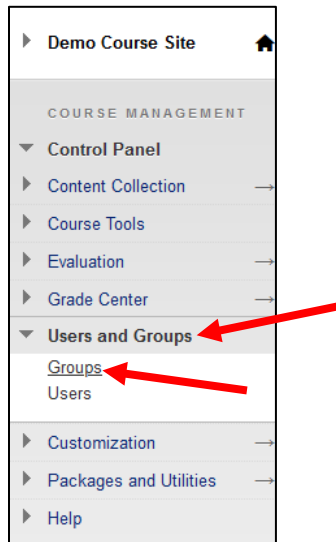


## Creating a Manual Enroll Group Set

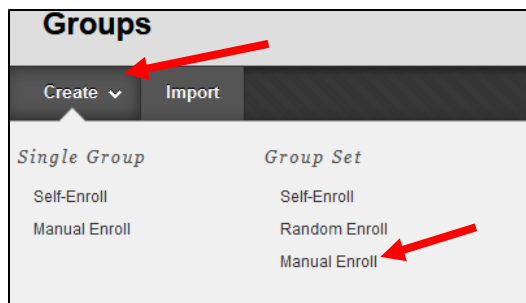
### Step 1: Access the Groups Tool

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**.


**GROUP INFORMATION**

\* Name  

Description

**T** **T** **T** Arial 3 (12pt) **T**    

Path: p

\* Group is visible to students  No  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.

**TOOL AVAILABILITY**

Blogs  
 No grading  
 Grade: Points possible:

Discussion Board  
 Allow any group members to create forums.  
 Do not allow student group members to create forums.

Email

File Exchange

Journals  
 No grading  
 Grade: Points possible:

Tasks

Academic Materials

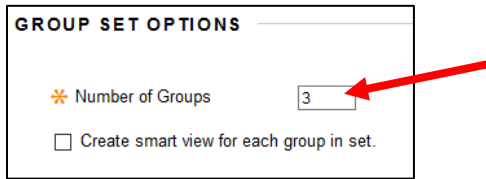
Blackboard Collaborate Ultra  
 Allow all group members to create and access session recordings.  
 Do not allow student group members to create or access session recordings.

Content Market Tools

Wikis  
 No grading  
 Grade: Points possible:

### 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.



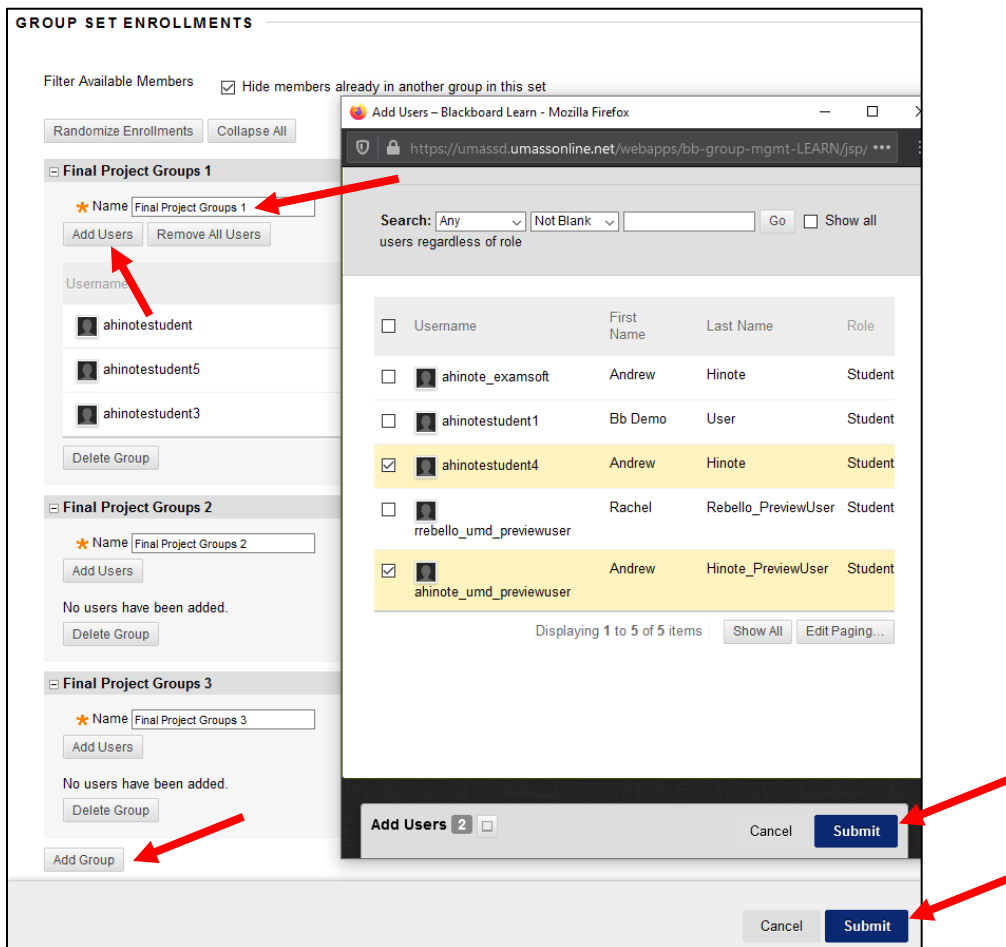
**GROUP SET OPTIONS**

\* Number of Groups

Create smart view for each group in set.

