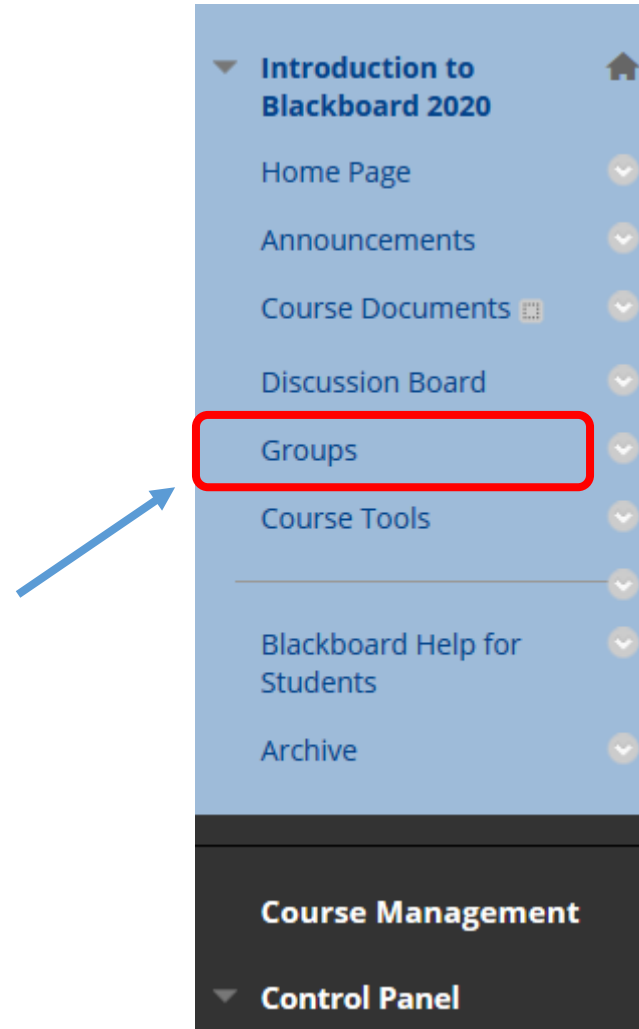


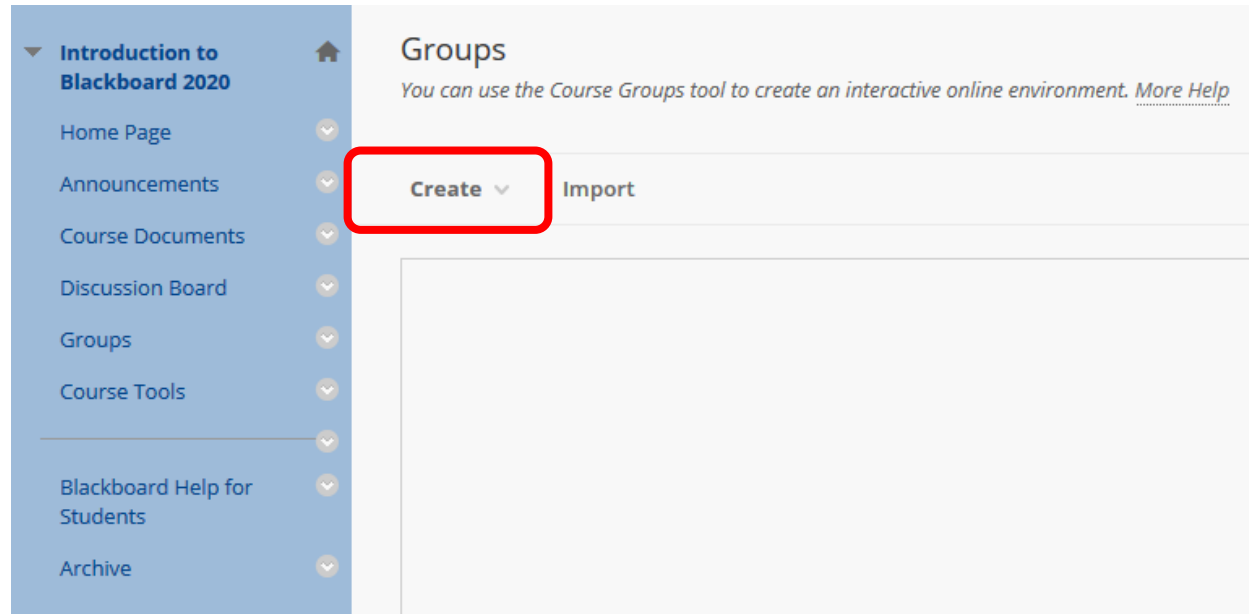


How to Create Groups on Blackboard

