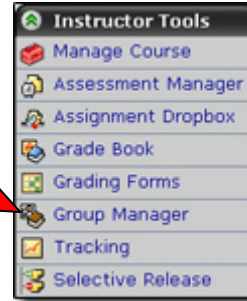


Teaching with the EWP Shell

How To Clicksheet 2007

Group Manager – Creating Sign-Up Sheets

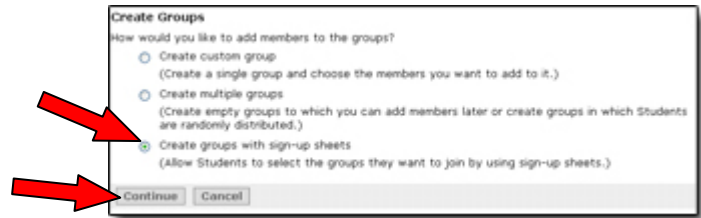
- 1.) Ensure that you are on the **Teach** tab
- 2.) Click **Group Manager** from the menu on the left.



- 3.) Click **Create Groups**

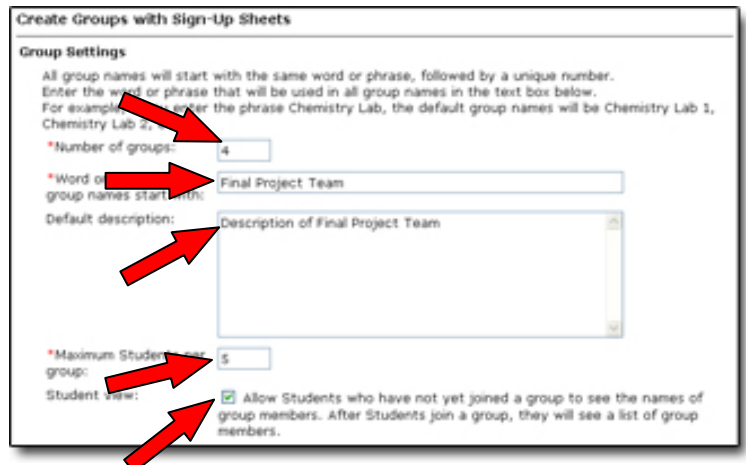


- 4.) Select **Create Groups with sign-up sheets**
- 5.) Click **Continue**

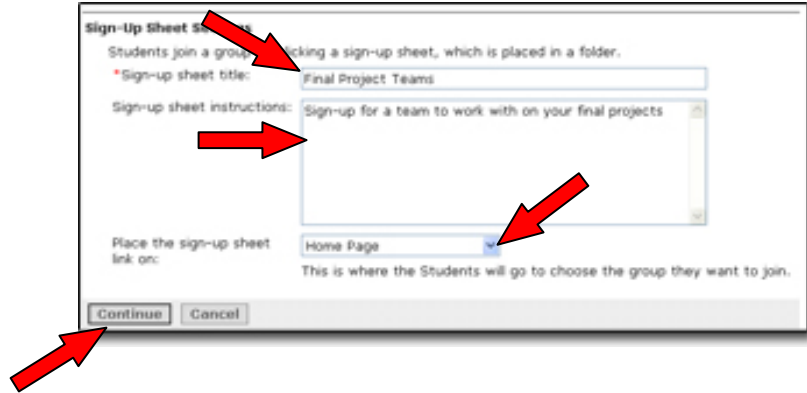


Note: The sign-up sheet tool allows you to create multiple groups for the same project/assignment. Here four final project teams are created.

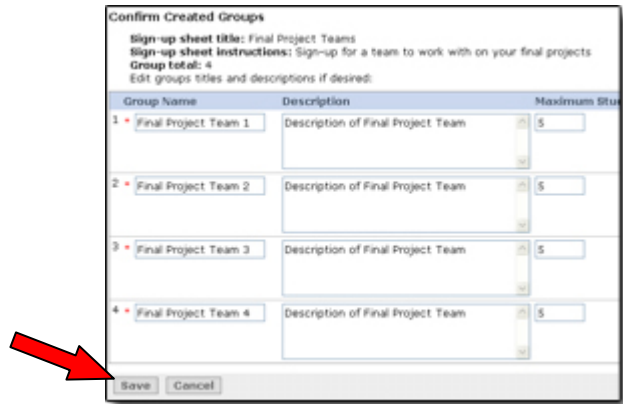
- 6.) Type in the **Number of groups** you want to create sign-up sheets for.
- 7.) Type in **Word or phrase all group names start with**. For example if you type "Team" then groups will be named "Team 1", "Team 2", etc.
- 8.) Type in a **Description** if desired
- 9.) Type in the **Max number of students per group**
- 10.) Select the **check box** next to student view, if desired.



- 11.) Type in a **Title** for the sign-up sheets to be grouped under.
- 12.) Type in a **Description** for the sign-up sheet group, if desired.
- 13.) Select from the **Drop-Down Menu** the page where you would like link for the sign-up sheets to appear.
- 14.) Click **Continue**



- 15.) Click **Save**



- 16.) You have successfully created a sign-up sheet! It is recommended that you change the icon to make it easier for students to identify the link. See **Changing an Icon**

