

## How to Create and Manage Groups: Table of Contents

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Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, where the Instructor assigns students to a Group. Once created, each Group has its own space in the Course to work together. The Instructor can allow individual Group members to personalize their Group space with personal modules such as My Calendar and What's New. The Instructor can equip the space with an assortment of tools to assist students collaborate. Tools that can be made available to a Group include: blog, collaboration, virtual classroom, email file exchange, journals, etc

- Collaboration: Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
- Discussion Board: Users within the Group can create and manage their own Forums.
- Email: Users within the Group can email individual members or the entire Group.
- File Exchange: Users within the Group and the Instructor can upload files to the Group space and organize them through the creation of folders.
- Journals: Users within the Group can be assigned a private Journal that allows private communication between the Instructor and the User.
- Tasks: Users within the Group can create Tasks that are distributed to all Group members.

### How to create a single group

1. Click on "Groups" in the course menu (or click "Users and Groups", then select "Groups" on the control panel)
2. Click the chevron to the right of **Create Single Group**
3. Select the "Manual Enroll" option
4. Complete the **Create Group** form
5. Check off tools desired for the group
6. Under section 4, *membership*, select yourself and the names of the students in the box on the left then click the right arrow to move them to the box on the right
7. Click " Submit"
8. You may also want to click on **Group Settings** to Select Options for Students to customize their Groups.

Note: You can also create a group with a "self-enroll" option, see the Help menu within Blackboard for how to set this up.

## How to create group sets (random enroll)

1. Click on "Groups" in the course menu (or click "Users and Groups", then select "Groups" on the control panel)
2. Click the chevron to the right of **Create Group Sets**
3. Select the "Random Enroll" option
4. Complete the **Create Group Set** form
5. In the tools options, uncheck "My Scholar Home and "Scholar Course Home" as these tools are not available.
6. In section 4 select desired options for determining groups by students per group or number of groups; and determining how to enroll any remaining members
7. Click "Submit"
8. You may want to click on **Group Settings** to Select Options for Students to customize their Groups
9. To add yourself to each group, click the chevron to the right of the group name, select "edit"; in the membership section, select your name in the box on the left, then click the right arrow to move your name over to the box on the right.

Note: You can also create a group sets with "self-enroll" or "manual" options, see the **Help** menu within Blackboard for how to set these up.

## How to create group sets manually

*Note: Before setting groups up, you may want to click on Group Settings to Select Options for Students to customize their Groups*

1. Click on "Groups" in the course menu (or click "Users and Groups", then select "Groups" on the control panel)
2. Click the chevron to the right of **Create Group Sets**
3. Select "manual enroll" option
4. Complete the **Create Group Set** form
5. In the tools options, uncheck "My Scholar home and "Scholar Course Home" as these tools are not available.
6. In section 4. Indicate that number of groups you want to create
7. Click "Submit"
8. On the **Edit Group Set Enrollments Screen**; uncheck any checked boxes in item #2 *Group Set members Filter Options*
9. Scroll down to section #3, *Group Set Enrollments*
  - a. For each group, in the left selection boxes: hold down the CTRL key on your keyboard and select the other members of the group, then click the right arrow to move the selected names over to the right selection box.
  - b. Repeat for each group

10. Click "Submit"
11. After creating the groups, go back to the Group page and select the chevron to the right of the first group, then select "edit".
12. Scroll down the edit group screen to the manage members area, select yourself and any additional instructors in the course and add to the group. Repeat for the other groups.