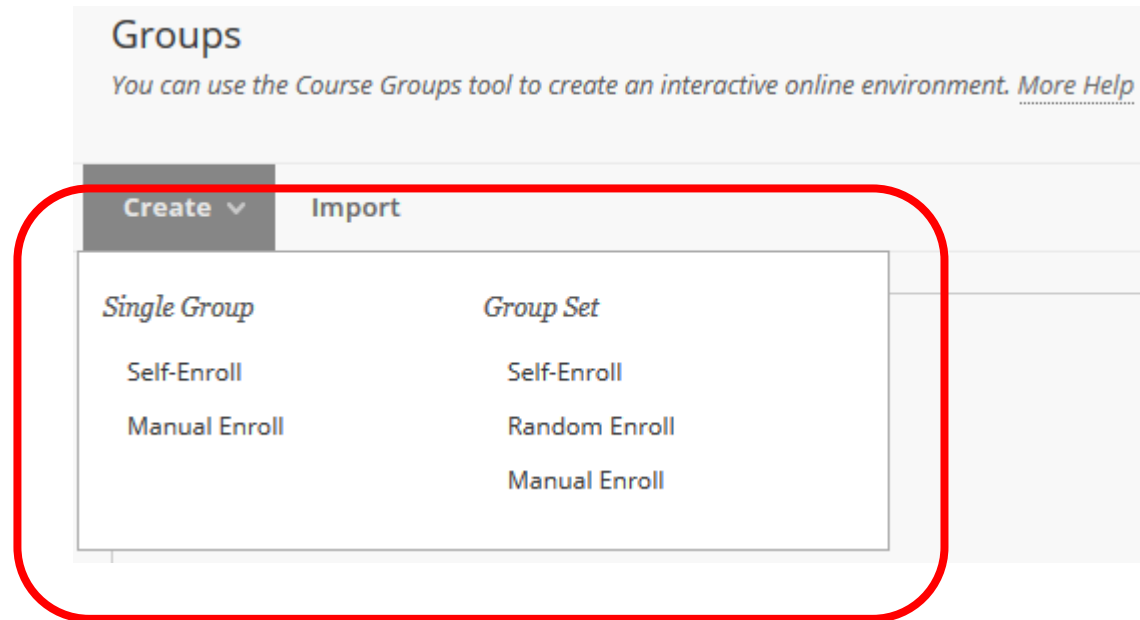
1. Log in to the Course on Blackboard. Click the **Groups** link from the *Course Menu*.



