

## Creating a Single Group

1. Login to the Bb Learn system and go to your course.
2. **Option 1:** Click on **Groups** in the **Course Menu** (if available).

**Option 2:** Locate the **Course Management Control Panel** under the left hand menu and click on the **Users and Groups** drop down list and select **Groups**.

3. Click the **Create Single Group** button.  
**Option 1:** Click "**Self-Enroll**" to allow students to enroll themselves into the group.
  - a. Fill in the group name, description. Choose an option to set the group availability (the default setting is **Yes**).
  - b. Select tools available to the group in the **Tool Availability** section.
  - c. In the "**Sign-up options**" section, set the "**Maximum Number of Members**," allow students to see other members in the group before signing up and allow students to sign-up from the **Groups** listing page options.
  - d. Click **Submit**. The group now appears on the **Groups** page. Please note that for students to access sign-up sheets, the **Groups** content area *must* be visible in the **Course Menu**.

**Option 2:** Click "**Manual Enroll**" to assign members to the group.

- a. Fill in the group name, description. Choose an option to set the group availability (the default setting is **Yes**).
- b. Select tools available to the group in the **Tool Availability** section.
- c. In the **Membership** section, assign students to the group.
- d. Click **Submit**. The group now appears on the **Groups** page.