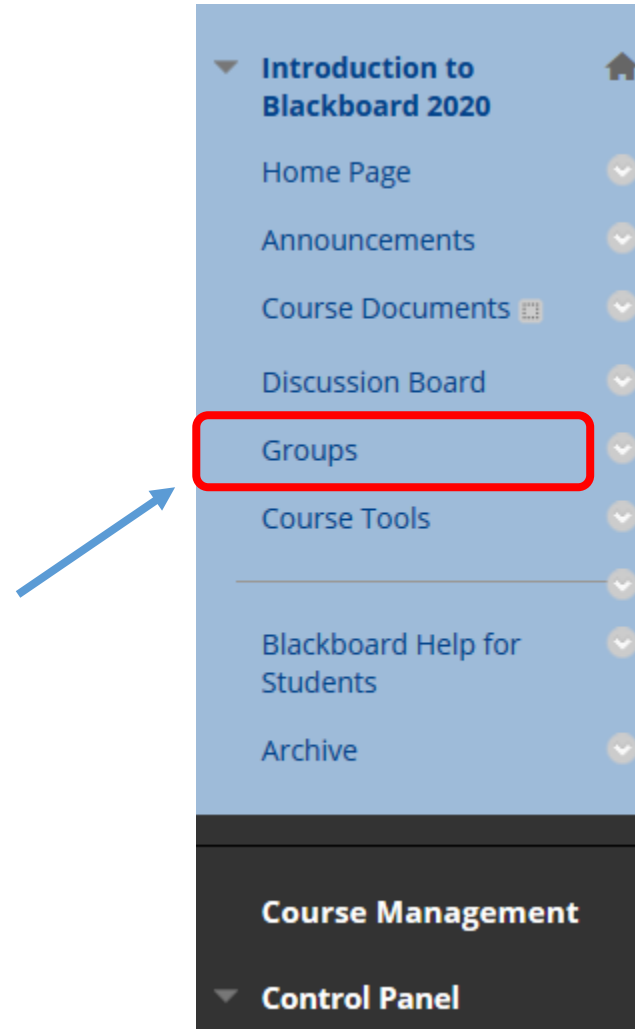


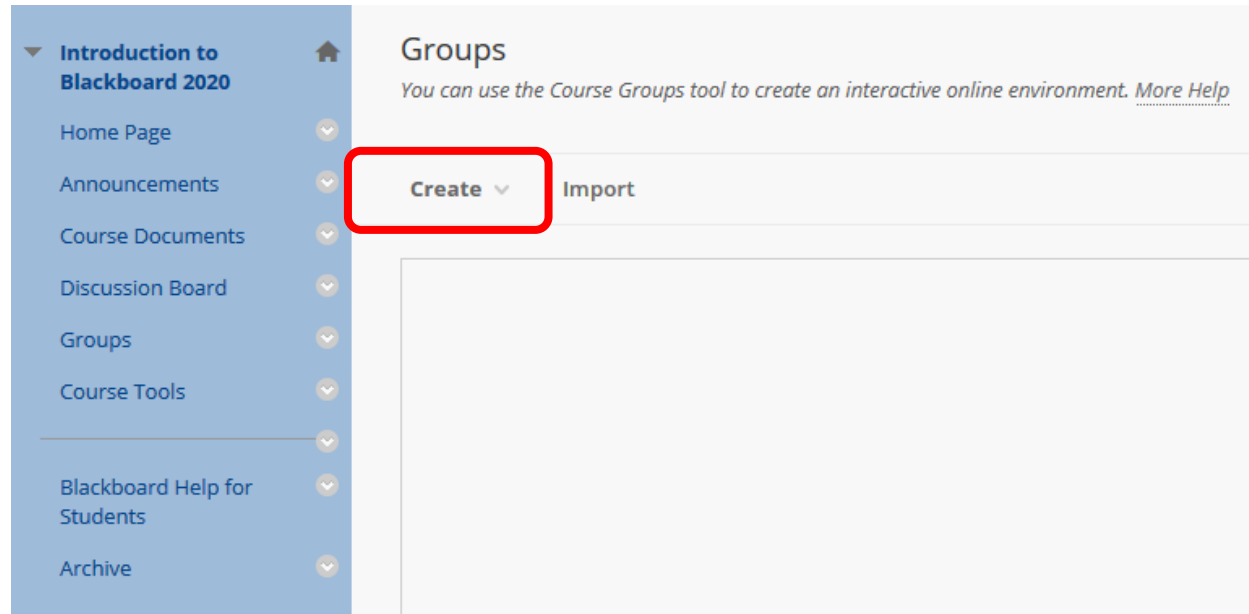


How to Create Self Enroll Groups on Blackboard

