Creating Groups

You can create groups of students within your Blackboard class. Most often, you would want to have groups for each of your periods, to make discussions and grading easier. Other times, you might want to create student working groups for a particular project. Students could use those groups to collaborate through Blackboard in or out of class. This document will show you how to create groups, how to assign students to the groups, and how to provide tools to those groups. It is assumed that you already have a Blackboard class set up and students enrolled.

In the Control Panel, click on "Users and Groups", then click on "Groups".

To create groups, choose from the "Create" menu.

Single Group: create one group at a time
- **Self-Enroll**: the student chooses the group to join
- **Manual Enroll**: you (the teacher) place students in groups

Group Set: create multiple groups all at once
- **Random Enroll**: Blackboard places student in groups randomly
- **Self-Enroll**: the student chooses the group to join
- **Manual Enroll**: you (the teacher) place students in groups
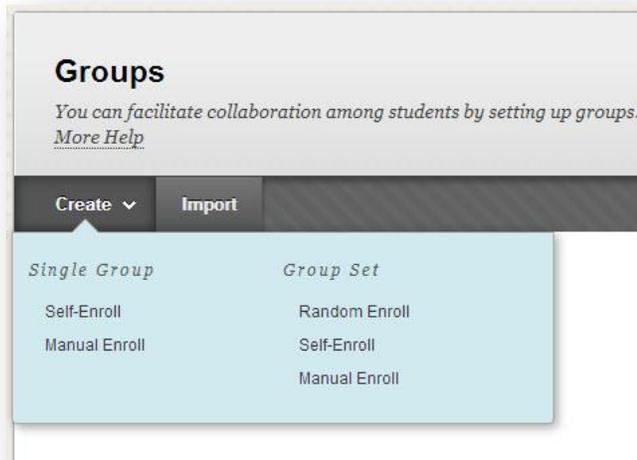
Self-enroll sounds good, because the students do the work, not you. I've found, however, that you usually spend as much time fixing student mistakes as it would take to just do the Manual Enroll in the first place.

Random enrolling is a nice feature, but remember that it will choose from all students, so you will very likely end up with groups made up of students from different periods.

Students can be in multiple groups at once, if you want. So you could have groups for each period, and also project groups or study groups at the same time.

Creating a Self-Enroll Group	**Creating a Manual Enroll Group**
(students join the group themselves)	*(teacher assigns the students to groups)*

1. Group Information

Give the group a name, a description if you like, and whether or not the group is available for students to join. You can also use a sign-up sheet for groups, which limits the size of groups.

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2. Tools Available

Choose which tools students will be able to use within their groups. This does not affect whether or not similar tools are available outside of the groups. For example, you could have blogs enabled for all students, but turned off within groups. You could have a general discussion board for all students, and then also individual boards within groups.
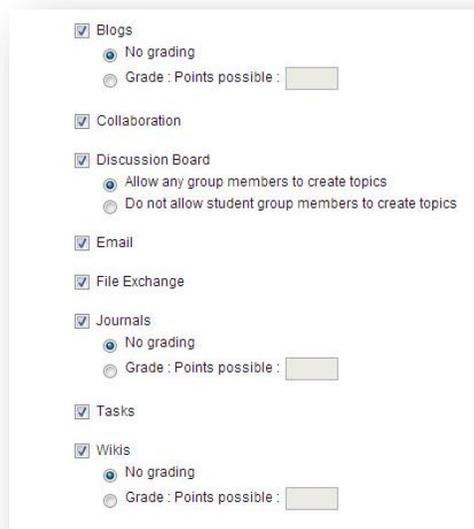
3. Personalization

You can choose whether or not to allow student to make changes to the look of the group. This really doesn't matter very much.

4. Sign Up Options

You can set up a sign-up sheet for the groups, if you want to allow students to pick their own groups on a first-come, first-served basis.

4. Group Set Options

Check "Create smart view for this group" if you want to be able to see the group in the Grade Center.

5. Group Set Options

Check "Create smart view for this group" if you want to be able to see the group in the Grade Center.

5. Membership

Click on "Add Users" to select the students in your class who belong in this group.

6. Click Submit to create the group.

Creating Group Sets

To create multiple groups all at once, you can create a group set. If you create either self-enroll or manual enroll group sets, the options are the same as for creating a single group. Additionally, you will get to decide how many groups to create.

If you create a random enrollment group set, you will get to select how Blackboard assigns students to groups.