

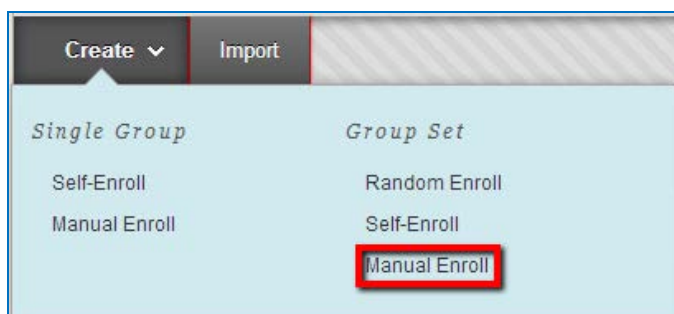
## Creating a Manual-Enroll Group Set

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.

**GROUP INFORMATION**

\* Name

Description  
 Press Tab to enter the content editor. For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Bold  Italic  Underline  Paragraph  Arial  3 (12pt)  Bulleted List  Numbered List  Indent  Outdent  Undo  Redo  Link  Unlink  Table  Table of Contents  Spell Check  ABC

Each group will create, edit, and post a ten-minute video interview with a different middle school principal.

Path: p

\* Group is visible to students  No  Yes

- 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.

**TOOL AVAILABILITY**

Blogs  
 No grading  
 Grade: Points possible:

Collaboration

Discussion Board  
 Allow any group members to create forums.  
 Do not allow student group members to create forums.

Email

File Exchange

Journals  
 No grading  
 Grade: Points possible:

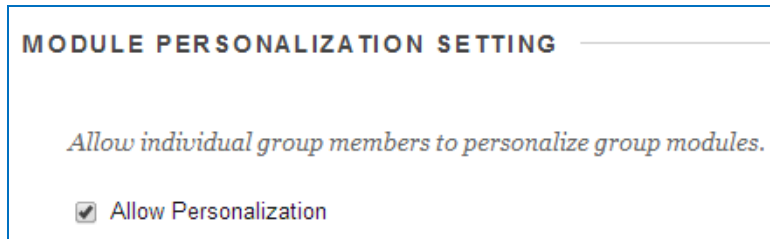
Tasks

Commercial Content Tools

Course Materials

Wikis  
 No grading  
 Grade: Points possible:

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.

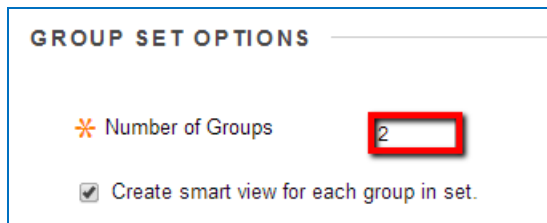


**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

Allow Personalization

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.

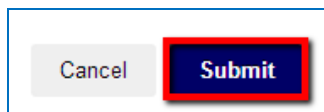


**GROUP SET OPTIONS**

\* Number of Groups

Create smart view for each group in set.

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



Cancel **Submit**

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.

**GROUP SET ENROLLMENTS**

Filter Available Members  Hide members already in another group in this set

Randomize Enrollments Collapse All

**Video Project 1**

\* Name Video Project 1

**Add Users**

No users have been added.

Delete Group

**Video Project 2**

\* Name Video Project 2

**Add Users**

No users have been added.

Delete Group

Add Group

- 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.

**Add Users**

Search: Any Not Blank  Go  Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input type="checkbox"/>	joinert_s	Test	Student	Student
<input type="checkbox"/>	lopezcc_s	Test	Student	Student
<input type="checkbox"/>	sangstj_s	Test	Student	Student
<input checked="" type="checkbox"/>	training01_s	Test	Student	Student
<input checked="" type="checkbox"/>	training14_s	Test	Student	Student
<input type="checkbox"/>	wilcox_s	Test	Student	Student
<input type="checkbox"/>	collindb_s	Test	Student	Student
<input type="checkbox"/>	collindb_f_s	Test	Student	Student

Displaying 1 to 8 of 8 items Show All Edit Paging...

Add Users **2** Cancel **Submit**

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.

**Video Project 1**

Name: Video Project 1

Add Users Remove All Users

Added selected users to group.

Username	First Name	Last Name	Role	
training01_s	Test	Student	Student	X
training14_s	Test	Student	Student	X

Delete Group

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.

Cancel Submit

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

Name	Group Set	Enrolled Members	Self-Enroll
Bonus Project Group	-	2	No
Group 1	-	4	No
Mentors	-	0	Yes
Research Project 1	Research Project	0	Yes
Research Project 2	Research Project	0	Yes
Research Project 3	Research Project	0	Yes
Training Self Enroll	-	3	Yes
Video Project 1	Video Project	2	No
Video Project 2	Video Project	2	No