University of St. Thomas – Blackboard 9 Training

Create a Group Set with Random Enroll

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

![Control Panel Image]

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

![Create Group Set Image]

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

![Group Information Image]
4. In Section 2, check the boxes of the **tools** you want available in the group.

![Tool Availability](image)

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

![Module Personalization Setting](image)

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

![Membership](image)

**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.