

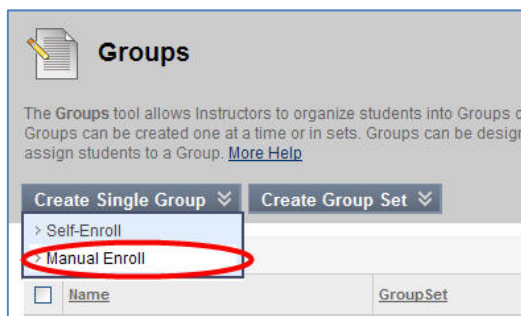
University of St. Thomas – Blackboard 9 Training

Create a Single Group with Manual Enroll

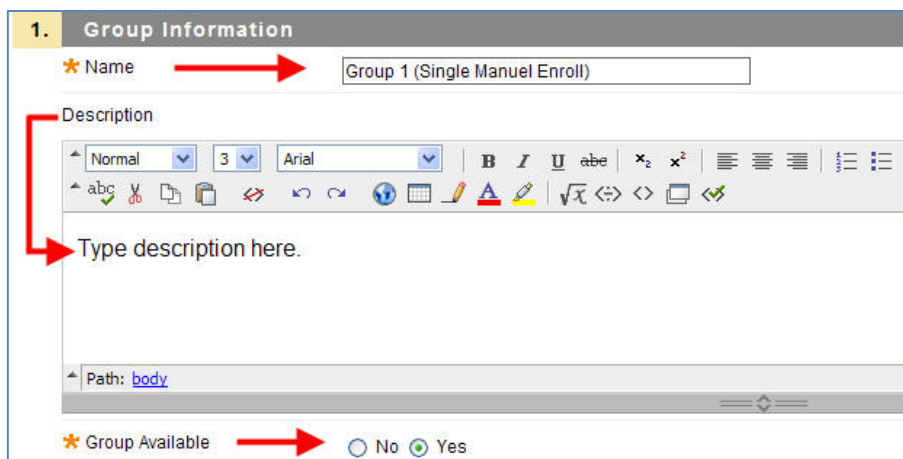
1. From the **Control Panel**, click **Users and Groups | Groups**.



2. Then **Add Group**, click on **Create Single Group | Manual 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.

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 :

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, select the **members** of the group from the list and click the arrow to move them into the group.

4. Membership

Items to Select

- Linda Giles(Instructor)
- test1 test1(Instructor)
- test2 test2(Instructor)
- test3 test3(Instructor)

Selected Items

- test4 test4
- testy testy

Invert Selection Select All

7. Click **Submit** when all users have been moved to the list.

Cancel Submit

The group has now been created.

Delete

Name

- Group 1
- Group 1 (Single Manual Enroll)**

Delete