

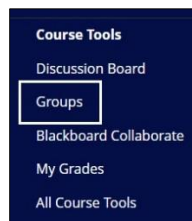
## Create Groups

Access Groups .....	1
Group Type.....	2
Group Tool Availability .....	2
Adding Membership.....	4
Edit Group - Remove Membership.....	4

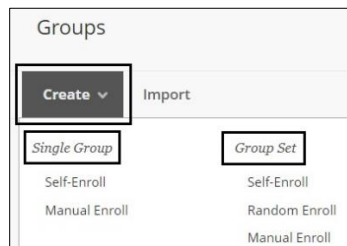
Groups can be created in Blackboard to allow students to work together on projects and learn from one another. Group tools can be used to collaborate together on assignments and stay connected.

### 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

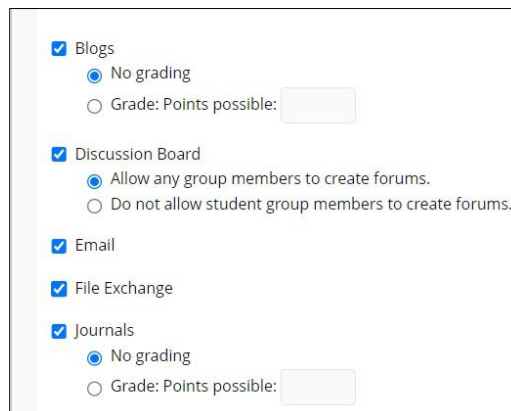
enrollment is available for both single groups and group sets.

**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

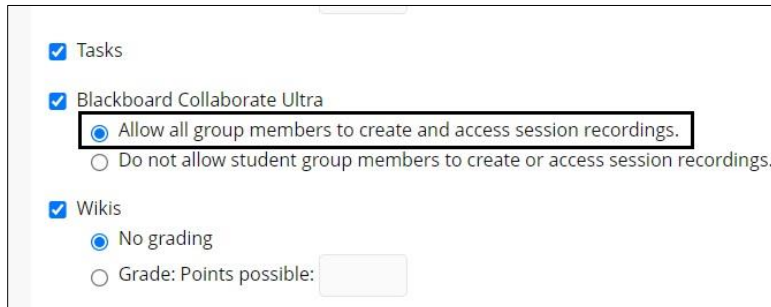
Each Group has tools that can be selected for students to use to help with collaboration amongst group members.



The screenshot shows a list of tools with checkboxes and radio buttons for configuration:

- 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:

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



A screenshot of a Blackboard settings interface. It features three main sections, each with a checked checkbox: 'Tasks', 'Blackboard Collaborate Ultra', and 'Wikis'. Under 'Blackboard Collaborate Ultra', there are two radio button options: 'Allow all group members to create and access session recordings.' (which is selected and highlighted with a black box) and 'Do not allow student group members to create or access session recordings.'. Under 'Wikis', there are two radio button options: 'No grading' (selected) and 'Grade: Points possible:' followed by an empty text input field.

**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.



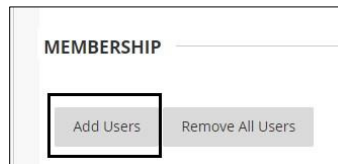
A screenshot of a 'MODULE PERSONALIZATION SETTING' dialog box. It contains a single checked checkbox labeled 'Allow Personalization'.

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.

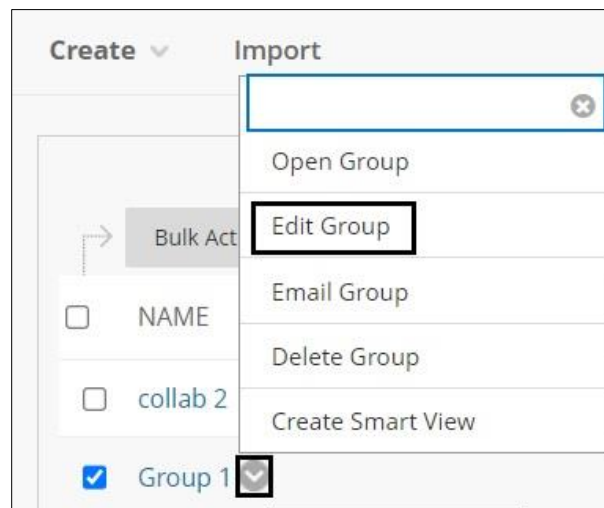


5. A separate pop-up box will appear with all enrolled students in the course. Select the **box to the left of the student's name** to add to group. **Press Submit** to save selections.



## 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. Scroll 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	<input type="checkbox"/>
Student	<input type="checkbox"/>

For information on editing groups access [Manage Groups](#)