

Create v

Single Group

Manual Enroll

Self-Enroll

Import

GROUP INFORMATION

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\* Name

Description

Path: p

Blogs

\* Group is visible to students

Grade: Points possible:

Allow any group members to create forums

TOOL AVAILABILITY

Discussion Board

Group Set

Self-Enroll Manual Enroll

Random Enroll

No No Yes

## **Creating Groups in Blackboard**

## **Create the Groups:**

- In your course, click on Control Panel > Users and Groups > Groups.
- On the Groups page, click Create and choose either Single Group or Group Set (if creating more than one group).
- Select Enrollment type:
  - Self-Enroll Students select their own group
  - Manual Enroll You determine the group
  - Random Enroll Blackboard sets the groups randomly (for Group Sets only)
- Name the group(s) and provide a description if desired.
- Select Group Availability (be default, group is available after you click Submit.
- Select Tool Availability (e.g., mail, wikis, blogs).

- Choose whether you want group members to be able to personalize their group area.
- Create a "Smart View" to see only group members in the Grade Center.
- For Manual Enrollment, select Add Users to place students in the group.

MODULE PERSONALIZATION SETTING
Allow individual group members to personalize group modules.
GROUP OPTIONS
Create smart view for this group
Add Users No Users have been added.
Click Submit to proceed. Click Cancel to go back.

We recommend changing the "Group Settings" to remove the ability for students to create "Single Self-Enrolled Groups." Students sometimes mistakenly use this option instead of creating a thread in an existing forum.

Groups         You can use the Course Groups tool to create an interactive online environment. More Help         Create ~ Import       Export       Group Setting         Bulk Actions       View Options       Import       Export       Group Setting         Name       Group Set       Enrolled Members       Self-Enroll       Available         group set test 1       group set test       0       No       Yes					All Groups	Group Sets	All Users
You can use the Course Groups tool to create an interactive online environment. More Help  Create  Import Bulk Actions View Options Bulk Actions View Options Create an interactive online environment. More Help Create Cr	Grou	ups					
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## Provide a link for students to access the session

Create a link in the main course menu for students to access their groups:

- Click on the plus sign icon at the top of the course menu.
- Select "Tool Link" from the menu.
- Give the menu item a name such as "Discussion Groups," select "Groups" as the type, check to make it available to users, and submit.

Add Tool Link			
🔆 Name:	Discussion Groups		
Туре:	Groups		•
Available to U	sers		
		Cancel	Submit

+ 🕹 🖆
Content Area
Module Page
Tool Link
Web Link
Course Link
Subheader
Divider
Weekly Sessions
Discussions

## **Need More Assistance?**

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