

## Creating a signup sheet

You can create a page where students sign up for groups or make other choices. The “groups” can be linked to Concourse activities or used to create face-to-face groups, indicate areas of interest, volunteer for a task, choose time slots for meeting with the professor, etc.

Students can only sign up for one group on a sheet. However, you can create a set of separate signup sheets for independent groups. Students can’t change groups after making a selection, but if you remove a student from one group they can sign up for another.

*IMPORTANT: the instructor is NOT automatically a member of each group.*

### Basic instructions

1. Click the “Teach” tab
  2. Click “Group Manager”
  3. Click “Create Groups”
  4. Select “Create groups with sign-up sheets” and click “Continue”
  5. Under “Group Settings” enter the “Number of groups,” a word or phrase to start the group names with, and a maximum number of users per group. If desired, check “Allow Students who have not yet joined a group to see the names of group members.”
  6. Under “Signup Sheet Settings” enter a title and choose a location for the sign-up sheet
  7. Click “Continue”
  8. On the confirmation screen you have the option to change the group names.
  9. Click “Save”
  10. To test the sheet, click the “Student View” tab and open it.
  11. Click “Sign up” for one of the groups and click “OK” and return to the sheet.
- If you allowed students to see names (step 5 above) you should see the demo student listed.

To add or remove someone from a group, including the instructor or the demo student:

1. Click the “Teach” tab
2. Click “Group Manager”
3. To the right of the name of the group click the dropdown menu icon
4. Choose “Edit group”

### REMOVE

5. To remove someone, click the box to the left of the name of the student, then click “Remove Selected”
6. Click “Save”

### ADD

5. To add someone, click “Add Members”
6. Click the box to the left of the name of the student, then click “Add Selected”
7. Click “Save”