Create and Manage Groups and Group Sets

The group tool can be used to divide any 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 enroll for a given group or create their own groups, depending on the desired outcome of the instructor.

Create 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 enroll independently.

1. Make sure the Edit Mode is On
2. Go to Control Panel > Users and Groups and select Groups.

3. Hover the mouse over the Create Single Group menu and select the desired option:

<table>
<thead>
<tr>
<th>Create Single Group</th>
<th>Create Group Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Enroll</td>
<td></td>
</tr>
<tr>
<td>Manual Enroll</td>
<td></td>
</tr>
</tbody>
</table>

3.1. **Self-Enroll**- Allow students to enroll for the group
3.2. **Manual Enroll**- Places students into the group individually

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

5. 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.

6. In **Tool Availability**, select the tools to which the students will have access.
7. Under **Module Personalization Setting**, check to allow students to personalize their group module page. Uncheck to disallow.

8. **Section 4 Membership** will vary depending on the group type that is being configured:

8.1. **If a Self-Enroll group is being created:**
   8.1.1. Enter a name for the sign-up sheet (required) and instructions to accompany the sign-up sheet (optional).
   8.1.2. Enter a maximum number of members for this group. This field can be left blank if no maximum is desired.
   8.1.3. Check to **Show Members**. If checked, students will be able to see the names of other members in a group before signing-up.
   8.1.4. 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.

8.2. **If a Manual-Enroll group is being created:**
   8.2.1. 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.

9. When finished, click **Submit** to create the group.
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. Make sure the Edit Mode is On
2. Go to Control Panel > Users and Groups and select Groups.

3. Hover over the Create Group Set menu and select the desired option:

3.1. **Self-Enroll**: Allow students to sign-up for a group of their choosing
3.2. **Manual Enroll**: Manually establish membership for each group
3.3. **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.

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

5. 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.

6. Under Tool Availability, select the tool(s) to which the group members will have access.

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

8. **Section 4 Membership** will vary depending on the group type that is being created:
8.1. If a Self-Enroll group is being created:
   8.1.1. Enter a Name (required) and Description (optional) for the sign-up sheet
   8.1.2. Enter a value for the Maximum Number of Members (optional).
   8.1.3. Check to Show Members. If checked, students will be able to see the names of
   other members in a group before signing-up.
   8.1.4. 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.
   8.1.5. Then, enter the **Number of Groups** to be created (required).

<table>
<thead>
<tr>
<th><strong>Maximum Number of Members</strong></th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow Students to see name of other members in a group before they sign-up</td>
<td></td>
</tr>
<tr>
<td>☑ Show Members</td>
<td></td>
</tr>
</tbody>
</table>

5. **GROUP SET OPTIONS**

| ★ Number of Groups | 3 |

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

4. **GROUP SET OPTIONS**

| ★ Number of Groups | 3 |

8.3. If a Random Enroll group is being created:
   8.3.1. Select to determine number of groups by either **Number of Students per Group**
   or **Number of Groups**.
   8.3.2. Select the desired option determining how remaining members will be handled.
9. When finished, click **Submit** to create the group set.

**Edit a Group:**

1. Make sure the **Edit Mode** is **On**
2. Go to **Control Panel > Users and Groups** and select **Groups**.

3. On the **Groups** page, click the double-down arrows next to the group which needs to be changed and select **Edit**.

4. Make desired changes (such as add or remove students in this group) and click **Submit**.
Remove a Group:

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. Make sure the **Edit Mode** is **On**
2. Go to **Control Panel > Users and Groups** and select **Groups**.

![Control Panel menu](image)

3. On the **Groups** page, find the group to be removed and check the box to the left of the group name. Click the **Delete** button.

![Group list](image)

4. Click **OK** to confirm the deletion.

![Confirmation dialog](image)

Modify Settings for Group Creation:

Group Settings provide the Instructor with the options of allowing students to create their own **Self-Enrollment Group** from the **Groups** page and allowing students to edit the name, description, and maximum number of students able to join the Group.
1. Make sure the **Edit Mode** is On
2. Go to **Control Panel > Users and Groups** and select **Groups**.

![Control Panel](image)

3. On the Groups page, click on **Group Settings** button.

![Groups settings](image)

4. In **Student Created Groups**:

   4.1. Check to **Permit Students to Create Single Self-Enrolled Groups**. This will allow students to create groups for which other students can sign-up.
   
   4.2. 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.

![Groups](image)

5. Click **Submit** when finished.