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).
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](image)
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).

![Groups](image)

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

![Groups](image)
Create Groups in Blackboard

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.

![Figure 8: Tool Availability]

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).

![Figure 9: Self-Enrollment and Manual Enrollment]

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