2. Click **Create** to show a menu of options.

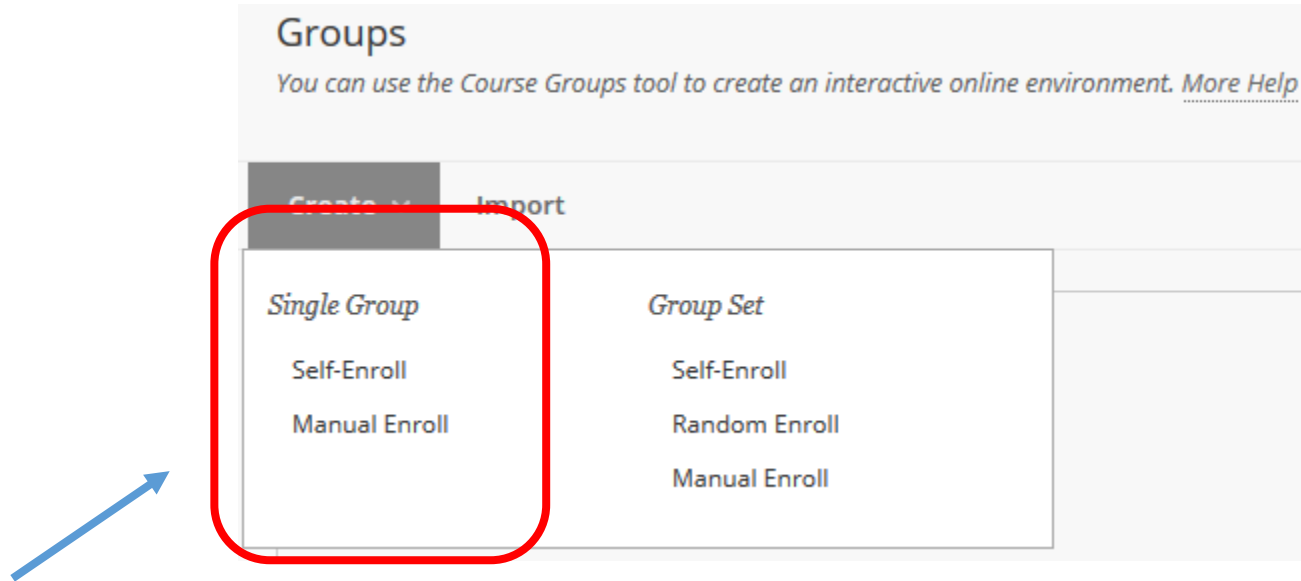


3. You have the option of creating a **Single Group** or creating a **Group Set**. Single group allows you to create one group at a time, and a group set allows you to create multiple groups based on how large (how many members are in) each group.



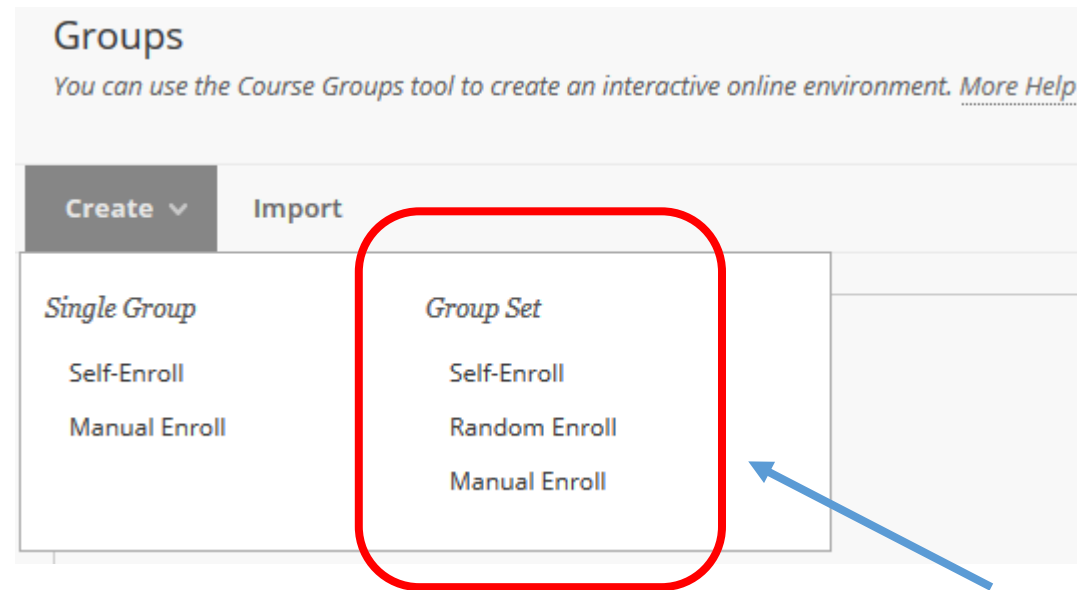
Single Group Descriptions

- ***Self-Enroll*** creates a group where students can choose what group to enroll themselves in. This may result in uneven teams.
- ***Manual Enroll*** creates a group where you, as the instructor, choose which students belong to which groups.



