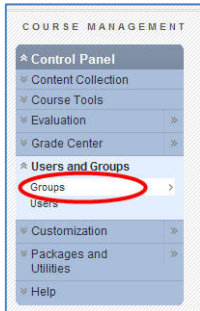


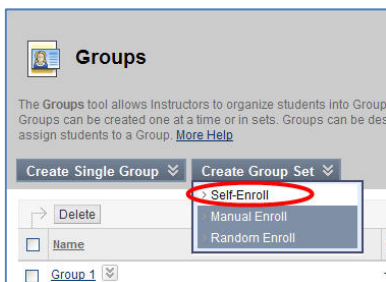
## University of St. Thomas – Blackboard 9 Training

### Create a Group Set with Self-Enroll

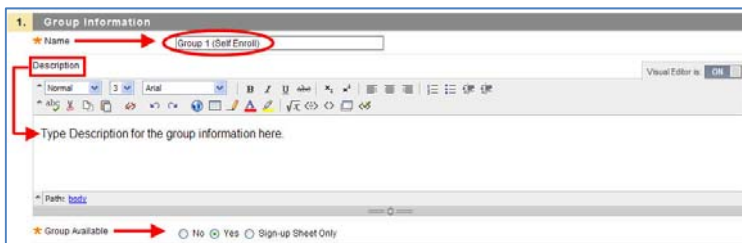
1. From the **Control Panel**, click Users and Groups | Groups.



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



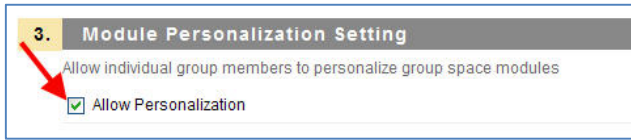
3. In Section 1, Fill out the **Name** and check **availability**.



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

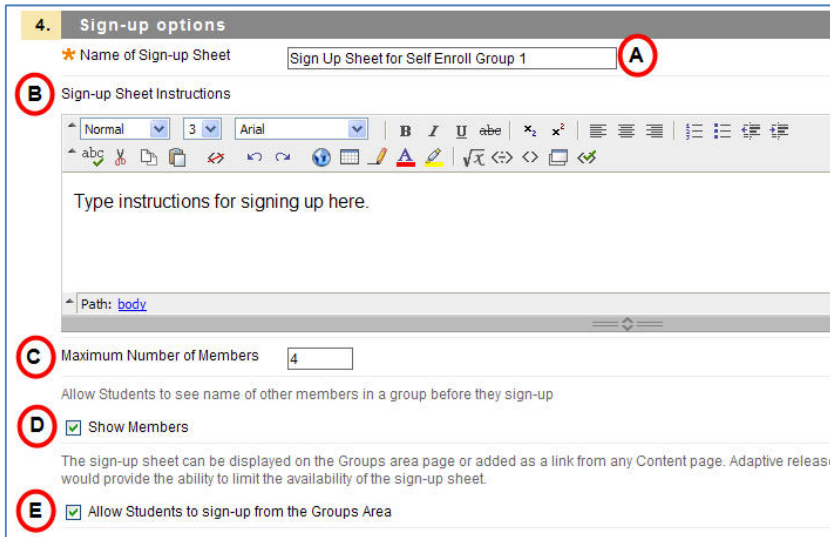


5. In Section 3, check the box if you want users to be able to personalize their group space.



**3. Module Personalization Setting**  
Allow individual group members to personalize group space modules  
 Allow Personalization

6. In Section 4, set up the Sign-up Options for users.



**4. Sign-up options**  
\* Name of Sign-up Sheet: Sign Up Sheet for Self Enroll Group 1 (A)  
B Sign-up Sheet Instructions  
Type instructions for signing up here.  
C Maximum Number of Members: 4  
Allow Students to see name of other members in a group before they sign-up  
D  Show Members  
The sign-up sheet can be displayed on the Groups area page or added as a link from any Content page. Adaptive release would provide the ability to limit the availability of the sign-up sheet.  
E  Allow Students to sign-up from the Groups Area

(A) **Name of Sign-Up Sheet** - type the name of the sign-up sheet.

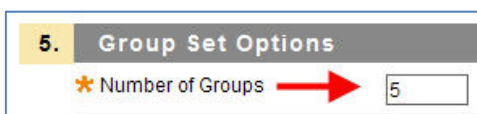
(B) **Sign-Up Sheet Instructions** - type optional instructions in this text box.

(C) **Maximum Number of Members** - enter the maximum number of members for the group

(D) **Show Members** - this option allows instructors to show or hide the list of group members already signed up for the group. Hiding the members helps keep the group sign-up more anonymous.

(E) **Allow Students to sign-up from the Groups Area** - this option allows students to access the group through Tools | Groups. If the instructor wishes to control access through a content area or assignment, leave it unchecked. *This means that the instructor will need to add a **Tool Link** to Groups or a **Course Link** to a specific group for students within a content area.*

7. In Section 5, enter the desired number of groups | click **Submit**.



**5. Group Set Options**  
\* Number of Groups: 5

8. For the example above, 5 groups will be created with a limit of 4 students each. It is important to know how many students are in your class so there are enough slots for each student.

9. Click Submit.

