

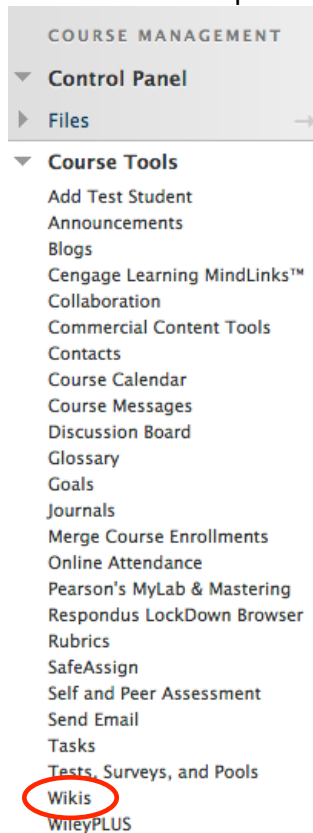
STUDENT TUTORIAL: CREATING A SIGN UP SHEET USING A WIKI PAGE

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.

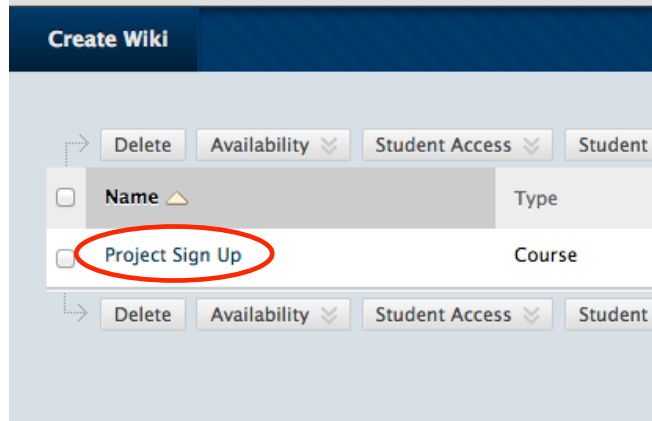
HOW TO CREATE A WIKI PAGE:

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.

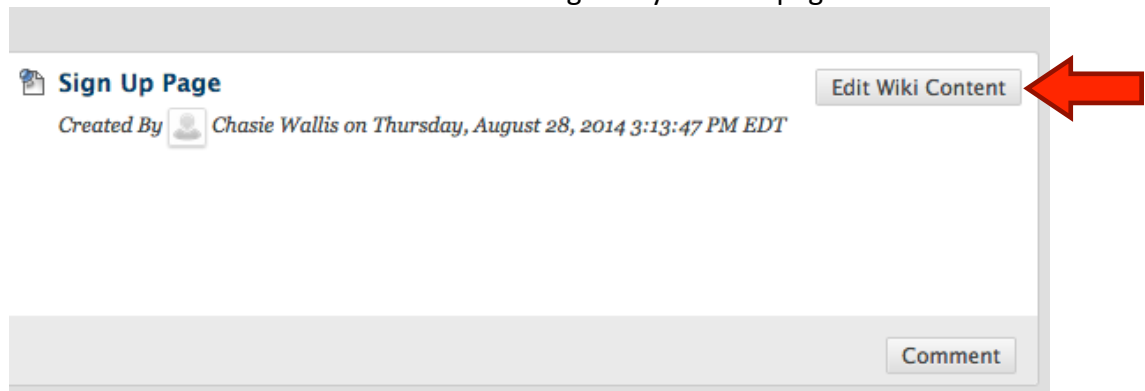


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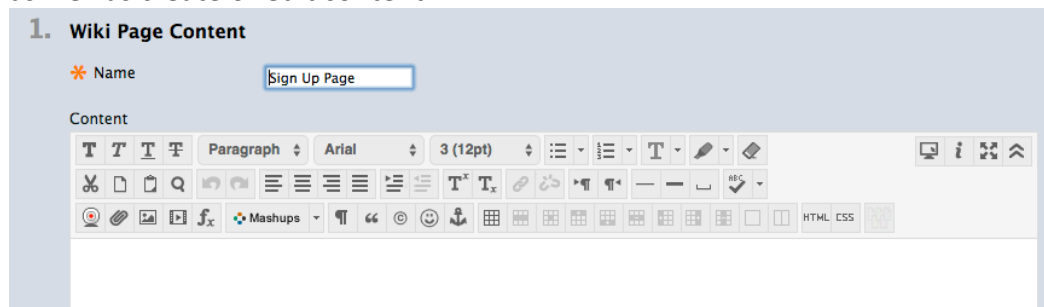
4. Select the desired wiki for which you desire to create a sign up page.



