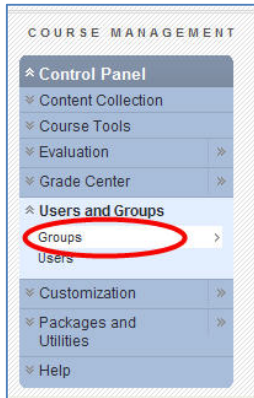


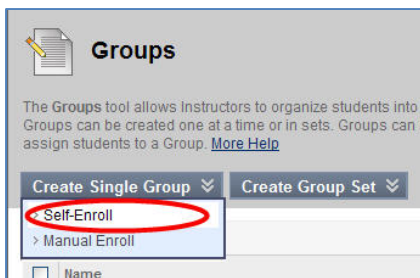
## University of St. Thomas – Blackboard 9 Training

### Create a Single Group with Self-Enroll

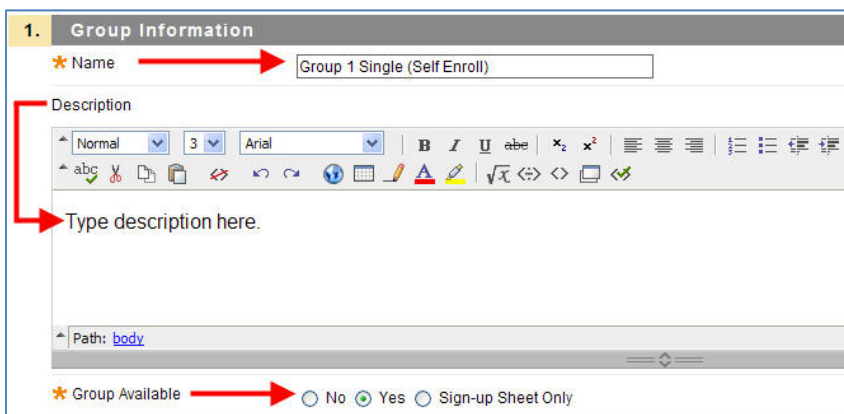
1. From the **Control Panel**, click **Users and Groups | Groups**.



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

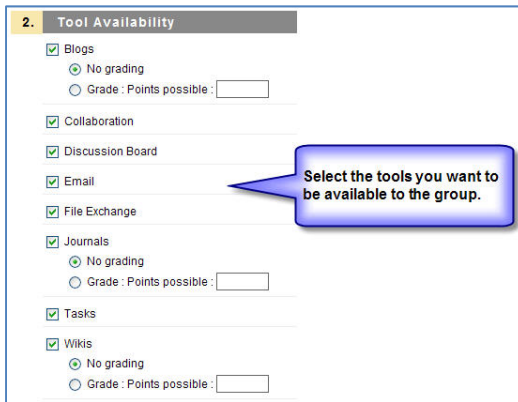


3. In Section 1, Fill out the **Name** and check **availability**.



The screenshot shows the '1. Group Information' form. The 'Name' field is filled with 'Group 1 Single (Self Enroll)'. The 'Group Available' radio button is selected for 'Yes'.

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

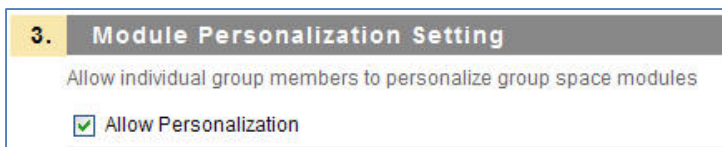


**2. Tool Availability**

- 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.

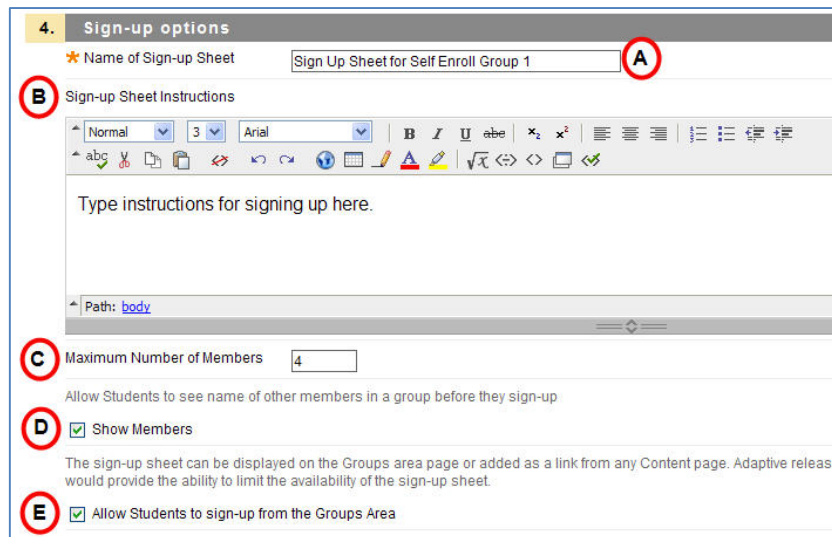


**3. Module Personalization Setting**

Allow individual group members to personalize group space modules

Allow Personalization

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



**4. Sign-up options**

Name of Sign-up Sheet:  (A)

Sign-up Sheet Instructions (B):  
Type instructions for signing up here.

Maximum Number of Members (C):

Allow Students to see name of other members in a group before they sign-up.

Show Members (D)  
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.

Allow Students to sign-up from the Groups Area (E)

**(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. Click **Submit**.

