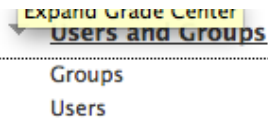


Course Groups allow instructors to create groups of students within a course. These course groups have their own area in Blackboard Learn to collaborate on course work. These spaces are equipped with tools that can assist in this collaborative process. Students access the tools added to the Group Homepage under Group Tools. Only the instructor and the group members can access tools enabled for the group, 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.

### Creating Groups

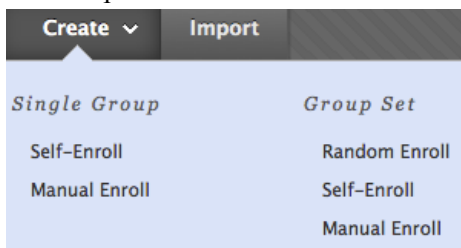
Create formal groups of students to collaborate on work. Groups can be created one at a time or in sets. The instructor can manually select group members or allow students to self-enroll. Each group has its own space, or homepage, with links to tools to help students collaborate. Only the instructor and the group members can access the group tools.

Groups are created from the Groups page accessed from the Control Panel under Users and Groups.



There are two create options available:

- Create a Single Group
- Create a Group Set



### Self-Enroll

Self-enrollment allows students to add themselves to a Group using a sign-up sheet. 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, folder, Learning Module, or Lesson Plan. When creating a Group using sign-up sheets, the group can be immediately available to use or made available after all members have signed up.

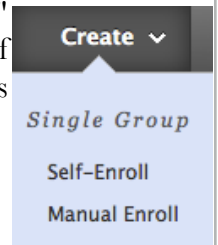
### Manual Enroll

For Manual Enroll, the instructor assigns each student in the course to a group.

### Random Enroll

Random Enroll is available for Group Sets and automatically distributes membership into Groups based on a designated number of students per group or the designated number of groups. Random distribution applies only to students who are currently enrolled in the course. Additional students can be enrolled manually.

When naming a Set of Groups, the name of each Group has a number added to it when they are first created. For example, a Set of Groups named "Research" results in Groups named "Research 1," "Research 2," and "Research 3," depending upon the number of Groups in the set. The Group names can be edited after they are created.



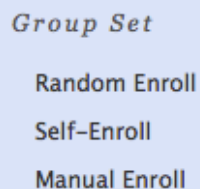
### Create a Single Group

1. On the Control Panel, select Groups in the Users and Groups section. Alternatively, use the Groups link on the Course Menu, if you have made it available.
2. On the Groups listing page, point to Create Single Group on the action bar to access the drop-down list.
3. Select Self-Enroll or Manual Enroll.

4. On the Create Group page, type a Name and optional Description.
  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 check box for Allow Personalization to allow individual Group members to add Personal Modules to the Group Homepage.
  9. Select the Sign-up options for Self-Enroll, including titling the Sign-up Sheet. Select the Maximum Number of Members. Select any other Sign-up options you want to include.
- or-
- In the Membership section for Manual Enroll, 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.
10. Click Submit

### Creating a Group Set

1. On the Control Panel, select Groups in the Users and Groups section. Alternatively, use the Groups link on the Course Menu, if you have made it available.
2. On the Groups listing page, point to Create Group Set on the action bar to access the drop-down list.



Group Set  
Random Enroll  
Self-Enroll  
Manual Enroll

3. Select Self-Enroll, Manual Enroll or Random Enroll.
  4. On the Create Enrollment Group Set page, type a name and optional description.
  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 check box for Allow Personalization to allow individual Group members to add Personal Modules to the Group Homepage.
  9. Select the Sign-up options for Self-Enroll, including titling the Sign-up Sheet. Select the Maximum Number of Members. Select any other Sign-up options you want to include.
- or-
- In the Group Set Options section for Manual Enroll, type the Number of Groups to create.
- or-

In the Membership section for Random Enroll, type the Number of Students per Group to create or the Number of Groups. Select an option to determine how to enroll any remaining members in the Groups.

10. Click Submit.