising appointments in the advisor spaces as the main example, but this tool is available in any course space and can be used for any purpose, such as signing up for oral exams. If you need to have students sign up for project-oriented small groups, you can use the Blackboard group set functions (see documentation on our web site).

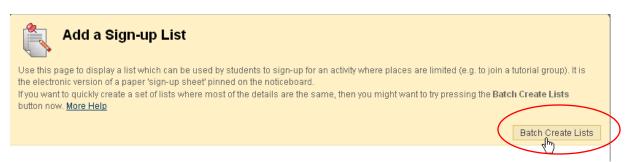
Go to the content area where you would like the appointment slots to appear (for example, the Appointments area of your advisor space). **Here's a tip**: for ease of management, create a folder to contain all the time and call it (for example) "Fall 2010 Advising Appointments." Turn Edit Mode On and select "Create Folder" under the "Build" menu button.



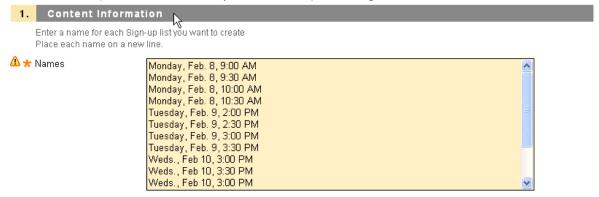
After you create the folder, click on the title of the folder to enter the folder. Now, with Edit Mode turned on, look for "Sign-up List" under the "Add Interactive Tool" tool button.



For our purposes, on the next page, click the "Batch Create Lists" button (it looks more like text than a button, but you can click on it).



On the following page, in section (1), enter information for each time slot, one slot per line as shown below. Since this is not a real appointment scheduling system, these are not actual date and time fields, so there is no required format; it is all just text.



The next couple of sections pertain to information and settings for the time slots, the purpose of which is explained within each section. **In section 4, "List Options," for appointments, you will probably want to set the "number of places" to 1 (one)**. Choose other options as desired and click Submit when you are done.

You should now see a page of appointment slots, in the order in which you created them. If you discover later on that you need to add a few more slots, just go through the Batch Create Lists process again for the new times. The new time slots will be added at the bottom of the page you are on, and you can just drag-and-drop them to the desired places on the page. To delete a slot, turn on Edit Mode and click the "chevron" (double-drop-down) to the right of the time slot's title. Select "Delete" from the menu that pops up.

In order to "sign up" for a slot, your students will go to the page where you have the appointments (clicking on the title of the folder, if you created one). They will click on the title of slot (for example, "Tuesday, Feb. 9, 2:00 PM") and click the blue "Sign up now!" button which appears on the next page. If someone else has already signed up, they will see a red "List Full" message and not be able to add themselves.

You can see who has signed up for a particular time by clicking the name of any time slot for which students have signed up. This will also give access to additional reporting functions under the "More Functions" button. The "View Multiple Lists" option will show everyone who has signed up for a time slot (in alpha order). If you select "Export," then the resulting Excel file will be in date-time order.

