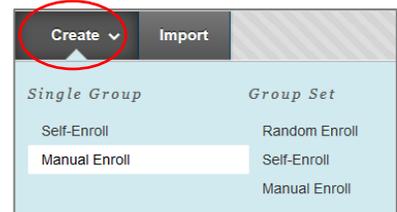


# Creating Groups in Blackboard

## 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.



**GROUP INFORMATION**

Name

Description

Paragraph - Arial

Path: p

Group is visible to students  No  Yes

**TOOL AVAILABILITY**

Blogs

No grading

Grade: Points possible:

Discussion Board

Allow any group members to create forums.

**MODULE PERSONALIZATION SETTING**

Allow individual group members to personalize group modules.

Allow Personalization

**GROUP OPTIONS**

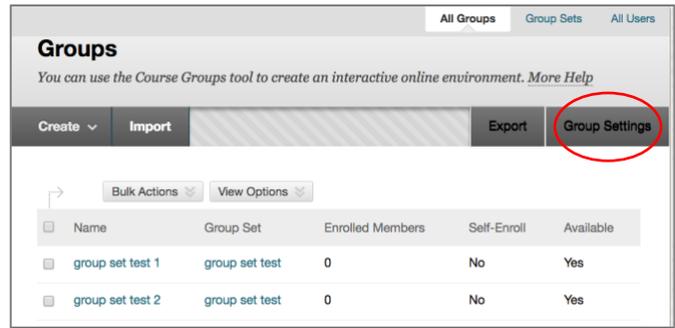
Create smart view for this group

**MEMBERSHIP**

No users have been added.

Click **Submit** to proceed. Click **Cancel** to go back.

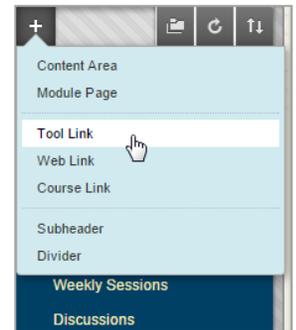
We recommend changing the “Group Settings” to remove the ability for students to create “Single Self-Enrolled Groups.” Students sometimes mistakenly use this option instead of creating a thread in an existing forum.



## 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.

A screenshot of the 'Add Tool Link' form. It has a light blue background. The form contains the following fields:

- Name: Discussion Groups
- Type: Groups (dropdown menu)
- Available to Users:

At the bottom right, there are 'Cancel' and 'Submit' buttons.

## Need More Assistance?

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