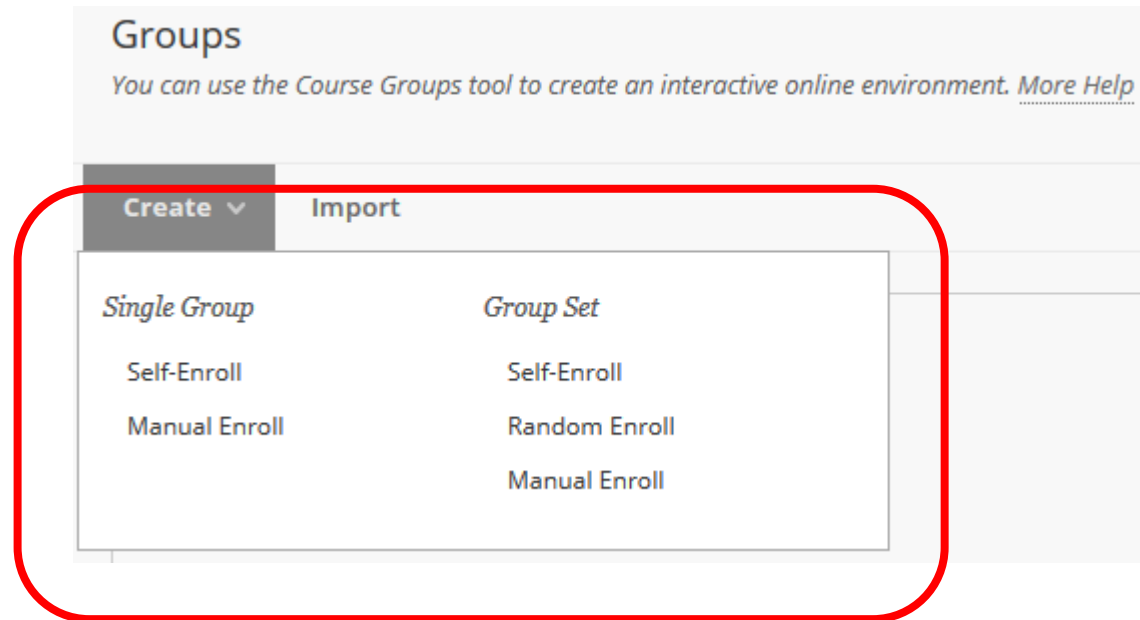
1. Log in to the Course on Blackboard. Click the **Groups** link from the *Course Menu*.



