The group tool can be used to divide a set number of students into a group for collaboration purposes, much like groups in the classroom. Groups in Blackboard can be given access to a discussion board, file exchange, email tool, blog tool, etc, all of which is group-specific limiting access to group members only. Group enrollments can be manually configured by an instructor or randomly selected by Blackboard. Students can also sign-up for a given group or create their own groups, depending on the desired outcome of the instructor.

**Creating a Single Group**

Creating a single group allows an instructor to create one group at a time. Group enrollments can be either manually entered or set to allow students to sign-up.

1. From the course in which groups are to be created, expand the Users and Groups menu of the Control Panel and click on Groups.

2. Hover over the Create Single Group menu and select the desired option:
   2.1. **Self-Enroll** - Allow students to sign-up for the group
   2.2. **Manual Enroll** - Place students into the group individually

3. On the group creation screen, enter a **Name** (required) for the group and a **Description** (optional).

4. Select **Yes** or **No** to make the group available to students. If a Self-Enroll group is being created, making just the sign-up sheet available is also an option.

5. Under **Tool Availability**, select the tools to which the students will have access.

6. Under **Module Personalization Setting**, check to allow students to personalize their group module page. Uncheck to disallow.

7. Section 4 will vary depending on the group type that is being configured:
7.1. **If a Self-Enroll group is being created:**

7.1.1. Enter a name for the sign-up sheet (required) and instructions to accompany the sign-up sheet (optional).

![Name of Sign-up Sheet]

7.1.2. Enter a maximum number of members for this group. This field can be left blank if no maximum is desired.

7.1.3. Check to **Show Members**. If checked, students will be able to see the names of other members in a group before signing-up.

7.1.4. Check to **Allow Students to sign-up from the Groups Area**. If checked, students will be able to access this group’s sign-up sheet from the Groups area, regardless of any adaptive release rules configured in a content area.

7.2. **If a Manual-Enroll group is being created:**

7.2.1. Add group membership by clicking on a student’s name in the **Items to Select** box. Once a student’s name has been selected, click the right arrow button between the two boxes, which will add that student’s name to the **Select Items** box. Multiple students can be selected by using the Ctrl+Click method.

![Items to Select](image1)

8. When finished, click **Submit**.
Creating a Group Set

Group sets are a way to create multiple groups at one time. Enrollments in the creation of a group set can be self (student sign-up), manual (instructor-chosen group members) or random.

1. From the course in which groups are to be created, expand the Users and Groups menu of the Control Panel and click on Groups.

2. Hover over the Create Group Set menu and select the desired option:
   2.1. **Self Enroll**: Allow students to sign-up for a group of their choosing
   2.2. **Manual Enroll**: Manually establish membership for each group
   2.3. **Random Enroll**: Randomly assign group membership by configuring a set number of students per group or by setting a set number of groups in which students will be randomly enrolled.

3. On the next screen, provide a **Name** (required) for the group and a **Description** (optional).

4. Select **Yes** or **No** to make the group available. If a Self-Enroll group is being created, making just the sign-up sheet available is also an option.

5. Under **Tool Availability**, select the tool to which the group members will have access.

6. Under **Module Personalization Settings**, check to allow students to personalize their group module page. Uncheck to disallow.

7. Section 4 will vary depending on the group type that is being created:
   7.1. **If a Self-Enroll group is being created**:
      7.1.1. Enter a **Name** (required) and **Description** (optional) for the sign-up sheet
      7.1.2. Enter a value for the **Maximum Number of Members** (optional).
7.1.3. Check to **Show Members**. If checked, students will be able to see the names of other members in a group before signing-up.

7.1.4. Check to **Allow Students to sign-up from the Groups Area**. If checked, students will be able to access this group’s sign-up sheet from the Groups area, regardless of any adaptive release rules configured in a content area.

7.1.5. Then, enter the **Number of Groups** to be created (required).

7.2. If a **Manual-Enroll group is being created**, enter the **Number of Groups** to be created.

7.3. If a **Random Enroll group is being created**:

7.3.1. Select to determine number of groups by either **Number of Students per Group** or **Number of Groups**.

7.3.2. Select the desired option determining how remaining members will be handled.

<table>
<thead>
<tr>
<th>4. <strong>Membership</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.</td>
</tr>
<tr>
<td>Determine Number of Groups by</td>
</tr>
<tr>
<td>Determine How to Enroll any Remaining Members</td>
</tr>
</tbody>
</table>

8. When finished, click **Submit**.

### Editing/Removing a Group

**NOTE:** Deleting a group will remove any data associated with that group, including documents posted in the file exchange and blog entries. **Deleted content is not recoverable.**

1. In the **Groups** area, find the group to be removed and check the box to the left of the group name.

2. Click **Delete**.

<table>
<thead>
<tr>
<th>Name</th>
<th>GroupSet</th>
<th>Self-Enroll</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Review 1</td>
<td>✔️</td>
<td>-</td>
<td>Yes</td>
</tr>
<tr>
<td>Sam's Group</td>
<td>✔️</td>
<td>-</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. When the dialogue box appears, click **Ok**.
Modifying Group Enrollments

1. In the Groups area, find the group to change and click the Action Menu button for that group.

2. In the Action Menu, click Edit.

3. On the Edit Group screen, scroll down to the Membership section.

3.1. To Add Users: click on a student’s name in the Items to Select box and click the right arrow button between the two boxes. This will add the student into the Selected Items box.

3.2. To Remove Users: click on a student’s name in the Selected Items box and click the left arrow button between the two boxes. This will remove the student from the Selected Items box.

4. When finished, click Submit.

Modifying Settings for Group Creation by Students

By default, students have the ability to create groups. This feature can be turned off, however, in group settings.

1. Enter the Groups area (Control Panel > Users and Groups > Groups).

2. Click on the Group Settings button.
3. Under **Student Created Groups**:

3.1. Check to **Permit Students to Create Single Self-Enrolled Groups**. This will allow students to create groups for which other students can sign-up.

3.2. Check to **Permit Students to Edit Student Create Group**. This will allows students to change the settings of a given group after it has been created.

<table>
<thead>
<tr>
<th>1. Student Created Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Permit Students to Create Single Self-Enrolled Groups</td>
</tr>
<tr>
<td>✔ Permit students to Edit Student Created Group</td>
</tr>
</tbody>
</table>

4. When finished, click **Submit**.