Creating Groups in Blackboard

Create the Groups:

- In your course, click on Control Panel > Users and Groups > Groups.
- On the Groups page, click Create and choose either Single Group or Group Set (if creating more than one group).
- Select Enrollment type:
  - Self-Enroll – Students select their own group
  - Manual Enroll – You determine the group
  - Random Enroll – Blackboard sets the groups randomly (for Group Sets only)
- Name the group(s) and provide a description if desired.
- Select Group Availability (by default, group is available after you click Submit).
- Select Tool Availability (e.g., mail, wikis, blogs).
- Choose whether you want group members to be able to personalize their group area.
- Create a “Smart View” to see only group members in the Grade Center.
- For Manual Enrollment, select Add Users to place students in the group.
We recommend changing the “Group Settings” to remove the ability for students to create “Single Self-Enrolled Groups.” Students sometimes mistakenly use this option instead of creating a thread in an existing forum.

Provide a link for students to access the session

Create a link in the main course menu for students to access their groups:

- Click on the plus sign icon at the top of the course menu.
- Select “Tool Link” from the menu.
- Give the menu item a name such as “Discussion Groups,” select “Groups” as the type, check to make it available to users, and submit.

Need Additional Assistance?

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