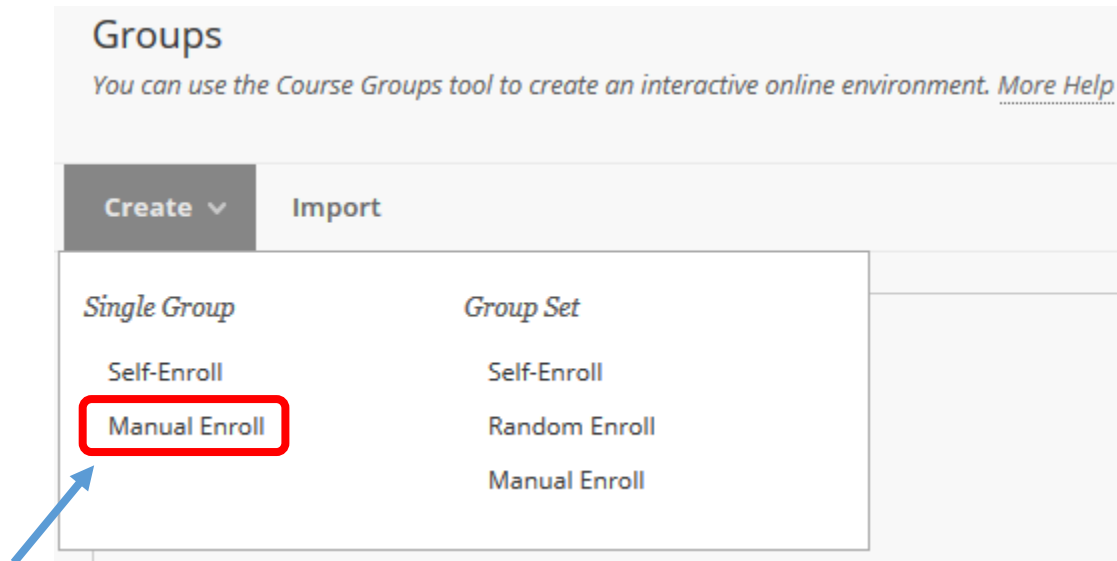
Group Set Descriptions

- **Self-Enroll** creates a set of groups where students can choose what group to enroll themselves in. This may result in uneven teams.
- **Random Enroll** creates a set of groups where Blackboard chooses, at random, which students belong to which groups.
- **Manual Enroll** creates a set of groups where you, as the instructor, choose which students belong to which groups.



4. For this guide, we will create a **Single Group** via the **Manual Enroll** process.

Click **Manual Enroll** to begin.



5. Enter a name for the Group. A description is optional.

Scroll down to ***Tool Availability***.

Create Group


You can create formal groups of students to collaborate on work. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

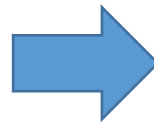
* Name

Description



Path: p

* Group is visible to students No Yes



Create Group

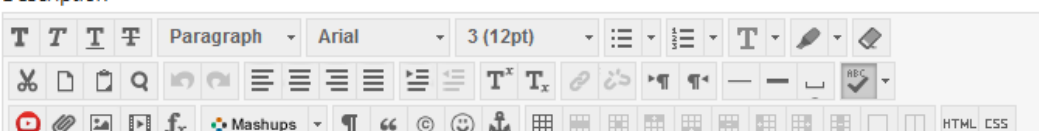
You can create formal groups of students to collaborate on work. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Description



Path: p

* Group is visible to students No Yes

6. By default, all of the tools you see are available to students. We recommend leaving them in the default position.

Scroll down to the **Membership** section.

