

# Learning Management System user guide: Sign-up lists

A sign-up list can be added to a subject or community to provide students with a means of signing up online for group work, tutorials, essay titles, projects, etc. Subject coordinators may specify how many students can sign up for a list, and if they can see who else has signed up. An optional reserve waiting list can also be created, and students on the reserve list will be automatically notified by email if a place becomes available on their preferred list. Lists can be exported, printed and used to populate groups.

## CREATING A SIGN-UP LIST

1. Navigate to the area in your subject site where you wish to create a link to a sign-up list.
2. Click **Edit View**.
3. Select **Sign-up List** from the drop-down menu and click **Go**.
4. Enter the name and description of the sign-up list.
5. Select the list opening and closing dates from the *Sign-up Period* options.
6. Select the number of available places and the number of reserve places from *List Options*.
7. Click **Submit** and then **OK** on the following receipt page.

## POPULATING A GROUP FROM A SIGN-UP LIST

When students have filled a sign-up list, the list data can be used to populate existing groups.

1. Navigate to the area in your subject site where your sign-up list exists, and click **Sign up**.
2. Click **Group Tools** on the top menu.
3. Select an existing group from the drop-down menu.
4. Select whether existing group members should be left in the group or removed.
5. Click **Submit** and then **OK** on the following receipt page.

Report any errors or omissions in this user guide to:

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