2. Click **Create** to show a menu of options.

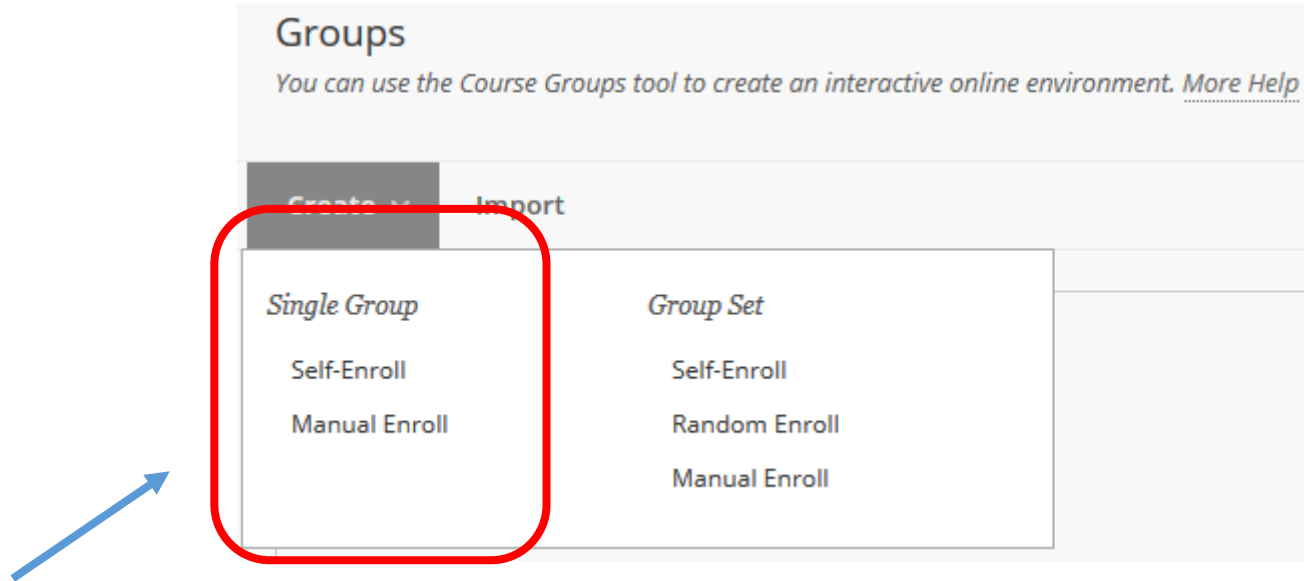


3. You have the option of creating a **Single Group** or creating a **Group Set**. Single group allows you to create one group at a time, and a group set allows you to create multiple groups based on how large (how many members are in) each group.



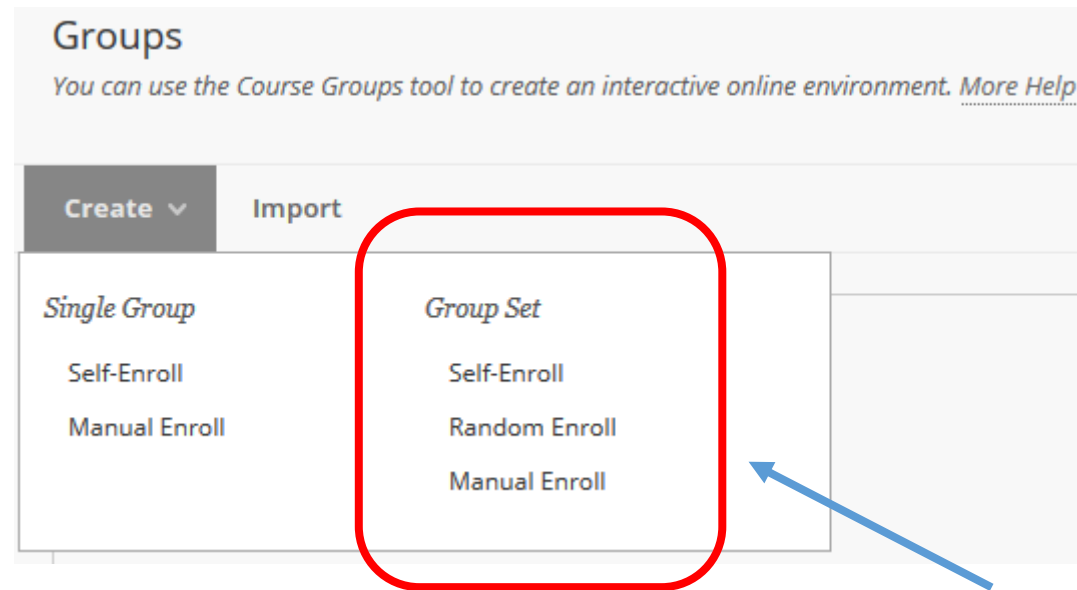
Single Group Descriptions

- ***Self-Enroll*** creates a group where students can choose what group to enroll themselves in. This may result in uneven teams.
- ***Manual Enroll*** creates a group where you, as the instructor, choose which students belong to which groups.



