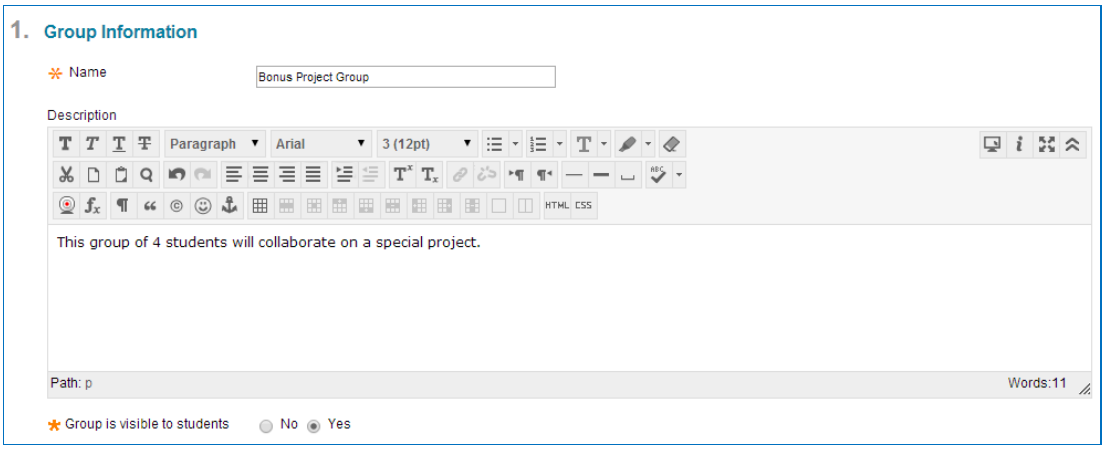
Creating a Single Manual-Enroll Group

Manual enrolling allows the Instructor to determine which students will be assigned to which group. This makes it easier to maintain groups of approximately equal size when assigning each student to exactly one group.

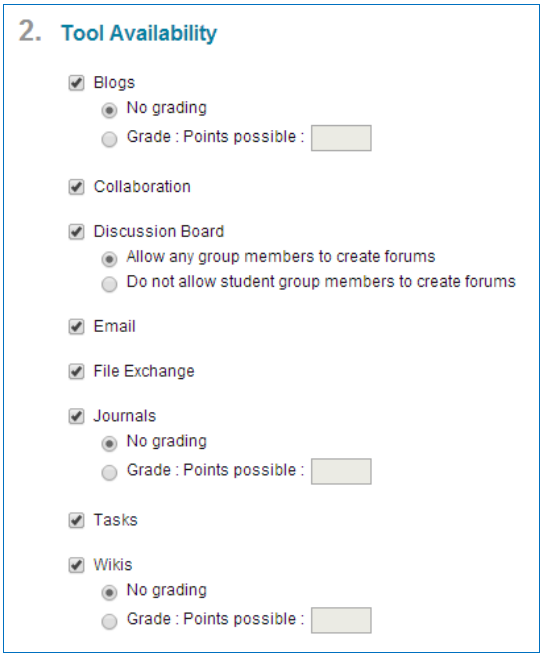
1. Under Control Panel, click **Users and Groups**, then **Groups**.

2. Point to the **Create** button, and select **Manual Enroll** from the Single Group column.

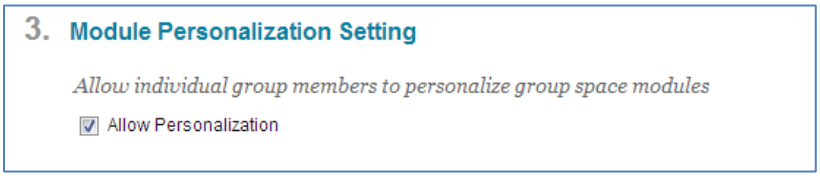
3. In the Group Information section, type in the Name and Description, and check availability.



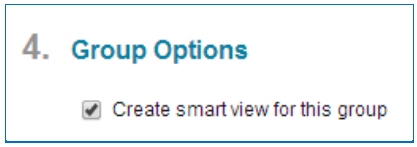
4. In the Tool Availability section, check the boxes of the tools you want available in the group. Note that Blogs, Journals and Wikis allow for graded participation, and Discussion Board has an option to allow members to create their own new forums.



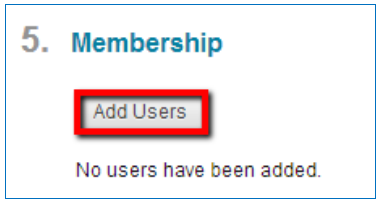
5. The Module Personalization Setting section determines whether group members can customize the Groups home page with a color scheme and banner image via links in the Group Tools.



