Creating Course Groups in Blackboard

Overview

Blackboard Groups allow you to implement team-based learning in your courses. Users within the same group have their own group workspace within Blackboard to submit assignments and access group-specific tools. Students can be added to groups manually, enroll themselves, or be randomly assigned to groups.

Tell Me

1. In the **Control Panel**, select **Users and Groups > Groups.**
2. To create groups, mouse over **Create:**
   a. <u>OPTION 1:</u> Create a single group - choose an option from the *Single Group* section
   b. <u>OPTION 2:</u> Create multiple groups at once - choose an option from the *Groups Sets* section

3. Select the enrollment option for your group(s):
   a. **Manual enrollment** involves the Instructor selecting each member one at a time from a list of all the students in the Course.
   b. **Random Enrollment** is best suited for multiple groups, where the Instructor allows the system to divide up all the members of the Course among all the groups based on criteria chosen by the Instructor.
   c. **Self-Enrollment** allows the students themselves to become members of groups by using Sign-Up Sheets that Instructors create for each Course Group.

4. Type a **Name** and optional **Description** on the **Create Group** page

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5. Select **Yes** to make the **Group Available** or select **Sign-up Sheet Only**
6. Select the **Tools** available to the Group by selecting the appropriate check boxes
7. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if student submissions will be graded
8. Select the checkbox for **Allow Personalization** to allow individual Group members to add Personal Modules to their Group Homepage
9. Depending upon enrollment type:
   a. For *Self-Enrollment*, select the Sign-Up Options, including titling the Sign-up Sheet.
   b. For *Random Enrollment*, add values for:
      i. Determine Number of Groups by
      ii. Determine How to Enroll any Remaining Members

MEMBERSHIP ───────────────────────────────────

Automatic distribution applies only to students who are currently enrolled in your cours

⚹ Determine Number of Groups by
  ⦿ Number of Students per Group [   ]
  ○ Number of Groups [   ]

⚹ Determine how to enroll any remaining members
  ⦿ Distribute the remaining members amongst the groups.
  ○ Put the remaining members in their own group.
  ○ Manually add the remaining members to groups.

   c. For *Manual Enrollment*, in the **Membership** section, select the students from the **Items to Select** box and click the right-pointing arrow to add the selected names to the **Selected Items** box.

Add Users

Search: Any ▾ Not Blank ▾ [   ] Go ☐ Show all users regardless of role

☐	Username	First Name	Last Name	Role
☑	👤 hpotter	Harry	Potter	Student
☐	👤 shaire1_previewuser	Sophia	Haire_PreviewUser	Student
☑	🖼 hgranger	Hermione	Granger	Student

Displaying 1 to 3 of 3 items   Show All   Edit Paging…

10. Select the **Maximum Number of Members**.
11. Click **Submit**.