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

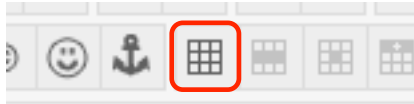


6. The **Wiki Page Content** window will appear. Here you can name the sign up page as well as create or edit content.

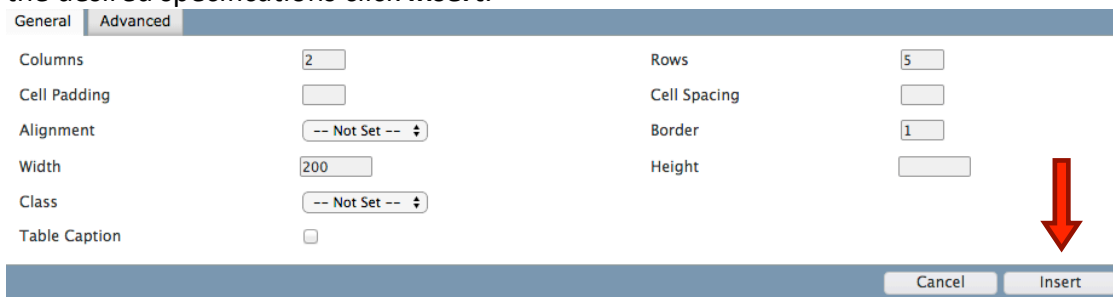


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7. If you would like to use a **table** to organize the sign up page select the **Table Icon** from the toolbar.



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**.

A screenshot of a dialog box with two tabs: 'General' and 'Advanced'. The 'Advanced' tab is selected. It contains several settings: 'Columns' (input: 2), 'Rows' (input: 5), 'Cell Padding' (input: empty), 'Cell Spacing' (input: empty), 'Alignment' (dropdown: -- Not Set --), 'Border' (input: 1), 'Width' (input: 200), 'Height' (input: empty), 'Class' (dropdown: -- Not Set --), and 'Table Caption' (checkbox: unchecked). At the bottom right, there are 'Cancel' and 'Insert' buttons. A red arrow points down to the 'Insert' button.

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.

Group #	Student Name
1	Chris, Caitlin
2	
3	
4	

STUDENT TUTORIAL: CREATING A SIGN UP SHEET USING A WIKI PAGE

10. Congratulations, you have successfully created a sign up page.


ox.bcx732 (bcx732 Sandbox Course)



Create Wiki Page

Wiki Instructions ^

Instructions | [Alignments](#)

This wiki serves as a sign up sheet for upcoming projects.

 **Sign Up Page** [Edit Wiki Content](#)

Created By  Chasie Wallis on Thursday, August 28, 2014 3:13:47 PM EDT
last modified by  Chasie Wallis on Thursday, August 28, 2014 4:01:50 PM EDT

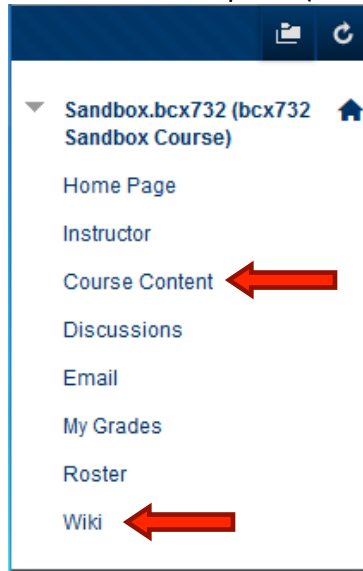
Group #	Student Name
1	Chris, Caitlin
2	
3	
4	

[Comment](#)

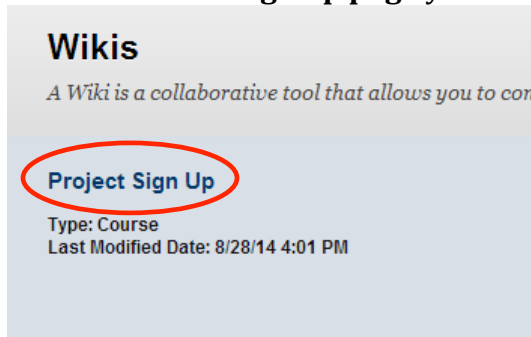
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HOW TO ACCESS/EDIT A SIGN UP PAGE:

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.




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5. Click the **Edit Wiki Content** box to enable editing in the sign up page fields.

Sign Up Page

Created By  Chasie Wallis on Thursday, August 28, 2014 3:13:47 PM EDT

last modified by  Chasie Wallis on Thursday, August 28, 2014 4:01:50 PM EDT


[Edit Wiki Content](#)

Group #	Student Name
1	Chris, Caitlin
2	
3	
4	

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

✧ **Instructions**
This wiki serves as a sign up sheet for upcoming projects.


✧ Indicates a required field.

Cancel **Submit** 

1. Wiki Page Content

✧ Name

Content



Group #	Student Name
1	Chris, Caitlin
2	David, Kelly
3	Scott, Mary
4	Kim, Jeremiah