

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

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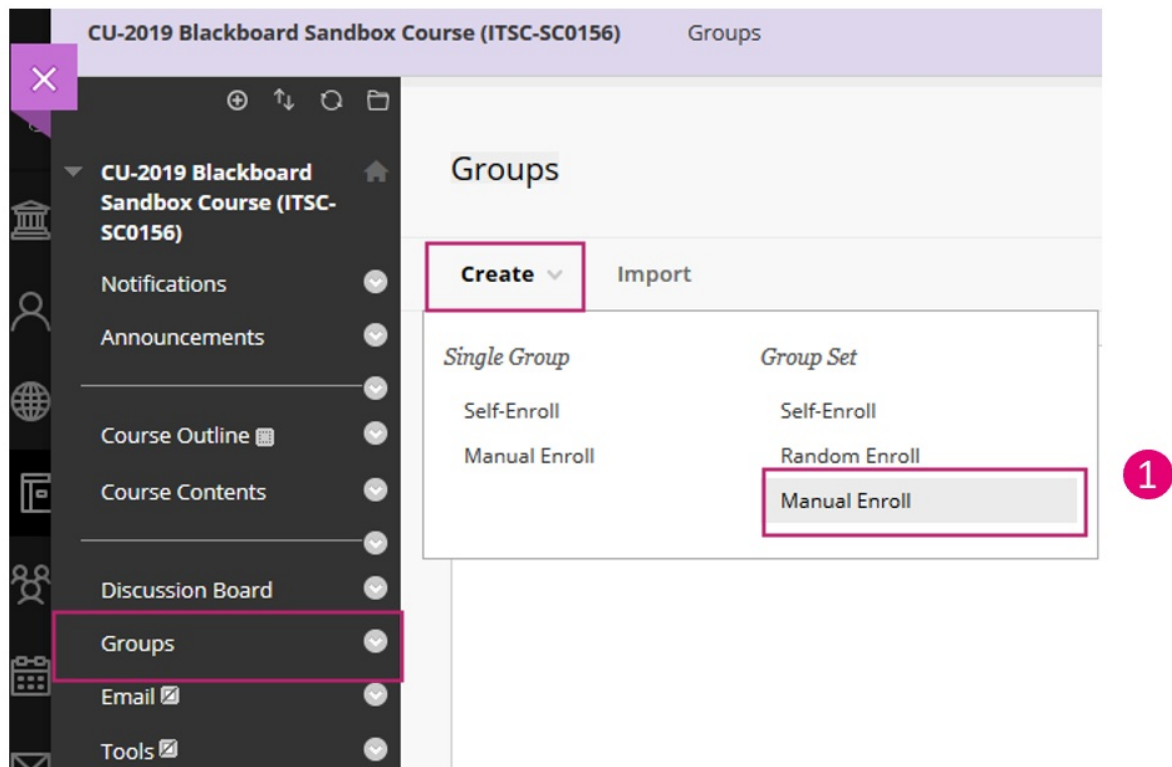
## Ultra Course View

Please refer to Blackboard Help: [Create and Manage Groups](#)

([https://help.blackboard.com/Learn/Instructor/Ultra/Interact/Course\\_Groups/Create\\_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".

CU-2019 Blackboard Sandbox Course (ITSC-SC0156)

Notifications

Announcements

Course Outline

Course Contents

Discussion Board

Groups

Email

Tools

My Grades

Library

Reading List

Panopto Video

## Create Group Set

\* Indicates a required field.

### GROUP INFORMATION

\* Name

Description

Path: p Words:0

\* Group is visible to students

☐ No ☒ Yes

### GROUP SET OPTIONS

\* Number of Groups

3

☒ Create smart view for each group in set.

Cancel Submit

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](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".

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- Course Management**
  - Control Panel
  - Content Collection
  - Course Tools

### Edit Group Set Enrollments

#### GROUP SET INFORMATION

Name  
Group  
Description

#### GROUP SET ENROLLMENTS

Filter Available Members  
☒ Hide members already in another group in this set

Randomize Enrollments Collapse All

**Group 1**

Name Group 1

Add Users

No users have been added.

Delete Group

Cancel Submit

Contact us: [elearning@cuhk.edu.hk](mailto:elearning@cuhk.edu.hk) / ITSC Service Desk (<https://servicedesk.itsc.cuhk.edu.hk>)