Create Groups

You can create formal groups of students to collaborate on work, and create these groups one at a time or in sets. You can manually select group members, allow students to self-enroll, or have the computer randomly assign students to a group. Each group has its own space, or homepage, with links to tools to help students collaborate. Only the instructor and the group members can access the group tools with the exception of the Group Blog and Group Wiki tools. Group Blogs and Wikis appear to all course members when the tools are accessed on the Tools page.

There are two group creation options available, Create a single group or Create a group set. A single group is one group of students. A group set allows you to specify the number of groups or the number of students you want in each group, and Blackboard creates all of them at once. If you’re putting the entire class into groups, the most efficient method would be to create group sets.

Note: This tutorial was created using one particular browser; other browsers may display content differently. Some images have been cropped for clarity and do not represent the entire browser window.

I. Adding a Groups Link to the Course Menu - A menu to the groups’ page might not be on the left hand menu. The instructions below will show you how to create one. You can also create a link in a content area which will be explained later.

1. Access your developmental course or the course you wish to create the group in.
2. Ensure Edit mode is On.
3. Hover over the Plus sign above the Course Menu to view the drop down menu.
4. Select the Create Tool link.
5. Give the group link a name and from the Type dropdown list select Groups.
6. Select the Make Available to Users check box.
7. Click Submit when finished.
8. The new menu link appears at the bottom of the Course Menu. To move it to a new position, place your mouse pointer over the arrows icon to the left of the menu, then left click and drag to new location.
9. To rename, delete, or hide the menu link from students, click on the chevron to the right of the menu name and make selection.
II. Creating a Self-Enroll Group Set

**Self-Enroll** allows students to add themselves to a group using a sign-up sheet. You can make sign-up sheets available to students on the groups listing page or by adding a link to a course area, such as a Content Area, Learning Module, Lesson Plan, or folder. When you create a group using sign-up sheets, the group can be immediately available to use or made available after all members have signed up. Self-enrollment is an option available for both single groups and group sets.

1. Click **Groups** in the Course Menu or in the Control Panel select the Users and Groups menu.
2. On the **Groups** page, hover over **Create Group Set** drop down menu and select **Self Enroll**.
3. From the **Create Self-Enrollment Group Set** page, give the group a name.
4. Type a description of the group in the **Description** box.
5. Make the group available by selecting **Yes**. To create a sign-up sheet for the group that limits enrollment, select **Sign-up Sheet Only**. The group will not be accessible by students, only the sign-up sheet will be available. Once the group is formed you will have to edit the group and make it available.
6. Under option 2, **Tool Availability** you can select the tools you wish to include in the group. All are selected by default. Group **Collaboration, Discussion Boards, File Exchange, Journals**, and **Tasks** are only visible to group members and the instructor. Groups cannot access each other’s group spaces with the exception of **Blogs** and **Wikis**.
7. **Module Personalization Setting** allows students to personalize their group space.
8. Under **Sign-Up Options**, give the Sign-up Sheet a name.
9. Type any instructions for the sign-up such as student group size limitations.
10. Enter the maximum number of group members. You may also determine whether to show names as students sign up or to allow students to sign up from the **Groups Listing Page**.
11. Under **Group Set Options**, enter the number of groups.
12. Click **Submit** when finished.

**III. Self-Enrolling in a Group as a Student**

1. Students will access the **Groups** link on the menu, if available, or in a content area.
2. On the **Groups** page select **View Sign-up Sheet to Join a Group**.
3. Select a group and click **Sign Up**.
4. The groups screen will appear and the Student’s name will appear in the **Group Members** area. Student can now utilize the tools provided for the group work.
IV. Creating a Manual Enroll Group
Manual enroll gives the instructor complete control over who is in a group. This is one way to control for negative group dynamics and a way to help teach students that they will need to succeed regardless of who is in the group. For the purposes of this tutorial we will use the Single Group option. The procedure is the same for Group Sets other than adding the number of groups.

1. Click Groups in the Course Menu or in the Control Panel select Groups in the Users and Groups menu.
2. On the Groups page, hover over Create Singe Group drop down menu and select Manual Enroll.
3. From the Create Group page, give the group a name.
4. Type a description of the group in the Description box.
5. Select Yes to make the group visible to students.
6. Under Tool Availability, you can select the tools you wish to include in the group. All are selected by default. Group Collaboration, Discussion Boards, File Exchange, Journals, and Tasks are only visible to group members and the instructor. Groups cannot access each other’s group spaces with the exception of Blogs and Wikis.
7. Module Personalization Setting allows students to personalize their group space.
8. Under **Membership**, select the students you want to be in the group. Move students into the **Selected Items** list by highlighting them and clicking on the right facing arrow.

9. Select **Submit** when finished.

V. **Creating a Random Enroll Group**

Random enroll is another option under the **Create Group Sets** Action Bar. With this option Blackboard will assign students randomly to group sets. You may select how to assign left over students if there are more students than can be evenly distributed in the group sets.

1. Click **Groups** in the Course Menu or in the Control Panel select **Groups** in the **Users and Groups** menu.
2. On the **Groups** page, hover over **Create Group Set** drop down menu and select **Random Enroll**.
3. From the **Create Group** page, give the group a name.
4. Type a description of the group in the **Description** box.
5. Select **Yes** to make the group visible to students.
6. Under **Tool Availability**, you can select the tools you wish to include in the group. All are selected by default. Group **Collaboration**, **Discussion Boards**, **File Exchange**, **Journals**, and **Tasks** are only visible to group members and the instructor. Groups cannot access each other’s group spaces with the exception of **Blogs** and **Wikis**.

7. **Module Personalization Setting** allows students to personalize their group space.

8. Under **Membership**, decide how you want Blackboard to assign leftover students if there are more students than can be evenly distributed in the group sets.

9. Select **Submit** when finished.

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**VI. Creating and Linking to a Group in a Content Area**

1. Access your developmental course or the course you wish to create the link to a group.

2. Locate a content folder and area that you wish to provide a link to a Group.

3. Hover over the green Tools menu and select **Groups**.
4. On the Create Link screen you have three choices:
   a. Link to the Groups Page which lists all the groups
   b. Link to a Group or Group Set that has been already created,
   c. Create New Group or Group Set.
5. Choose one of the first two options if you have already created a Group, then click **Next** and skip to step 9.
6. If you need a new Group, click the drop down menu to select a type and click **Go**.
7. Use the steps found in the previous instructions to create a new Group. After clicking the submit button on the last step of creating a new group, you will be back at the Create Link screen.
8. Ensure the Group you just created is highlighted and click the **Next** button.
9. On the next screen, it is best to leave the Link Name the same as you originally named and place the same description or instructions that you used when you created the Group.
10. Leave the default Options as is or change the display dates if you wish.
11. Click the **Submit** button.
12. Link to specific group inside content area is now complete.