

Create Groups in Blackboard

Groups are a Blackboard feature which allow students to collaborate virtually.

Add Groups Tool Link

1. Log into your course. Make sure **Edit Mode** is **ON** (Figure 1).
2. In the Course Menu on the left side of the screen, click on the **+** plus icon (Figure 2).
3. Click on **Tool Link** (Figure 3).

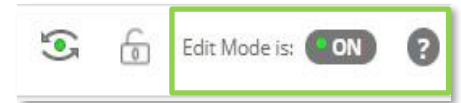


FIGURE 1

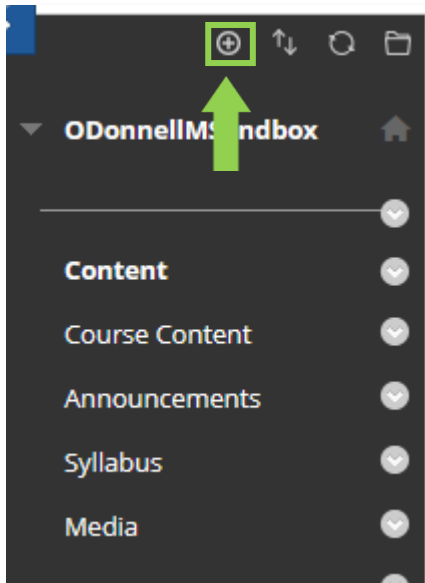


FIGURE 2

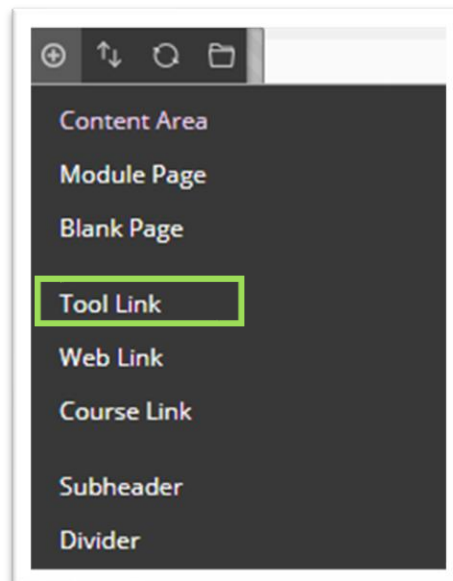


FIGURE 3

4. Type **Groups** in the **Name** field (Figure 4).
5. Click on the dropdown menu next to **Type** and select **Groups**.
6. Check the box next to **Available to Users** to make the tool link available.
7. Click **Submit**. Your Groups tool link will appear on your Course Menu.

Add Tool Link

* Name:

Type:

Available to Users

FIGURE 4

Create Groups in Blackboard

Create a Group

1. Locate the **Groups** tool link you created and click on it.
2. You will be brought to a list of groups you've made. Click the **Create** button to make a new group (Figure 5).

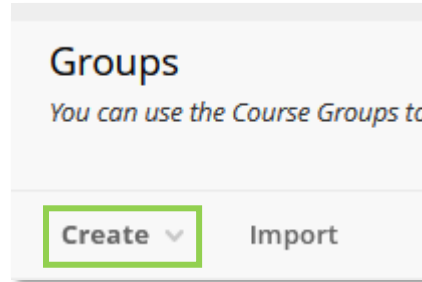


FIGURE 5

3. You will be given the following options (Figure 6).

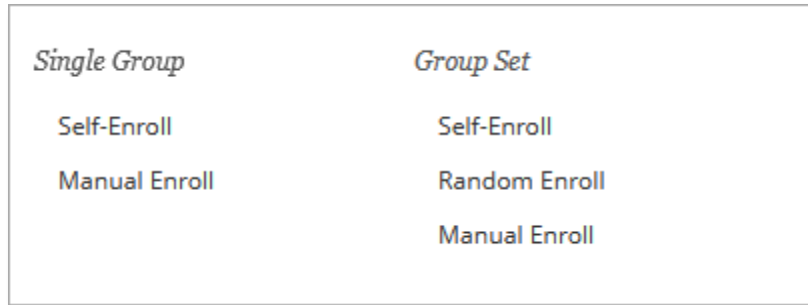


FIGURE 6

- a. **Single Group** – Creates one group at a time.
 - i. Click **Self-Enroll** to allow students to enroll themselves in the group.
 - ii. Click **Manual Enroll** to enroll the students yourself.
 - b. **Group Set** – Creates multiple groups at once.
 - i. **Self-Enroll** and **Manual Enroll** work as described above.
 - ii. **Random Enroll** will randomly enroll students in the groups you create.
4. Once you've selected an option, you will be brought to the group setup screen. **Name** the group and add an optional **description**. Make sure to keep the group visibility set to **Yes** so students have access (Figure 7).