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
- Blackboard Collaborate Ultra
 - Allow all group members to create and access session recordings.
 - Do not allow student group members to create or access session recordings.
- Wikis
 - No grading
 - Grade: Points possible:

The following tools are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.

- Academic Materials
- Content Market Tools

7. Click **Add Users** to open a new window.




MEMBERSHIP

Add Users

No users have been added.

Add Users

Search: Any Not Blank Go Show all users regardless of role

<input type="checkbox"/>	USERNAME	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	 20040617013020870022	Student	Stestperson9	Student
<input type="checkbox"/>	 10854918	Maxim	Ryklis	Student
<input type="checkbox"/>	 20040617013020870023	Student	Stestperson10	Student

Displaying 1 to 3 of 3 items

Show All

Edit Paging...

Add Users 0

Cancel

Submit

8. Click the boxes to the left of the **Username** column for each student you want to add as members of the group you are creating.

In this example, I have checked the boxes for two students.

Click **Submit** on the bottom right for the next step. This will close that window and bring you back to the Create Group page.

The screenshot shows the 'Add Users' interface. At the top, there is a search bar with 'Any' and 'Not Blank' dropdowns, a 'Go' button, and a checkbox for 'Show all users regardless of role'. Below this is a table with columns: USERNAME, FIRST NAME, LAST NAME, and ROLE. The table contains three rows. The first two rows are highlighted in yellow and have their checkboxes checked and circled in red. The third row has an unchecked checkbox. At the bottom right, the 'Submit' button is circled in red. A blue arrow points to the 'Submit' button.

<input type="checkbox"/>	USERNAME	FIRST NAME	LAST NAME	ROLE
<input checked="" type="checkbox"/>	20040617013020870022	Student	Stestperson9	Student
<input checked="" type="checkbox"/>	10854918	Maxim	Ryklis	Student
<input type="checkbox"/>	20040617013020870023	Student	Stestperson10	Student

Displaying 1 to 3 of 3 items | Show All | Edit Paging...



Add Users 2

9. You will see the students you selected in the previous step now under Membership. If you have finished adding students, please click Submit on the bottom right to finalize adding members to this group.

MEMBERSHIP


Add Users Remove All Users

Added selected users to group.