### 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**

Filter Available Members  Hide members already in another group in this set

Randomize Enrollments Collapse All

**Final Project Groups 1**

\* Name

Add Users Remove All Users

Username

- ahinotestudent
- ahinotestudent5
- ahinotestudent3

Delete Group

**Final Project Groups 2**

\* Name

Add Users

No users have been added.

Delete Group

**Final Project Groups 3**

\* Name

Add Users

No users have been added.

Delete Group

Add Group

**Add Users - Blackboard Learn - Mozilla Firefox**

Search:    Go  Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input type="checkbox"/>	ahinote_examsoft	Andrew	Hinote	Student
<input type="checkbox"/>	ahinotestudent1	Bb Demo	User	Student
<input checked="" type="checkbox"/>	ahinotestudent4	Andrew	Hinote	Student
<input type="checkbox"/>	rebello_umd_previewuser	Rachel	Rebello_PreviewUser	Student
<input checked="" type="checkbox"/>	ahinote_umd_previewuser	Andrew	Hinote_PreviewUser	Student

Displaying 1 to 5 of 5 items Show All Edit Paging...

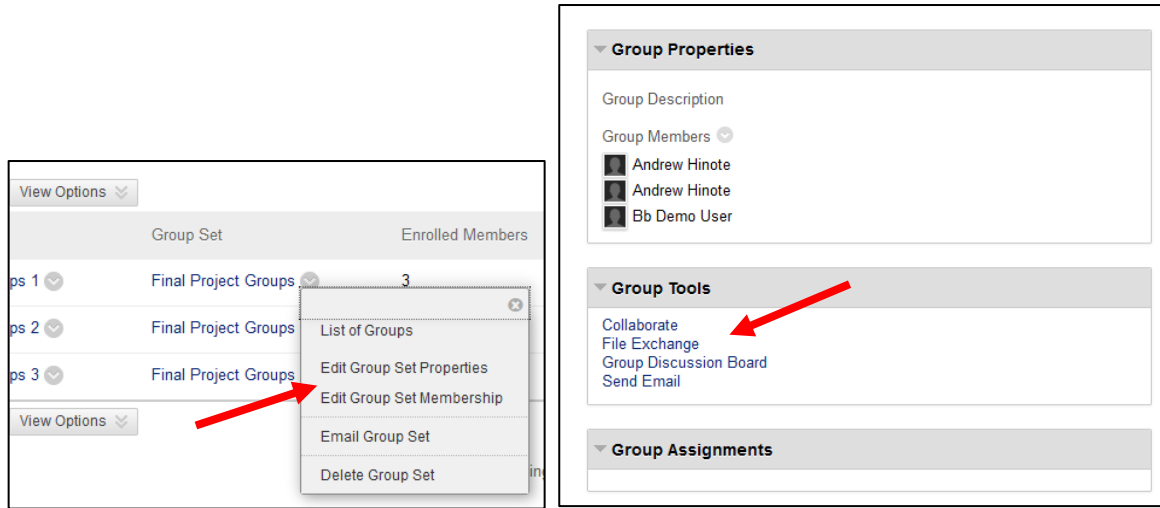
Add Users 2  Cancel **Submit**

Cancel **Submit**

### Step 7: Accessing/Editing Groups

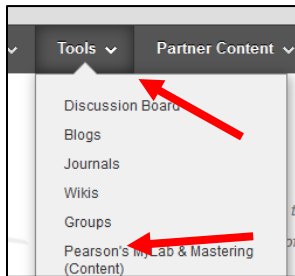
Click the **down arrow** next to a group set name and choose **Edit Group Set Properties** to revise any settings you previously set. Choose **Edit Group Set Membership** to adjust group names and members.

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.

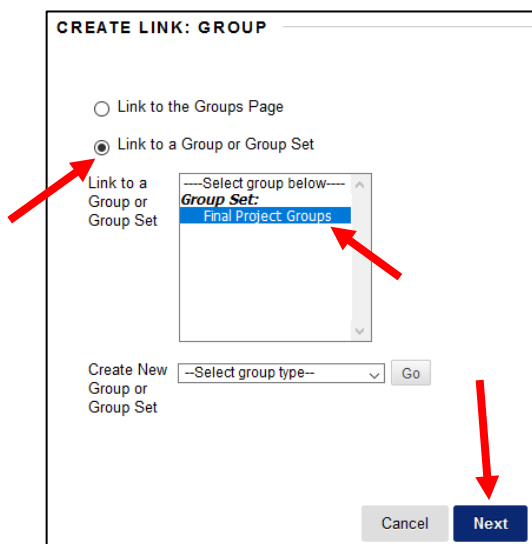


### Step 8: Linking to Groups

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.

**LINK INFORMATION**

\* Link Name


Color of Name  Black

Link Group: Final Project Groups

Text  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**T T T** Arial 3 (12pt) **T** **☰** **☷** **ABC**

Follow this link to access your group space where you will...

 **Final Project Groups**  
Follow this link to access your group space where you will...