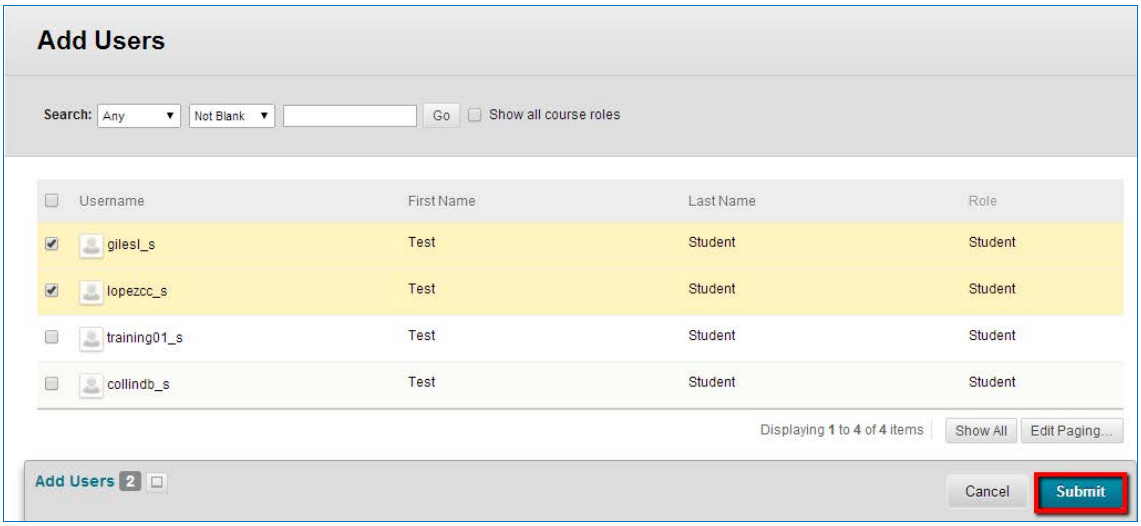
6. In the Group Options section, check the **Create smart view for this group** checkbox to have Blackboard create a Smart View in Grade Center. This allows quick filtering of the Grade Center grid to focus on just the students in this group.



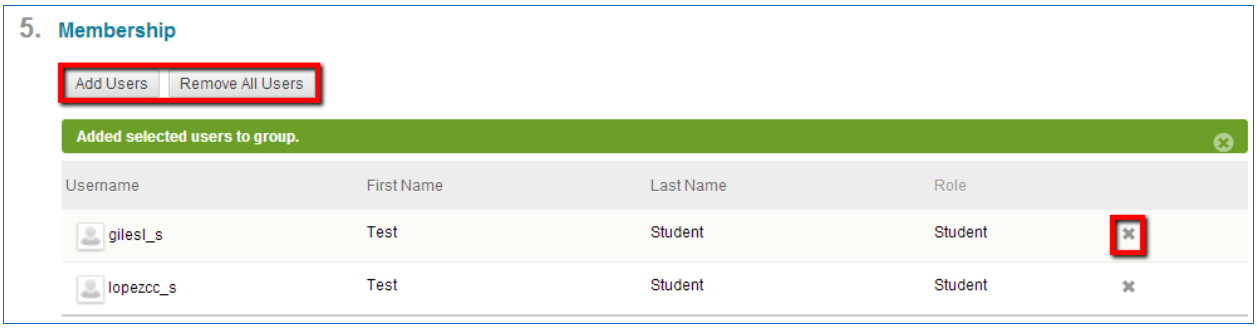
7. In the Membership section, click the **Add Users** button to open a second window that allows you to select users for the group.



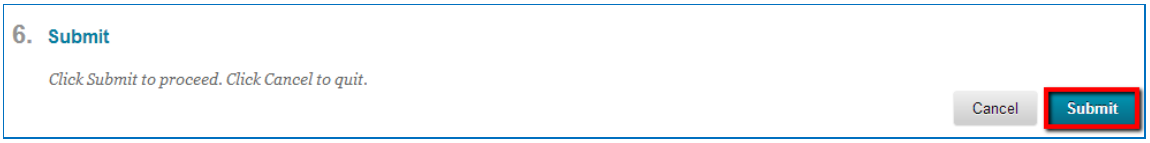
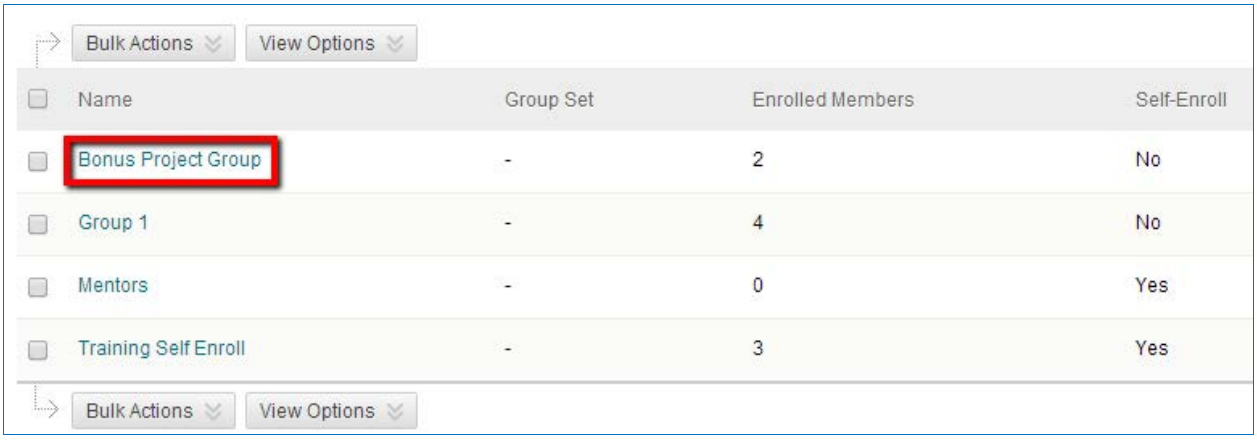
8. Check the checkbox next to the user ID for each enrollee to add to the group, and then click **Submit**. Use the search bar at the top of the window to search for students by name, especially in large classes. Check the **Show all course roles** checkbox to include Instructors and Teaching Assistants.



9. The list of members appears in the main window. Click the **X** in any row to remove a member inadvertently selected, or click **Remove All Users**. Click **Add Users** to select additional members.



10. Click **Submit** in the main window to complete creation of the new group.



The group has now been created and appears in the Groups list.