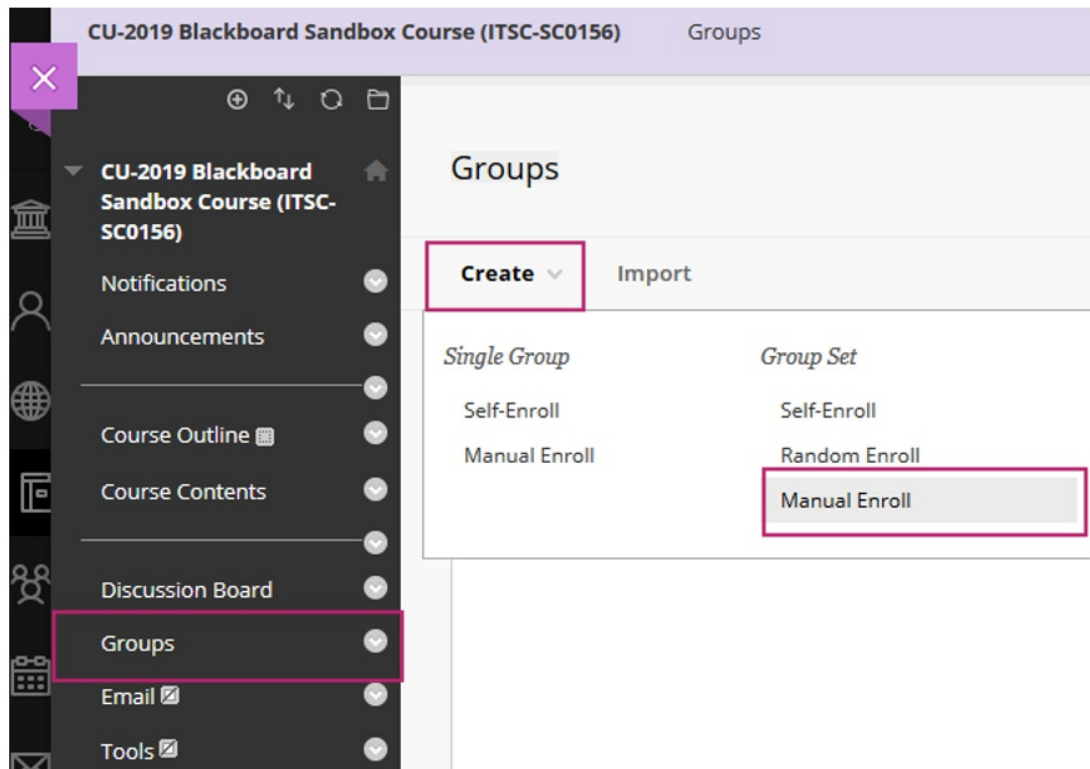


# Create "manual enroll" groups using "group set"

Last Modified on 16/08/2020 6:18 pm HKT

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/Grade/Customize_Grading_Interface/Smart_Views) (https://help.blackboard.com/Learn/Instructor/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)

Notifications

Announcements

Course Outline

Course Contents

Discussion Board

Groups

Email

Tools

My Grades

Library

Reading List

Panopto Video

**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