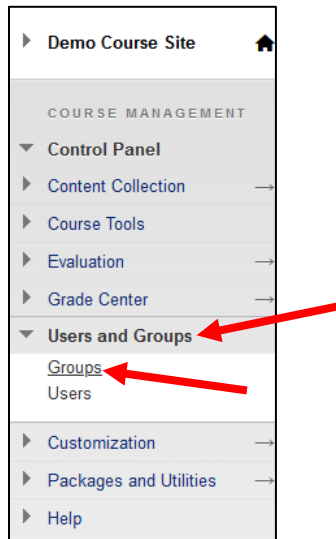**CITS** | Instructional Development
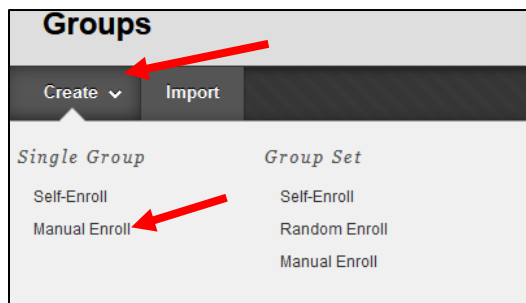
Creating a Manual Enroll Group

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 *Single Group*.
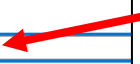

Step 3: Name the Group

Give your group 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.

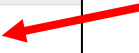Most instructors choose **Yes**.

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 group:

- **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: Add Group Members

Click the **Add Users** button at the bottom of the page to select which students you would like to add to the group. Click both **Submit** buttons to save your new group.


Step 6: Accessing/Editing a Group

Click the **down arrow** next to a group name and choose **Edit Group** to revise any settings you previously set. 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.
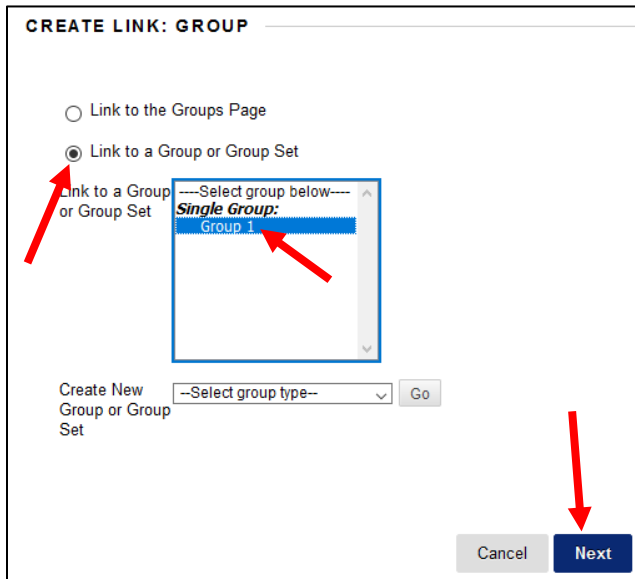
Step 7: Linking to a Group

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**.
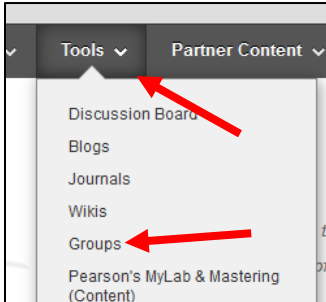
Choose **Link to a Group or Group Set**, click on the **name of your group**, and then click **Next**.

Provide directions for what students should do in the group area in the **Text** box, then click **Submit**. This creates a link for students to click on that will take them to their group homepage.