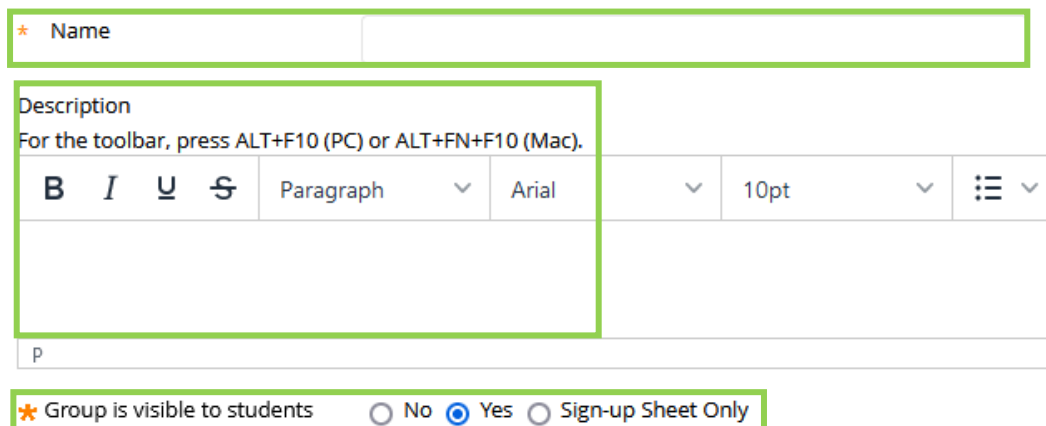
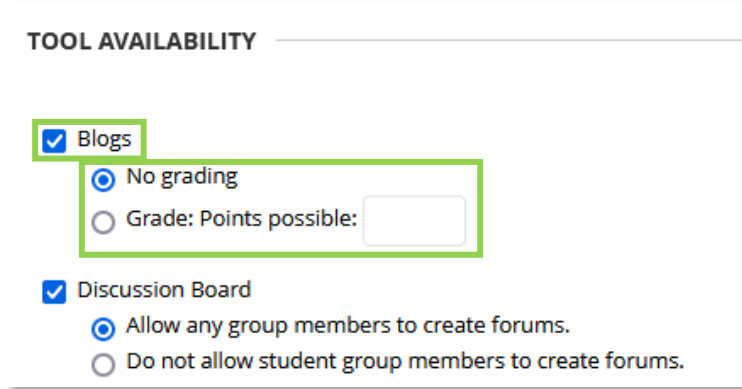


FIGURE 7

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5. Scroll down to the **Tool Availability section** (Figure 8). This section allows you to pick which tools are available to the group. By default, **every tool is checked**. You may want to **uncheck** any tools which the group doesn't need access to. You can also **set up individual options for each tool**, such as grading.

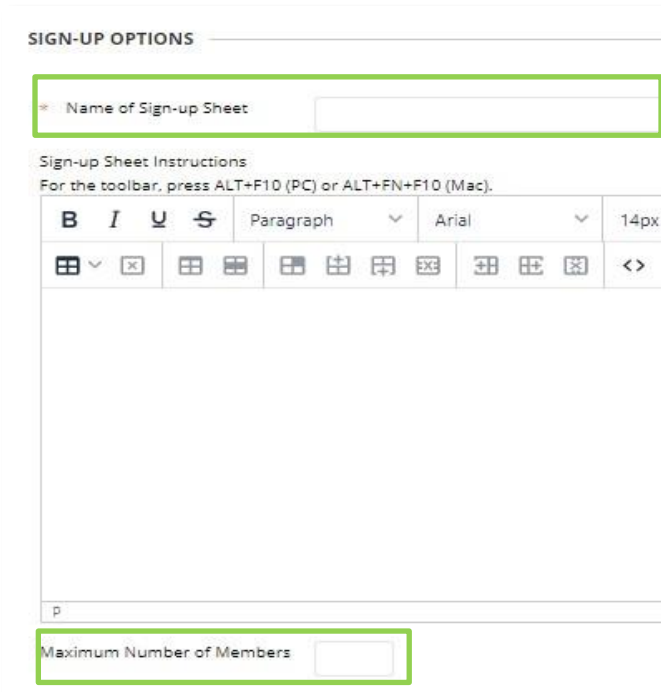


TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- Discussion Board
 - Allow any group members to create forums.
 - Do not allow student group members to create forums.

FIGURE 8

6. If you made the group with **Self-Enrollment**, then you need to set up the **sign-up directions** and **how many members can join** (Figure 8). If you set up Manual Enrollment, you need to select which users should have access to the group (Figure 9).



SIGN-UP OPTIONS

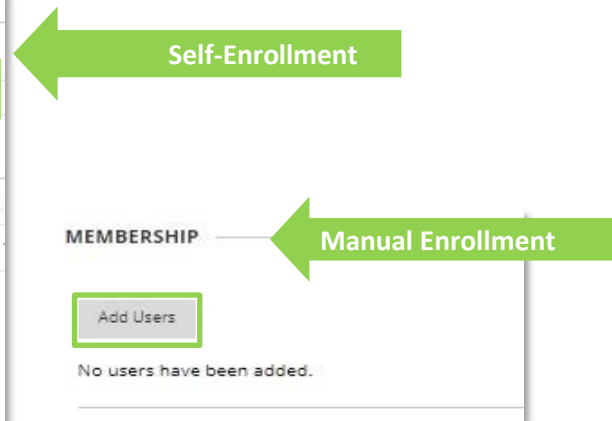
* Name of Sign-up Sheet

Sign-up Sheet Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar: B I U S Paragraph Arial 14px

Maximum Number of Members

FIGURE 8



MEMBERSHIP

Add Users

No users have been added.

FIGURE 9

7. Click **Submit** once you're done. Students will be able to access assigned groups through the **Groups tool link**.