Create Groups
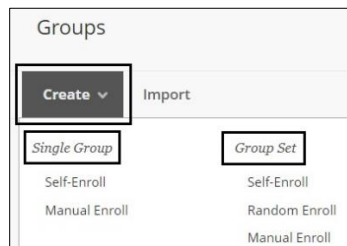
Groups can be created in Blackboard to allow students to work together on projects and learn from one another. Group tools can be used to collaborate together on assignments and stay connected.

Access Groups

1. In the course, select **Groups** on the Course Menu.
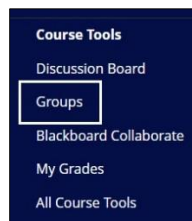
2. On the Groups page, select **Create** button. Select which type of group will be needed from the drop-down menu.

Group Type

Single Group – create one group at a time.
Group Set – create multiple groups at once.

Self-Enroll- allows students to add themselves to a group with a sign-up sheet. Self-enrollment is an option available for both single groups and group sets. Students cannot remove themselves from groups.

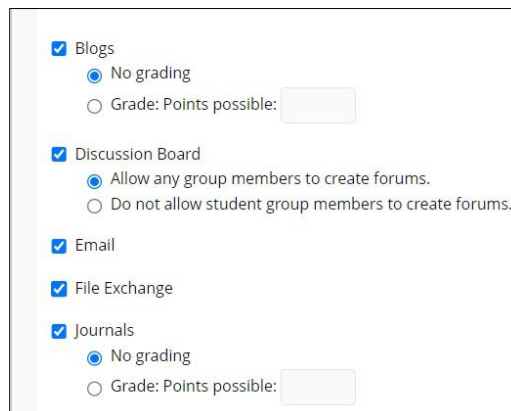**Manual Enroll-** assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.

Random Enroll - is available for group sets only. Random enrollment automatically distributes students into groups based on your settings for maximum members per group or total number of groups. Random distribution applies only to students who are currently enrolled in your course. You can enroll additional students manually.

Note: Once a group type is created, it cannot be changed into another group type.
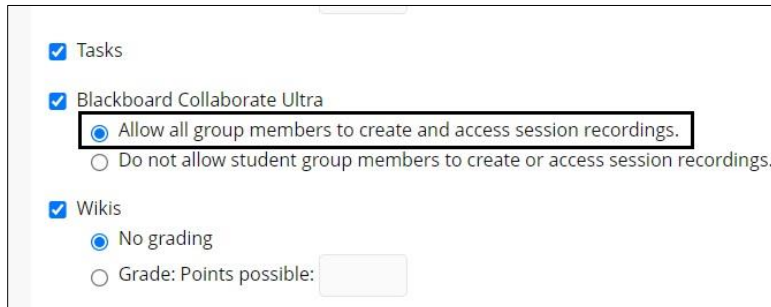
Group Tool Availability

Each Group has tools that can be selected for students to use to help with collaboration amongst group members.

Note: The **Group Discussion board** does not have a graded option. This tool is designed for basic discussion between group members.

Note: It is recommended to allow all groups members to create and access session recordings under Blackboard Collaborate Ultra to use the tool properly. Group sessions and recordings only show within the group and not on the Course Blackboard Collaborate Ultra page.

3. **Allowing Personalization** lets students add additional modules to the group page such as a To Do module, Library modules etc.
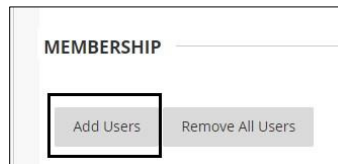

For more information access [Creating Groups](#)

Adding Membership

Instructors can add students manually in all groups regardless of the type.

4. Under **Membership,** select **Add Users** button.

5. A separate pop-up box will appear with all enrolled students in the course. Select the **box to the left of the student's name** to add to group. **Press Submit** to save selections.

Edit Group - Remove Membership

6. To remove a student from a group, go the Groups page, mouse over **the Group Name** > Select the **downward arrow** > Select **Edit** from the dropdown menu. Scoll to the bottom of the page under Membership > Select the **X to the right of the student's name** > **Press Submit** to save changes.
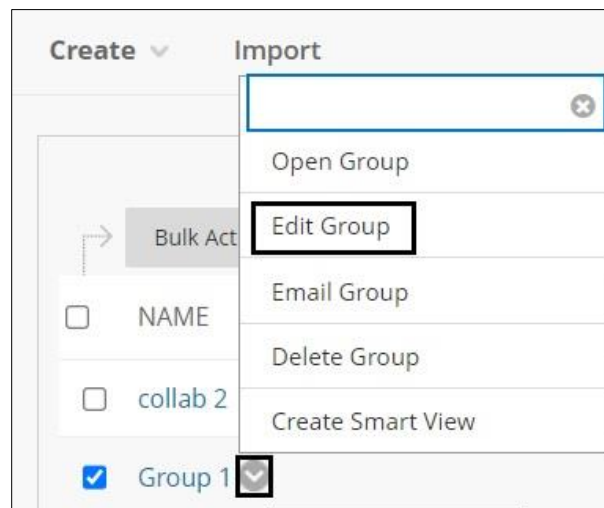
ROLE

Student   ✖

Student   ✖

For information on editing groups access Manage Groups