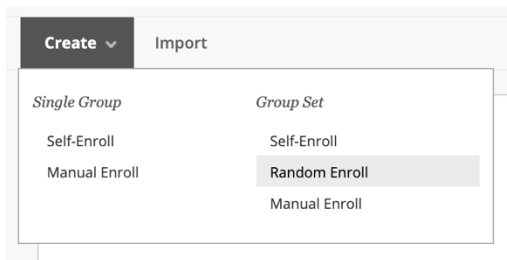# Creating Groups in Blackboard

Create the Groups:

- Go to Control Panel > Users and Groups > Groups

- On the Groups page, click Create

- Choose Group Set if creating more than one group

- Select Enrollment type:

    o Self-Enroll – Students select their own group
    o Manual Enroll – You assign group members
    o Random Enroll – Blackboard assigns the groups randomly

- Name the group(s)

- Select Group Availability (by default, groups are available/visible), (see figure.)

- Select Tool Availability (e.g., mail, wikis, blogs)

    o For clarity we recommend unchecking any tools you know your students will not need.

* Group is visible to students ◯ No ● Yes

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 re

☐ Wikis
  ◉ No grading
  ◯ Grade: Points possible: [ ]

● Create a "Smart View" if you would like a Grade Center view for each group.

Assign Group Membership

● For a random set of groups, enter either the number of students per group or the number of groups you would like.

MEMBERSHIP

Automatic distribution applies only to students who are currently enrolled in your course. Additional

* Determine Number of Groups by
  ◯ Number of Students per Group [ ]
  ◉ Number of Groups [4]

* Determine how to enroll any remaining members
  ◉ Distribute the remaining members amongst the groups.
  ◯ Put the remaining members in their own group.
  ◯ Manually add the remaining members to groups.

● For Manual Enrollment, click Add Users to place students in the group.
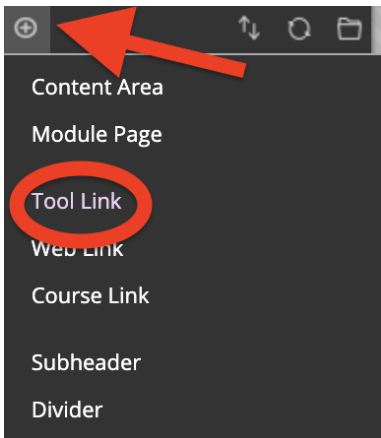
MEMBERSHIP

Add Users

Provide a Link for Students to Access Their Groups

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 "Team"

- Select "Groups" as the type

- Check to make it available to users

- Submit

Need More Assistance?

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