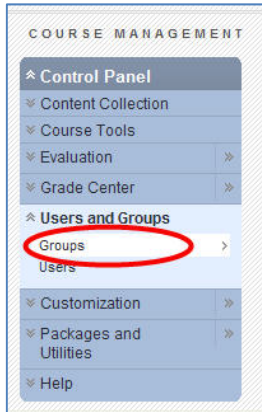


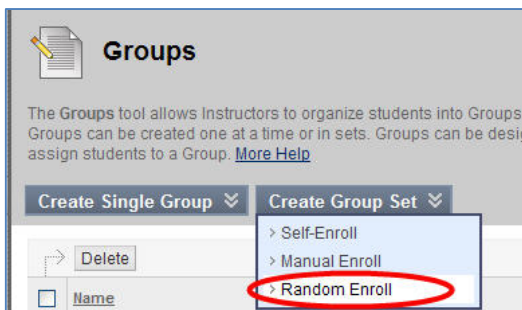
University of St. Thomas – Blackboard 9 Training

Create a Group Set with Random Enroll

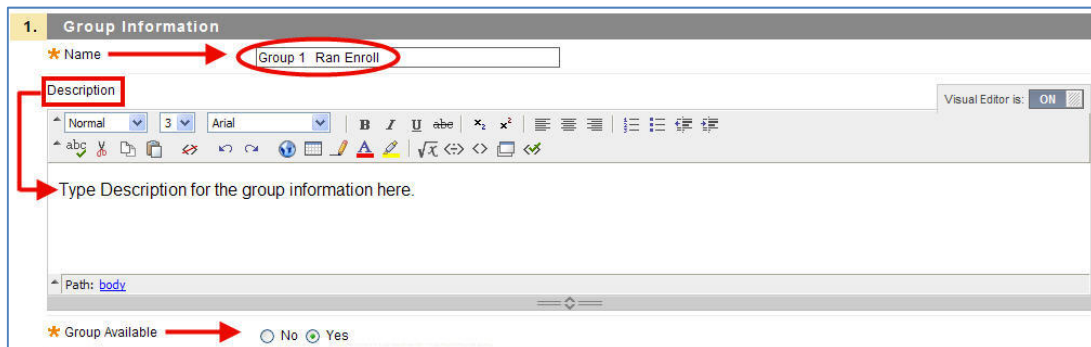
1. From the **Control Panel**, click Users and Groups | Groups.



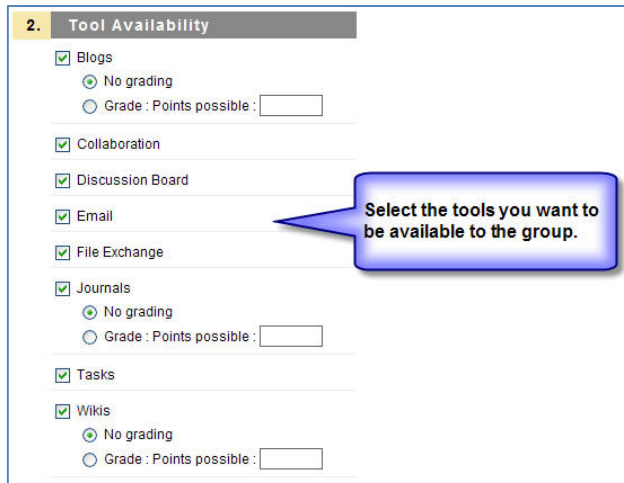
2. Then **Add Group**, click on **Create Group Set** | click **Random-Enroll**:



3. In Section 1, fill out the **Name**, **Description** and check **availability**.



4. In Section 2, check the boxes of the **tools** you want available in the group.

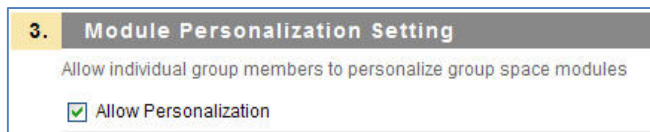


2. Tool Availability

- Blogs
 - No grading
 - Grade : Points possible :
- Collaboration
- Discussion Board
- Email
- File Exchange
- Journals
 - No grading
 - Grade : Points possible :
- Tasks
- Wikis
 - No grading
 - Grade : Points possible :

Select the tools you want to be available to the group.

5. In Section 3, check the box if you want users to be able to personalize their group space.

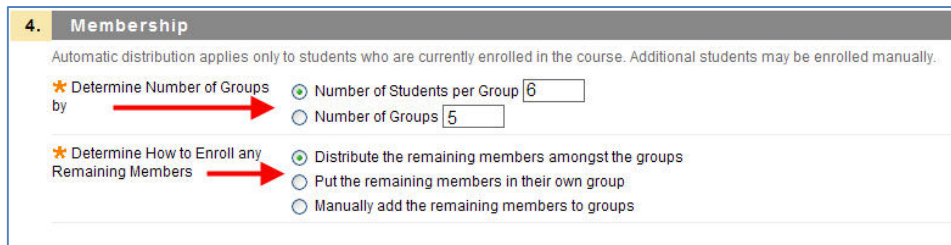


3. Module Personalization Setting

Allow individual group members to personalize group space modules

Allow Personalization

6. **Membership** is set up in Section 4. The options are explained below:



4. Membership

Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.

* Determine Number of Groups by Number of Students per Group
 Number of Groups

* Determine How to Enroll any Remaining Members Distribute the remaining members amongst the groups
 Put the remaining members in their own group
 Manually add the remaining members to groups

Determine Number of Groups by - choose **Number of Students** and Blackboard will randomly enroll the students in the groups evenly. Choose **Number of Groups** and Blackboard will create a set of groups and randomly enroll the students equally.

Determine How to Enroll any Remaining Members - instructors can choose how to enroll the left over users into the groups:

* Distribute the remaining members amongst the groups (randomly)

* Put the remaining members in their own group (creates an additional group and enrolls them into it)

* Manually add the remaining members to groups (allows the instructor to manually enroll the extra users into the groups of their choice)

7. Click Submit.

