Group Sets

A Group Set is several collaborative groups created at the same time. The Group Set has a random enrollment option, which automatically distributes users in the course equally among the number of groups created. When making the group set, it will append a number to each group. If a Group Set called Group Set – Research Project is created with three groups, the groups will be named Research Project 1, Research Project 2, etc.

Enrollment Options

- **Manual Enrollment** involves the instructor selecting members one at a time from a list of all the students in the course
- **Random Enrollment** is best suited for Group Sets. The Blackboard system distributes users among different groups, based on criteria chosen by the instructor.
- **Self Enrollment** allows the students themselves enroll in a group using sign-up sheets created by the instructor.

Self-Enroll

1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.
3. Click **Create**
4. Click **Self-Enroll**.

5. The **Create Self-Enrollment Group page** opens. **Name the Group.** (*) means required field.

6. Enter a Group **Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.

7. Check **Yes** to make the **Group visible**.

8. **Uncheck** the **checkboxes** to de-select the Tools available to the Group. **Click Allow Personalization.**

   Allowing individual group members to personalize group space modules is a great tool for engaging students.
9. Name the signup sheet.
10. Add Signup Sheet Instructions.
11. Set the Maximum Number of Group Members.
12. Click Submit.

Manual Enroll Group

1. In the Control Panel, click Users and Groups.
2. Click Groups.
3. Click Create
4. Click **Manual Enroll.**

5. The **Create Manual Enrollment Group page** opens. Name the Group. (* means required field).

6. Enter a Group **Description.** Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.

7. Check **Yes** to make the Group visible.

8. **Uncheck** the checkboxes to deselect the Tools available to the Group.

Click **Allow Personalization.**

Allowing individual group members to personalize group space modules is a great tool for engaging students.
9. Click **Add Users** to add users to the group.

10. The Add Users page opens. Select users by clicking the **checkboxes**.

11. Click **Submit**.
Random Enroll Group

1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.

3. Click **Create**

4. Click **Random Enroll**.

5. The **Create Manual Enrollment Group page** opens. **Name the Group.** (*) means required field).
6. Enter a Group **Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check **Yes** to make the **Group visible**.
8. **Uncheck** the **checkboxes** to deselect the Tools available to the Group.

9. Click **Allow Personalization**. Allowing individual group members to personalize group space modules is a great tool for engaging students.

10. **Determine Number of Groups** by
    - Number of Students per group
    - Number of groups

11. **Determine how to Enroll any Remaining Members.**
    - Distribute the remaining members amongst the groups.
    - Put the remaining members in their own group.
    - Manually add the remaining members to groups.

12. Click **Submit**.