Blackboard Self-enrol groups

Introduction

Blackboard allows you to create Groups of students within a course. Normally a staff member allocates course members to each Group, but you can also set up Groups which allow students to self-enrol.

Before setting up Self-Enrol Groups, you should look at our guidance on the SignUp List tool which offers enhanced functionality for the management of student enrolment onto groups. See http://blogs.reading.ac.uk/tel/support-blackboard/blackboard-support-staff-course-management/

Note: Students cannot un-enrol themselves from a Blackboard Self-enrol group. Students will need to be removed from a group by a tutor or administrator.

Create Self-Enrol Groups

Go to Control Panel > Users and Groups > Groups.

Choose Create > Group Set > Self-Enrol
(this will create a number of Groups, all with identical properties).

Provide a title (e.g. ‘Project Group’) and, optionally, a Description.

Select the tools which each Group should have access to.

Under SIGNUP OPTIONS provide a name for the sign-up sheet which students will see (e.g. ‘Select your Project Group’) and any instructions under Sign-up Sheet Instructions.

You can specify the maximum number of members per group and – slightly further down – the total number of groups.

You will almost certainly want students to see the names of other students who have already joined each group. Tick the box beside Show Members to allow students to see names of other members in a group before they sign up.

When done, press Submit.
Give students access to the Sign-Up sheet

1. Via the course menu

Click on the + sign above the course menu. Select Tool Link.

Type ‘Groups’ as the Name.
Select Groups from the drop-down list.

Remember to tick the ‘Available to users’ box, then press Submit.

When students click on ‘Groups’ on the course menu, they will be shown a list of all Groups which they are members of, and those which they could join.

This creates the students’ entry point to view and enrol on a group.
2. Via a link in a content area

If you want to provide direct access for student to enrol on groups from within a content area:

In your chosen content area, click on **Tools > Groups**.

You can choose to just ‘Link to the Groups Page’ but a better option would be to link to your Self-Enrol Group Set which will be listed by title. Click on the title of the group set from the list to select it – it will be highlighted in blue.

Follow the other on screen instructions as appropriate to complete the process.
Student view of how to sign-up to a self-enrol group

Students will then see a link like this in a content area of the course.

Clicking on this link takes them to the Group Sign Up sheet, showing all available Groups, and the names of any students who have already joined the Group.

When a student clicks on Sign Up they are immediately added as a member of the Group.

As long as you created Group Set > Self-enrol (rather than several standalone Self-enrol groups) students will only be able to add themselves to one of these self-enrol groups.

Further help

Please see additional guides on Course Management located on the Support for Staff tab in Blackboard.

Further help can be found on the Blackboard Help site at: https://en-us.help.blackboard.com/Learn/Instructor/Interact/Course_Groups/030_Create_Groups

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