## Create "manual enroll" groups using "group set"

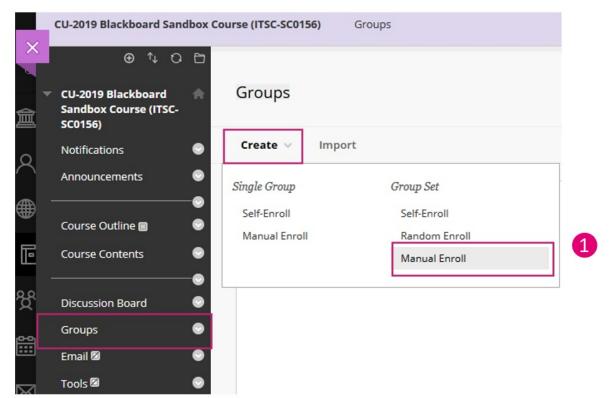
Last Modified on 03/06/2025 3:10 pm HKT

## Ultra Course View

Please refer to Blackboard Help: Create and Manage Groups (https://help.blackboard.com/Learn/Instructor/Ultra/Interact/Course\_Groups/Create\_Groups)

## **Original Course View**

1. Click "Groups" > "Create" > under Group Set "Manual Enroll".



2. Fill in the group information (e.g. group set name, number of groups). Click on "Submit".

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Number of Groups 3		3		Create smart view for each group in set.
Number of Groups		3		
Number of Groups 3		3		

A smart view is a focused look at the Grade Center that shows only the columns that match a set of criteria. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data. Blackboard Help: Smart Views

(https://help.blackboard.com/Learn/Instructor/Original/Grade/Customize\_Grading\_Interface/Smart\_Views)

3. You can rename the groups here if needed. Click on "Submit".

×	CU-2019 Blackboard Sandbox Course (ITSC- SC0156)	Edit Group Set Enrollments
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盒	Announcements	GROUP SET INFORMATION
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æ	Course Contents	Group
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Ľ	Panopto Video	Add Users
Ð	Course Management	No users have been added.
-	Control Panel	Delete Group
Den r	Content Collection	0
Tern	Course Tools	Cancel

Contact us: elearning@cuhk.edu.hk () / ITSC Service Desk (https://servicedesk.itsc.cuhk.edu.hk)