WHY WOULD YOU USE THIS FEATURE:
A sign up page can be created within a wiki. An instructor may generate a sign up sheet for various purposes like class or project sign ups. A student can also create a wiki with a sign up page for tasks like group work, etc. The following tutorial will demonstrate A) How to create a sign up page using a wiki page B) How to edit fields in a previously created sign up sheet.

HOW TO CREATE A WIKI PAGE:
1. Access your course within Blackboard.
2. Under the Course Management bar on the left side of the page click the Course Tools option.
3. Select the Wikis option.

![Course Tools](image)
4. Select the desired wiki for which you desire to create a sign up page.

![Create Wiki](image)

5. Click on the **Edit Wiki Content** box to the right of your wiki page name.

![Edit Wiki Content](image)

6. The **Wiki Page Content** window will appear. Here you can name the sign up page as well as create or edit content.

![Create Wiki](image)
7. If you would like to use a **table** to organize the sign up page select the **Table Icon** from the toolbar.

![Table Icon](image)

8. In the **General** tab for the table you can select **row** and **column** sizes by clicking in the appropriate box and typing in the desired number. When you have made the desired specifications click **Insert**.

![Table Specifications](image)

9. Add text to the table by clicking inside each box. The size of the box will adjust to the text entered. Click **Submit** when you are finished creating the table.

![Table Data](image)
10. Congratulations, you have successfully created a sign up page.
STUDENT TUTORIAL:
CREATING A SIGN UP SHEET USING A WIKI PAGE

HOW TO ACCESS/EDIT A SIGN UP PAGE:

1. Access your course within Blackboard.
2. Request information from your instructor about where the wiki sign up page is located within the course. (It is often located in Course Content or on the left-hand Navigation bar itself.)
3. Select the Wiki option (through Course Content or the Navigation Bar).
4. Choose the wiki sign up page you want to edit.
5. Click the **Edit Wiki Content** box to enable editing in the sign up page fields.

6. After making edits click **Submit. You have successfully utilized the sign up page.**