HOW TO CREATE GROUPS

Use groups to let students collaborate on group assignments and projects. This document will demonstrate how to create groups using manual and random student enrollment. Members of one group cannot see another group’s content.

TURN ON EDIT MODE

Before creating and editing content, go to the Blackboard course and verify that Edit Mode is turned on. If Edit Mode is off, click Edit Mode to turn Edit Mode on. Edit mode can be found on the upper-right section of your course.

IN THIS DOCUMENT, TWO GROUPS WILL BE CREATED.

ACCESS GROUPS TOOL

To access the groups tool in a Blackboard course, go to the course menu and do the following:

1. Click Users and Groups
2. Click Groups
OPTION 1 - CREATE GROUP (MANUAL ENROLLMENT)

To setup groups for manual enrollment, do the following:

1. Select **Create**
2. In the Group Set column, click **Manual Enroll**

3. In the create group set page, **enter a name**
4. **Enter a description** (optional)
5. Check the boxes next to the tools the students will use

IN THIS DOCUMENT, STUDENTS WILL BE ABLE TO CREATE THEIR OWN DISCUSSION FORUMS, SEND EMAIL AND SHARE FILES

2. Tool Availability

- Blogs
  - No grading
  - Grade: Points possible: 
- Discussion Board
  - Allow any group members to create forums.
  - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
  - No grading
  - Grade: Points possible: 
- Tasks
- Academic Materials
- Content Market Tools
- Wikis
  - No grading
  - Grade: Points possible:

6. Enter a number of groups to create

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7. Click Submit

3. Module Personalization Setting

Allow individual group members to personalize group modules.

- Allow Personalization

Allows modules to be added to group home page

4. Group Set Options

- Number of Groups: 2

5. Submit

Click Submit to proceed. Click Cancel to go back.
ENROLL STUDENTS

8. In the Edit Group Enrollments page, click **Add Users**

1. **Group Set Information**
   - Name: Group Project A
   - Description

2. **Group Set Enrollments**
   - Filter Available Members
   - Hide members already in another group in this set
   - Randomize Enrollments
   - Collapse All
   - **Group Project A 1**
     - Name: Group Project A 1
     - Add Users
     - No users have been added.
   - **Group Project A 2**
     - Name: Group Project A 2
     - Add Users
     - No users have been added.
9. In the Add Users page, use the checkboxes to enroll students into a group
10. Click Submit
11. To add students to the second group, click Add Users

12. In the Add Users page, repeat steps 9 and 10 to enroll students into a group

13. Once students are added to the second group, click Submit

When the groups are created, Blackboard will return to the Groups page and display the new set of groups.

TURN OFF EDIT MODE

When content no longer needs to be created or edited, click ON to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.
OPTION 2 - CREATE GROUP (RANDOM ENROLLMENT)

Before creating groups, verify that edit mode is turned on.

To setup groups for random enrollment, do the following:

1. Select Create
2. In the Group Set column, click Random Enroll
3. In the create random enrollment group set page, enter a name
4. Enter a description (optional)
5. Check the boxes next to the tools the students will use

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2. Tool Availability

- Blogs
  - No grading
  - Grade: Points possible: [Blank]

- Discussion Board
  - Allow any group members to create forums.
  - Do not allow student group members to create forums.

- Email

- File Exchange

- Journals
  - No grading
  - Grade: Points possible: [Blank]

- Tasks

- Academic Materials

- Content Market Tools

- Wikis
  - No grading
  - Grade: Points possible: [Blank]
6. Enter a number of groups to create
   IN THIS DOCUMENT, TWO GROUPS WILL BE CREATED

7. Make a selection to determine how to enroll remaining members
   IN THIS DOCUMENT, BLACKBOARD WILL AUTOMATICALLY PLACE REMAINING STUDENTS INTO A GROUP

8. Click Submit
When the groups are created, Blackboard will return to the Groups page and display the new group.

TURN OFF EDIT MODE

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