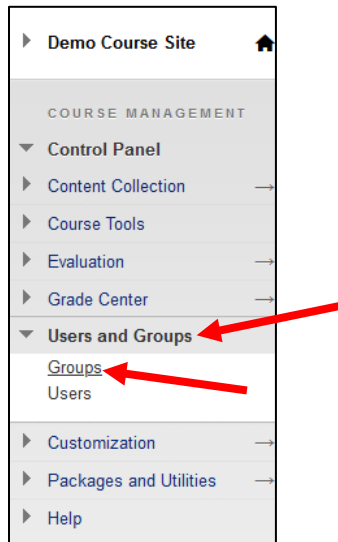


## Creating a Self-Enroll Group Set

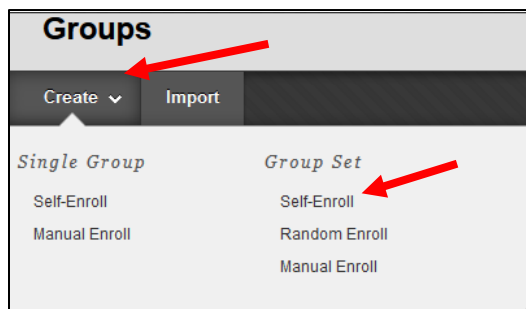
### Step 1: Access the Groups Tool

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 **Self-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*.

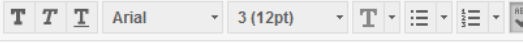
- **Yes** - Students gain access to a private group area where they can work with each other.
- **No** - This group can only be used to determine visibility of an item via Adaptive Release.
- **Sign-Up Sheet Only** - Allows you to create a page where students can sign-up for a group, but does not generate a private group area for students to work in.


Most instructors choose **Yes**.

**GROUP INFORMATION**

\* Name  

Description



Path:  

\* Group is visible to students  No  Yes  Sign-up Sheet Only

#### 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

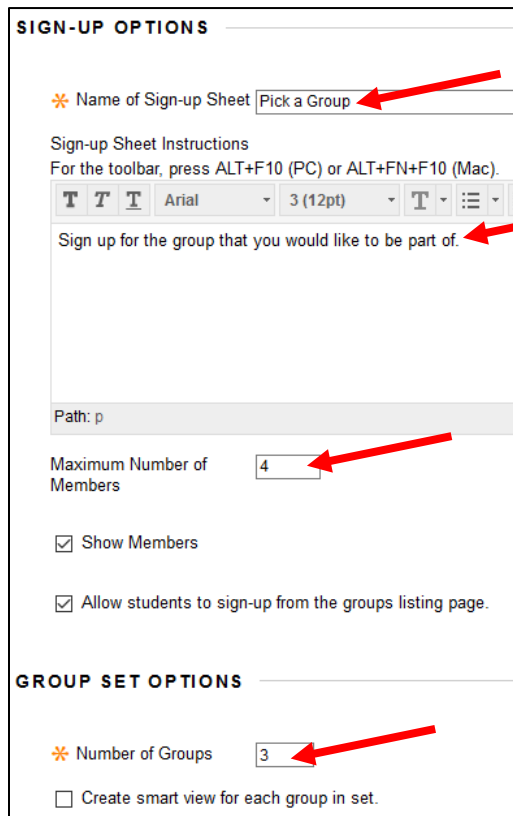
Under *Sign-Up Options* enter a **Name** for your sign-up sheet and provide **Sign-up Sheet Instructions** in the space below.

In the **Maximum Number of Members** field, enter the maximum number of students you want in each group.

- Check the **Show Members** box if you would like students to see who else is in a group before signing up.

In the **Number of Groups** field, enter the number of groups you would like to create.

Click **Submit** to save your new groups.



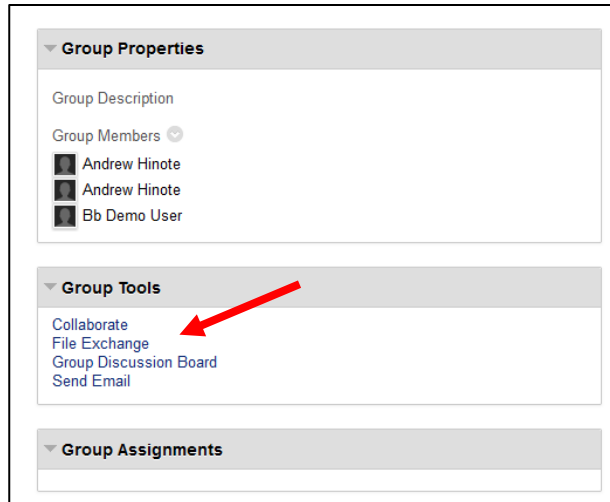
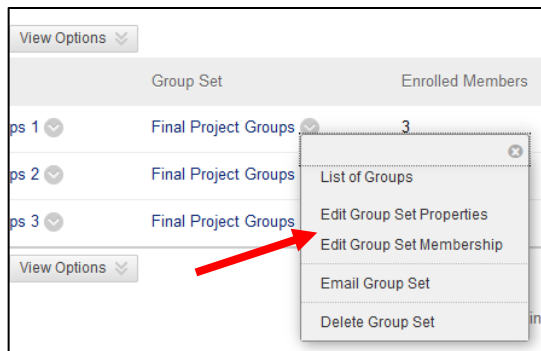
The screenshot shows a form titled "SIGN-UP OPTIONS" with the following elements:

