Creating a Manual-Enroll Group Set

To create a set of groups with manual enrollment by the Instructor:

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

2. Point to the Create button, and select Manual Enroll from the Group Set 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.

![Module Personalization Setting](image)

6. In the Group Options section, specify the number of groups in the set. Also, 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.

![Group Set Options](image)

7. Click **Submit**. This will take you to the next screen, where you can select users for each group.

8. In the Group Set Enrollments section, for each group click the **Add Users** button to open a second window, where you can select members. In this screen, you also have an opportunity to
   - add more groups to the set;
   - delete groups from the set;
   - rename each group;
   - switch to random enrollment; and
   - either include or exclude class members already added to a group in this set.
9. After clicking **Add Users**, check the checkbox next to the user ID for each enrollee to add to the group. 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. Click the **Submit** button when you have selected all users for the group.
10. 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.

11. Repeat steps 8 through 10 for all other groups. Click **Submit** in the main window to complete enrollment of members in the new Group Set.

The newly created groups will appear on the Groups page with the name of the Group Set indicated in the appropriate column.