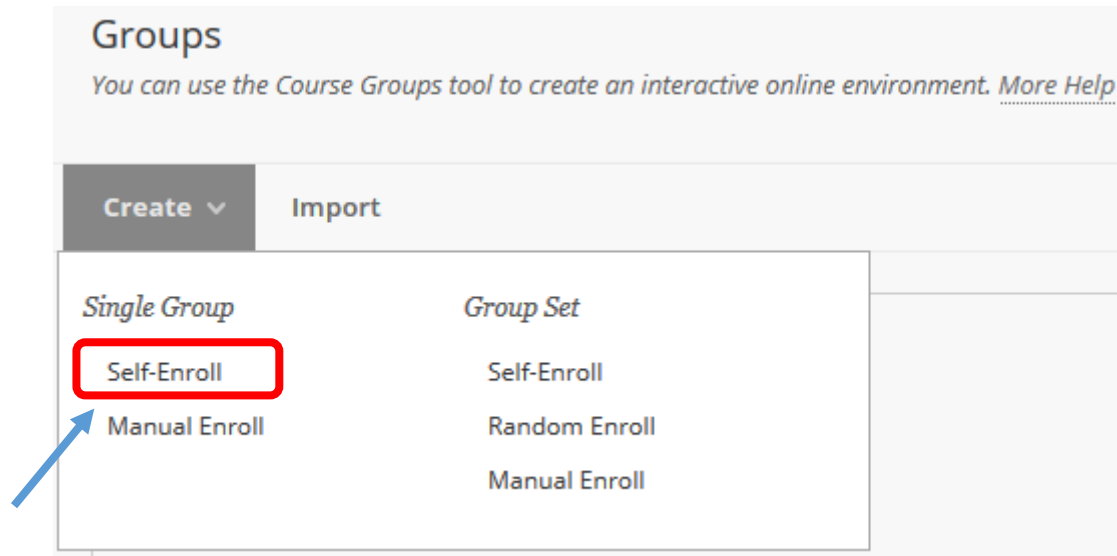
Group Set Descriptions

- **Self-Enroll** creates a set of groups where students can choose what group to enroll themselves in. This may result in uneven teams.
- **Random Enroll** creates a set of groups where Blackboard chooses, at random, which students belong to which groups.
- **Manual Enroll** creates a set of groups where you, as the instructor, choose which students belong to which groups.



4. For this guide, we will create a ***Self Enroll Group*** via the ***Single Group*** process.

Click ***Self-Enroll under Single Group*** to begin.



5. Enter a name for the Group. A description is optional.

Scroll down to ***Tool Availability***.

Create Self-Enrollment Group

Self-enrollment allows students to add themselves to a group using a sign-up sheet. [More Help](#)

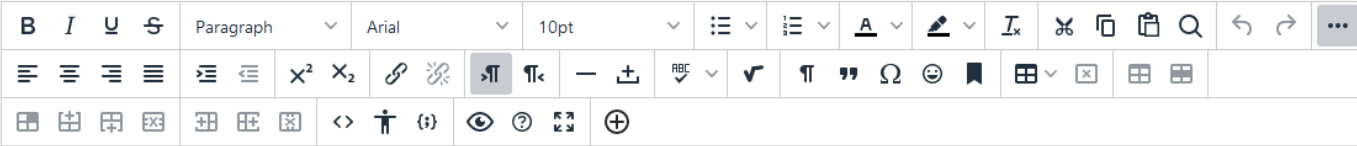
* Indicates a required field.

GROUP INFORMATION

* Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



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

6. By default, all of the tools you see are available to students. We recommend leaving them in the default position.

Scroll down to the **Membership** section.

TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- 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
- Blackboard Collaborate Ultra
 - Allow all group members to create and access session recordings.
 - Do not allow student group members to create or access session recordings.
- Wikis
 - No grading
 - Grade: Points possible:

The following tools are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.


- Academic Materials
- Content Market Tools

7. Enter a title for the Sign-Up Sheet. Then enter in the maximum number of students that can join the group. Then click Submit!

SIGN-UP OPTIONS

* Name of Sign-up Sheet

Sign-up Sheet Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



P 0 WORDS POWERED BY TINY

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.

GROUP OPTIONS

Create smart view for this group

*Click **Submit** to proceed.*

You have successfully created the Self-Enroll group! You can repeat this process to add more self-enroll groups to the course.

The screenshot shows the Blackboard interface for managing groups. A purple banner at the top displays the message: "Success: Team 1: Behavioral Approach (Week 5) Group Created". The main content area is titled "Groups" and includes a sub-header: "You can use the Course Groups tool to create an interactive online environment. [More Help](#)".

Navigation tabs at the top right include "All Groups" (selected), "Group Sets", and "All Users". Below the header, there are buttons for "Create" (with a dropdown arrow), "Import", "Group Settings", and "Export".

The main content area features a table with the following columns: NAME, GROUP SET, ENROLLED MEMBERS, SELF-ENROLL, and AVAILABLE. The table contains one row for the group "Team 1: Behavioral Approach (Week 5)".

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Team 1: Behavioral Approach (Week 5)	-	0	Yes	Yes

Below the table, there is a status bar that reads "Displaying 1 to 1 of 1 items" and buttons for "Show All" and "Edit Paging...".