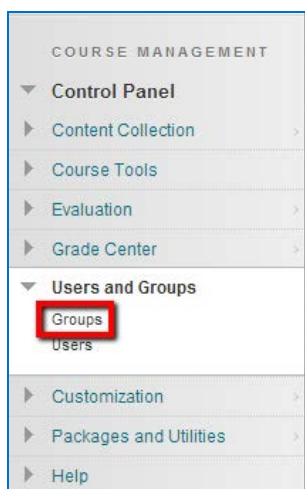


Creating a Single Self-Enroll Group

All the processes of creating groups and Group Sets in a course are similar, and all begin by pointing to the **Create** button on the Groups page.

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



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



3. In the Group Information section, type in the Name and Description, and check availability to students. 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.

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

Sign-up Sheet Instructions

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

This group allows a maximum of 3 members, all of whom must be in a Masters program.

Path: p Words:17

Maximum Number of Members

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

Show Members

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.

- 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, 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 OPTIONS

Create smart view for this group

8. Click **Submit** to complete creation of the group.

Cancel **Submit**

The Groups page will display a green banner indicating success, and the group will appear in the list.

Create ▾ Import

Bulk Actions ▾ View Options ▾

<input type="checkbox"/>	Name	Group Set	Enrolled Members
<input type="checkbox"/>	Group 1	-	4
<input type="checkbox"/>	Mentors ▾	-	0
<input type="checkbox"/>	Training Self Enroll	-	3

Bulk Actions ▾ View Options ▾