University of St. Thomas – Blackboard 9 Training

Create a Single Group with Self-Enroll

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

![Control Panel Image]

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

![Groups Image]

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

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

![Tool Availability](image1)

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

![Module Personalization Setting](image2)

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

![Sign-up Options](image3)

**(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**.