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

![Sign-up Options](image)

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.

8. Click Submit to complete creation of the group.

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