- Name of Sign-up Sheet:** A dropdown menu with "Pick a Group" selected. A red arrow points to this field.
- Sign-up Sheet Instructions:** A text area with a rich text editor toolbar (bold, italic, underline, font face, font size, bulleted list, numbered list). The text reads: "Sign up for the group that you would like to be part of." A red arrow points to the text area.
- Path:** A text field containing "p".
- Maximum Number of Members:** A numeric input field containing "4". A red arrow points to this field.
- Show Members:** A checked checkbox.
- Allow students to sign-up from the groups listing page:** A checked checkbox.
- GROUP SET OPTIONS:**
  - Number of Groups:** A numeric input field containing "3". A red arrow points to this field.
  - Create smart view for each group in set:** An unchecked checkbox.

### Step 6: 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.

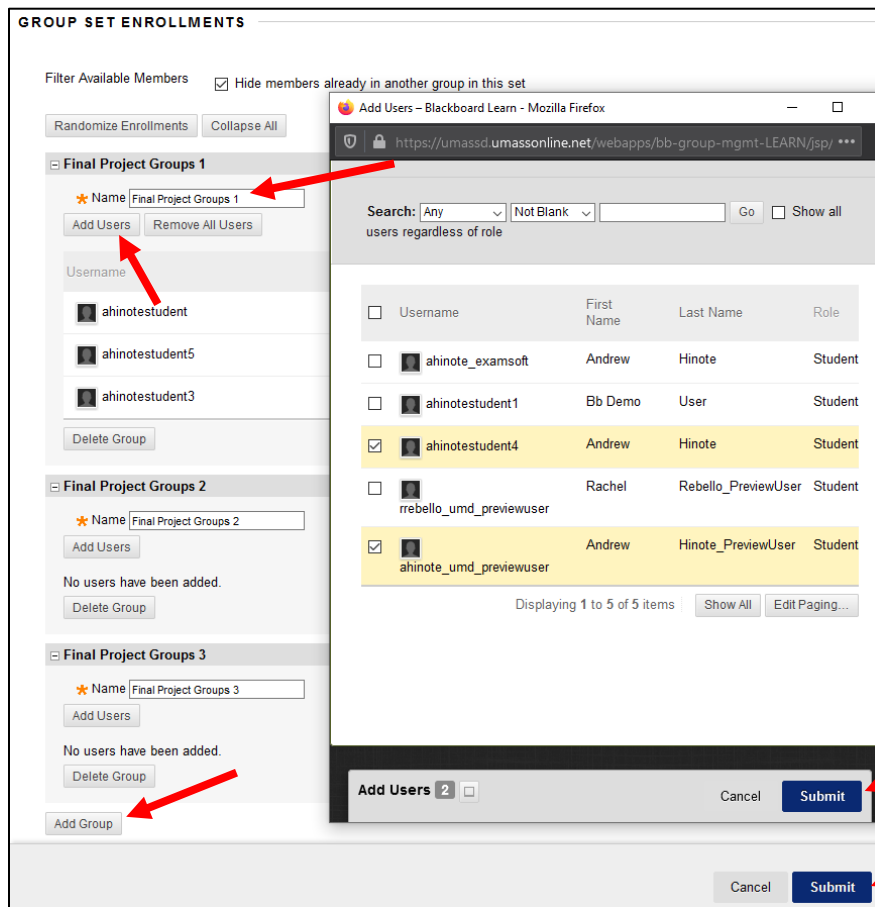
Click on the name of a group to access the group homepage where you can email the group, view their files, join their live meetings, and access/create group discussions.



### Step 6a: Editing Groups

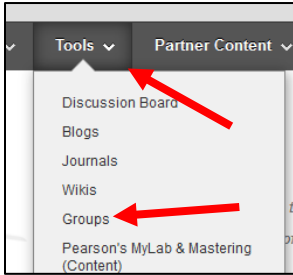
When you choose **Edit Group Set Membership**, you can:

- Adjust the name of each group as needed in the **Name** fields.
- Use the **Add Users** button to add students to a 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 adjusting your groups.

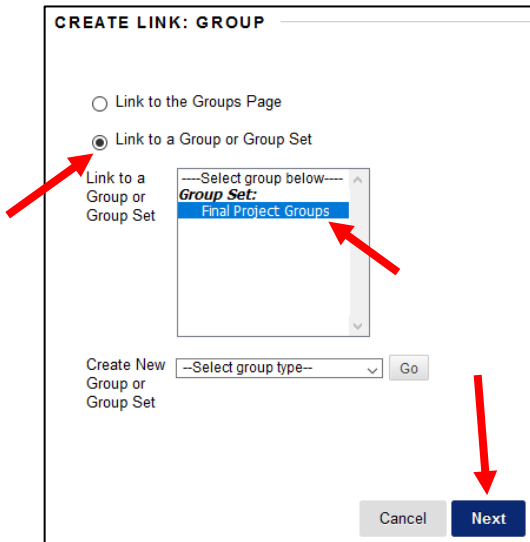


### Step 7: Linking to Groups

The best way for students to access a group space and sign-up sheet is for you to link to it in a content area. 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 that students can click on that will take them to a page where they can sign-up for a group and access that group homepage.

