



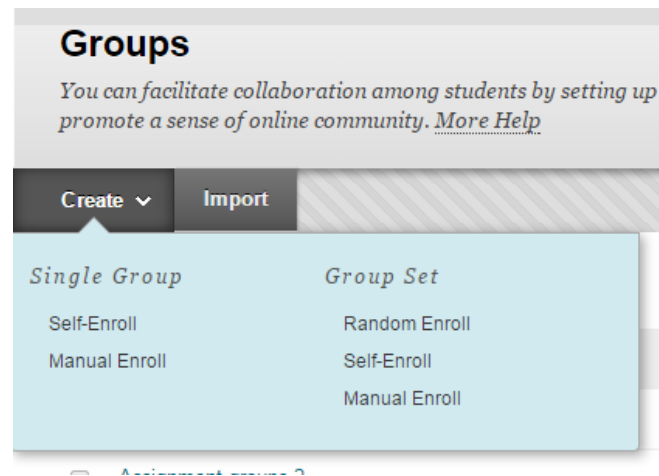
How do I create group sets (manual enroll)?

The use of groups in Blackboard allows instructors to implement student group activities, collaboration, and assignments. This tutorial shows how to create group sets using manual enrollment. Creating group sets is the process of creating multiple groups at once. This is helpful in courses with a large number of students.

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1. From the course's homepage, click **Groups** from the navigation menu.

2. Click **Create**. Under the **Group Set** column, choose **Manual Enroll** (instructor manually enrolls students into groups).



3a. The next page allows you to configure the group. First, provide a **Name** for the group. Scroll down and be sure to select **Yes** to make the group **visible to students**.

3b. **Tool Availability:** This allows you to enable or disable certain tools to be used by students inside this group. It's best only to enable the tools you want students to use, and disable the others. To enable a tool, select the checkbox next to the tool name. To disable a tool, un-check the checkbox. Some tools to consider enabling for student use are **File Exchange, Discussion Board, Collaboration, and Wikis**. These tools will allow the group members to communicate, interact, and exchange files with each other.

- Blogs
 - No grading
 - Grade: Points possible:
- Calendar
- Collaboration
- 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
- Wikis
 - No grading
 - Grade: Points possible:

3c. **Module Personalization Setting:** This will allow group members to change the theme of the group page and arrange the tool listings.

3d. **Group Set Options:** For manual enrollment, all that is needed here is to provide the number of groups you want to create. Checking the box for Smart View is related to the Grade Center. If the instructor is using Smart Views in Grade Center, then they'll want to select this box.

GROUP SET OPTIONS _____

 Number of Groups

Create smart view for each group in set.

4. Click **Submit**.