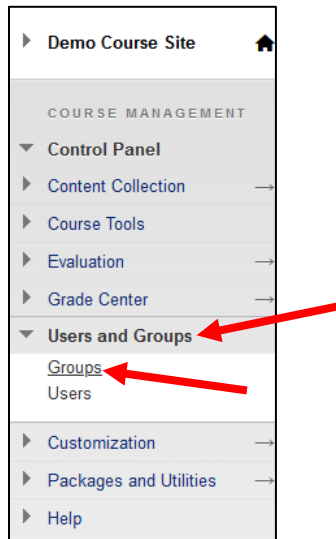


Creating a Manual Enroll Group

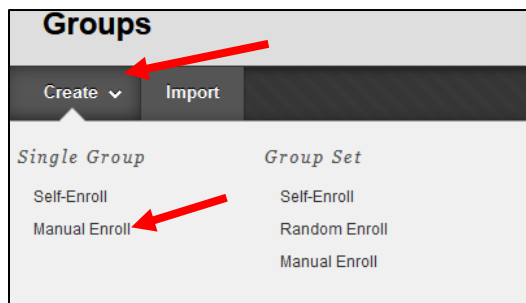
Step 1: Access the Groups Tool

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*.



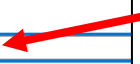
Step 3: Name the Group

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**.

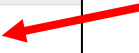
GROUP INFORMATION

* 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 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.

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: 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.

The screenshot shows a user selection interface. On the left, there are sections for 'MODULE PERSONALIZATION', 'GROUP OPTIONS', and 'MEMBERSHIP'. The 'MEMBERSHIP' section contains an 'Add Users' button. The main area is a table of users with checkboxes in the first column. Three users are selected: 'ahinote_examsoft', 'ahinotestudent1', and 'ahinotestudent4'. At the bottom, there is a summary bar with 'Add Users 3', a 'Cancel' button, and a 'Submit' button. Red arrows point to the 'Add Users' button and the 'Submit' button.

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input type="checkbox"/>	ahinotestudent	Demo	User	Student
<input checked="" type="checkbox"/>	ahinote_examsoft	Andrew	Hinote	Student
<input type="checkbox"/>	ahinotestudent5	andrew	hinote	Student
<input checked="" type="checkbox"/>	ahinotestudent1	Bb Demo	User	Student
<input type="checkbox"/>	ahinotestudent3	Andrew	Hinote	Student
<input checked="" type="checkbox"/>	ahinotestudent4	Andrew	Hinote	Student
<input type="checkbox"/>	rrebello_umd_previewuser	Rachel	Rebello_PreviewUser	Student
<input type="checkbox"/>	ahinote_umd_previewuser	Andrew	Hinote_PreviewUser	Student

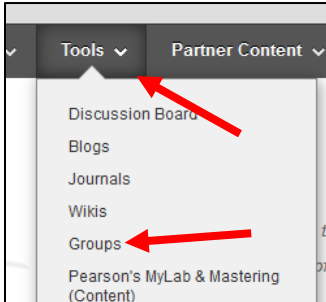
Step 6: Accessing/Editing a Group

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.

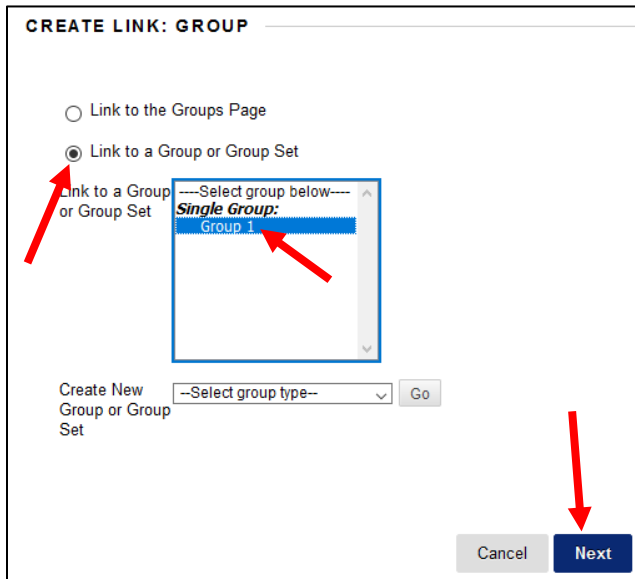
The screenshot shows the 'Group 1' homepage. The page has a header 'Group 1' and a sub-header 'Add Personal Module'. Below this are sections for 'Group Properties', 'Group Tools', and 'Group Assignments'. The 'Group Properties' section shows 'Group Description' and 'Group Members' (Andrew Hinote, Andrew Hinote, Bb Demo User). The 'Group Tools' section has links for 'Collaborate', 'File Exchange', 'Group Discussion Board', and 'Send Email'. A context menu is open over the 'Group 1' header, showing options: 'Open Group', 'Edit Group', 'Email Group', 'Delete Group', and 'Create Smart View'. Red arrows point to the 'Edit Group' option in the menu and the 'Group Discussion Board' link.

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.

