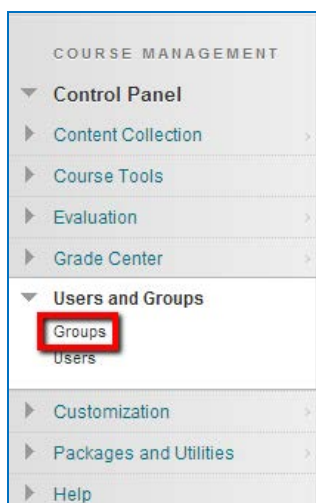


Creating a Self-Enroll Group Set

Group Sets make it easy to distribute most or all of the students into groups. As with single groups, Group Sets allow either self-enrollment by students or manual enrollment by the Instructor. A third option is random allocation of students to Groups by the computer.

A self-enrolling group set consists of a pre-determined number of groups for which students may sign up. Blackboard creates online signup sheets, allowing students to enlist in one or more of the groups.

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



2. Point to the **Create** button, and select **Self-Enroll** from the Group Set column.



- In the Group Information section, type in the Name and Description for the Group Set, and check availability to students. Groups created from this set will take their names from the name of the Group Set followed by a sequential number. The **Yes** option is selected by default. The **Sign-up Sheet Only** option permits students to see the button for the online sign-up sheet, but then does not display a link to the group in the My Groups view or from a Groups tool link.

GROUP INFORMATION

* Name

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

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Path: p Words:0

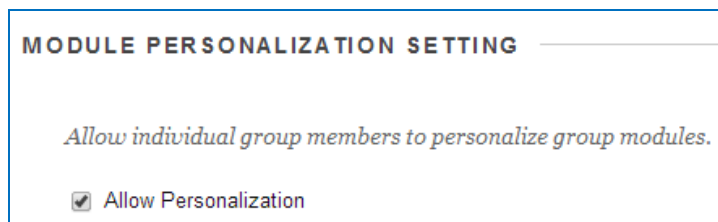
* Group is visible to students No Yes Sign-up Sheet Only

- 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.

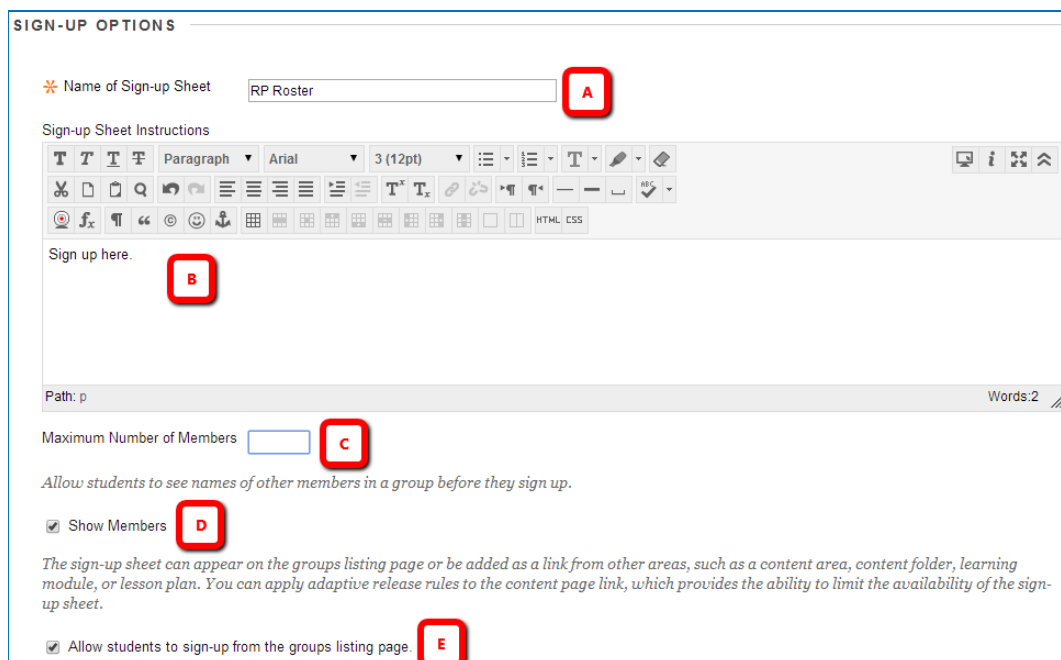


MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

Allow Personalization

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



SIGN-UP OPTIONS

* Name of Sign-up Sheet **A**

Sign-up Sheet Instructions

Sign up here. **B**

Path: p Words:2

Maximum Number of Members **C**

Allow students to see names of other members in a group before they sign up.

Show Members **D**

The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.


Allow students to sign-up from the groups listing page. **E**

- A. **Name of Sign-Up Sheet (required):** Type the name of the sign-up sheet. Students will see this name when they enroll.
- 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. Leave this box blank if you do not want to set the limit.
- 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 a Groups link accessible via a Tools link on the Course Menu. 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. 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.

8. Click **Submit** to complete creation of the Group Set.

The groups created from the set will appear on the Groups page, with the name of the Group Set identified in the appropriate column. You may change the names of the individual groups to something less generic; see the tutorial on *Editing Groups*.

Bulk Actions View Options

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll
<input type="checkbox"/>	Bonus Project Group	-	2	No
<input type="checkbox"/>	Group 1	-	4	No
<input type="checkbox"/>	Mentors	-	0	Yes
<input type="checkbox"/>	Research Project 1	Research Project	0	Yes
<input type="checkbox"/>	Research Project 2	Research Project	0	Yes
<input type="checkbox"/>	Research Project 3	Research Project	0	Yes
<input type="checkbox"/>	Training Self Enroll	-	3	Yes

Bulk Actions View Options