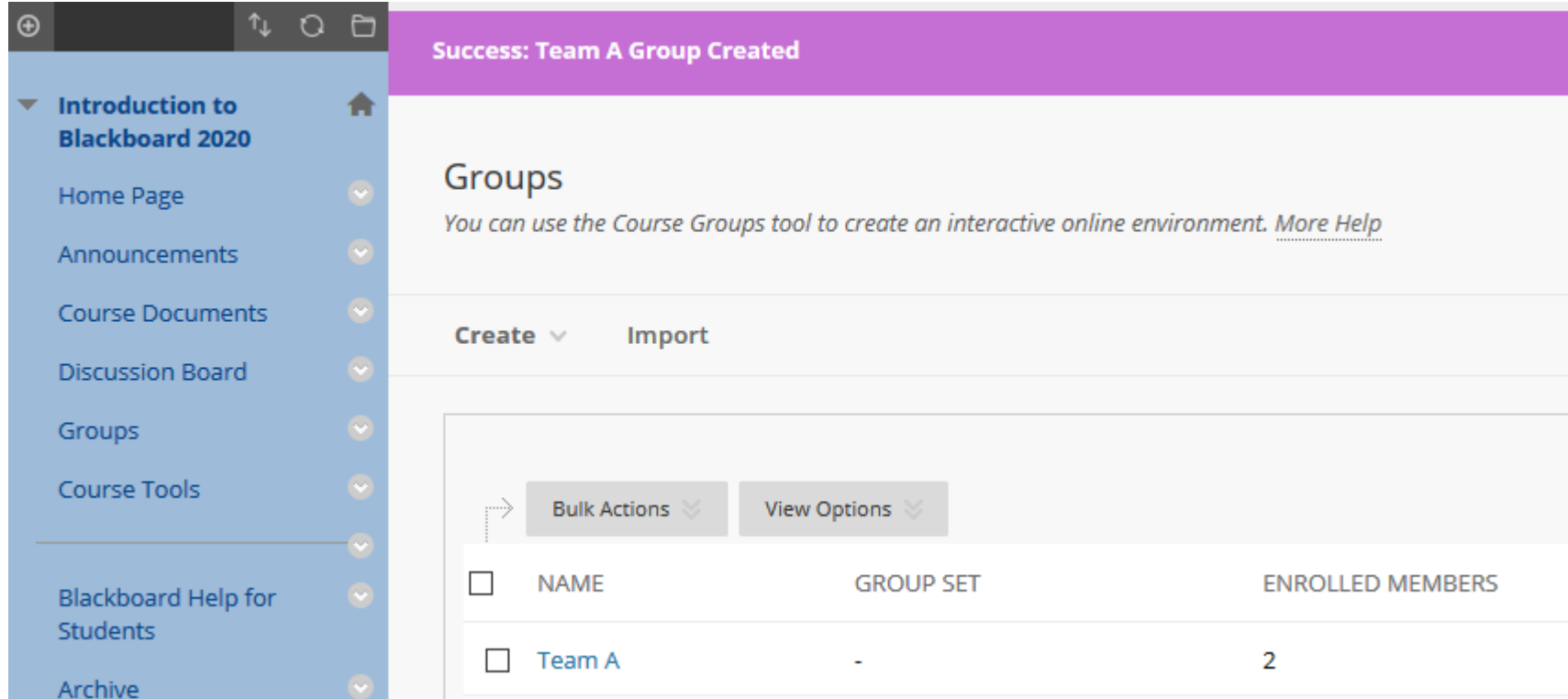
USERNAME	FIRST NAME	LAST NAME	ROLE	
 20040617013020870022	Student	Stestperson9	Student	✕
 10854918	Maxim	Ryklis	Student	✕

*Click **Submit** to proceed.*

Cancel **Submit**



You have successfully created the group titled ***Team A***. You can repeat this process to add more groups of students to the course.



The screenshot shows the Blackboard interface for a course titled "Introduction to Blackboard 2020". A purple notification banner at the top reads "Success: Team A Group Created". The main content area is titled "Groups" and includes a sub-header: "You can use the Course Groups tool to create an interactive online environment. [More Help](#)". Below this, there are buttons for "Create" and "Import". A table displays the list of groups, with columns for "NAME", "GROUP SET", and "ENROLLED MEMBERS". The table contains one entry: "Team A" with 2 enrolled members. Above the table are "Bulk Actions" and "View Options" dropdown menus.

	NAME	GROUP SET	ENROLLED MEMBERS
<input type="checkbox"/>	Team A	-	2

Please go to the next slide to see where your students will see this group in your course...

Student View of Team A

The screenshot shows the Blackboard 2020 interface for a student. The top navigation bar includes 'Introduction to Blackboard 2020' and 'Home Page'. The left sidebar contains a menu with the following items:

- Introduction to Blackboard 2020 (Home icon)
- Home Page
- Announcements
- Course Documents
- Discussion Board
- Groups
- Course Tools
- Blackboard Help for Students
- Archive

The 'My Groups' section is expanded, showing 'Team A' with a right-pointing arrow. A red rounded rectangle highlights this 'My Groups' menu. A blue arrow points from the left towards the 'My Groups' section.

The 'Team A' menu items are:

- Collaborate
- File Exchange
- Group Blog
- Group Discussion Board
- Group Journal
- Group Tasks
- Group Wiki
- Send Email
- Group Homepage
- Customize Group Banner
- Customize Group Color

The main content area on the right features three sections:

- My Announcements:** Introduction to Blackboard 2020 > Homework Due Dates
- My Tasks:** My Tasks:
- What's New:** Assessments (1), Assignments (2), Courses/Organizations (1), Discussion Board (1), Gradebook (2)