# How do I create group sets (self-enroll)?

The use of groups in Blackboard allows instructors to implement student group activities, collaboration, and assignments. This tutorial shows how to create group sets using self-enroll. Creating group sets is the process of creating multiple groups at once, rather than one at a time. This is helpful in courses that will implement many groups.

1. From the course's homepage, click **Groups** from the navigation menu.

2. On the Groups page, click the **Create** butron. Under the **Group Set** column, choose **Self-Enroll**.
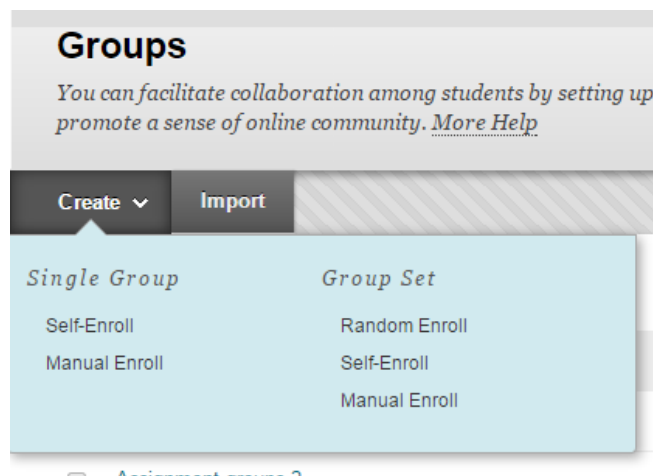
3a. The next page allows the group to be configured. First, provide a **Name** for the group.

3b. There are 2 options for how to make the course visible to students. Select **Yes** to make the group visible to the students immediately after they have signed-up for the group. Choose **Sign-up Sheet Only** if you want the group to be visible to the students *after* all students have signed-up for a group. Selecting this option will require the instructor to come back to this page (once all students have signed-up for a group) and select "yes" to make the group visible to the students.

3c. **Tool Availability:** This allows you to enable or disable certain tools to be used by students inside this group. It's best only to enable the tools you want students to use, and disable the others. To enable a tool, select the checkbox next to the tool name. To disable a tool, un-check the checkbox. Some tools to consider enabling for student use are **File Exchange, Discussion Board, Collaboration, and Wikis.** These tools will allow the group members to communicate, interact, and exchange files with each other.

☐ Blogs
   ◉ No grading
   ○ Grade: Points possible: [   ]

☑ Calendar

☑ 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

☑ Wikis
   ◉ No grading
   ○ Grade: Points possible: [   ]

3d. **Module Personalization Setting**: This will allow group members to change the colors of the group page and arrange the tool listings.

3e. **Sign-Up Options:** Provide a **name** for the sign-up sheet that will be visible to students. Scroll down and enter the **maximum number of members** for the group. Select **Show Members** to allow students to see the names of the group members that are already enrolled in the group. Select **Allow students to sign-up from the group listings page** to make the sign-up sheet visible from the Groups page.

Name of Sign-up Sheet   CFT Demo Group Sign-up Sheet

Sign-up Sheet Instructions

Path: p   Words:0

Maximum Number of Members   6

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.

3f. **Group Set Options:** Enter the **Number of Groups** to be created. Select the box to **Create smart view for each group in set**. This setting is only for instructors. If instructors are using Smart Views in the grade center and want to implement these groups into the Smart View, then this box needs to be selected.

GROUP SET OPTIONS ─────────

* Number of Groups   [＿＿＿]

☐ Create smart view for each group in set.

4. Click **Submit.**