Creating a Manual Enroll Group Set

Step 1: Access the Groups Tool
On the course menu, click Users & Groups and then click on Groups.

Step 2: Create the Group
Place your mouse arrow over the Create button and choose Manual Enroll under Group Set.

Step 3: Name the Group
Give your group set a name and choose Yes or No near Group is visible to students.
- Yes - Students gain access to a private group area where they can work with each other.
- No - This group can only be used to determine visibility of an item via Adaptive Release.

Most instructors choose Yes.
Step 4: Group Tools

Uncheck Blogs, Journals, Academic Materials, Content Market Tools, and Wikis. These tools aren’t useful. This leaves a few other tools that you can make available to the groups:

- **Discussion Board** - Provides a place for private group discussions. Also allows you to create graded private group discussion activities.
  - Choose **Do not allow student group members to create forums** if you plan on creating graded group discussions.
- **Email** - Allows group members to easily email each other.
- **File Exchange** - Provides a space where group members can store/share files.
- **Tasks** - Allows group members to create tasks and assign them to each other.
- **Bb Collaborate** - Allows group members to meet live online using their webcams/microphones.
Step 5: Group Set Options
Under Group Set Options enter the number of groups you would like to create in the Number of Groups field.

![GROUP SET OPTIONS](image)

Step 6: Add Group Members
- Adjust the name of each group as needed in the Name fields.
- Use the Add Users button to select which students you would like to add to each group.
- Use the Add Group button at the bottom of the page to add additional groups if needed.
- Click the Submit buttons once you have finished setting up your groups.

![GROUP SET ENROLLMENTS](image)

Step 7: Accessing/Editing Groups
Click the down arrow next to a group set name and choose Edit Group Set Properties to revise any settings you previously set. Choose Edit Group Set Membership to adjust group names and members.

Need help with technology? Let us know.
Click on the name of a group to access the group homepage where you can email the group, view their files, join their live meetings, and access/create group discussions.

**Step 8: Linking to Groups**
The best way for students to access a group space is for you to link to it in one of your content areas. From a content area (such as a weekly area) click **Tools** at the top of the page and then choose **Groups**.

Choose **Link to a Group or Group Set**, click on the name of your group set, and then click **Next**.
Provide directions for what students should do in the group area in the **Text** box, and then click **Submit**. This creates a link for students to click on that will take them to their group homepage.