

---

# Blackboard for Employees

## Setting Up Groups in Blackboard

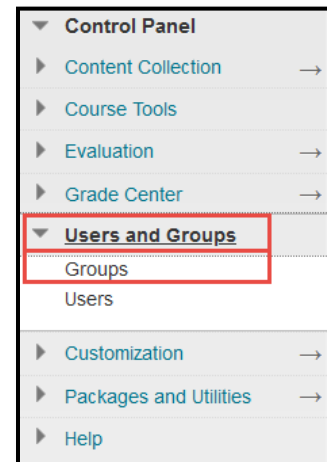
---

This document describes how to setup groups within the Blackboard “Users and Groups” area.

---

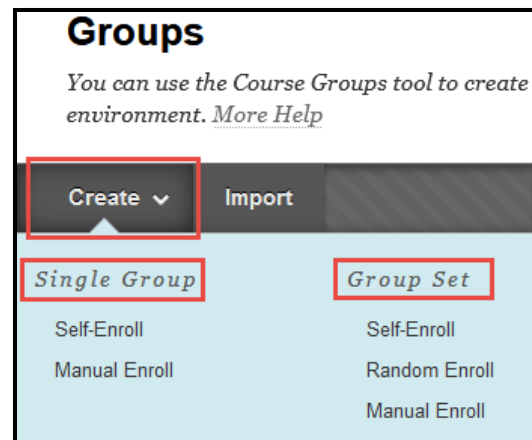
### Instructions

1. Navigate to your course’s **Control Panel** and select **Users and Groups**. then click on **Groups**.

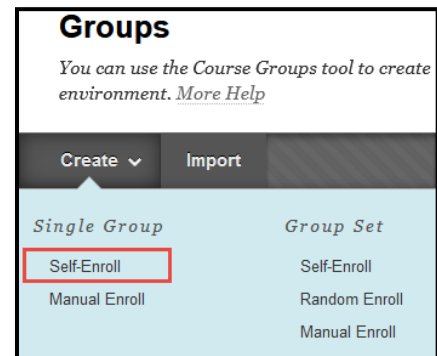


2. Click on the **Create** button and choose what type of group you wish to create.

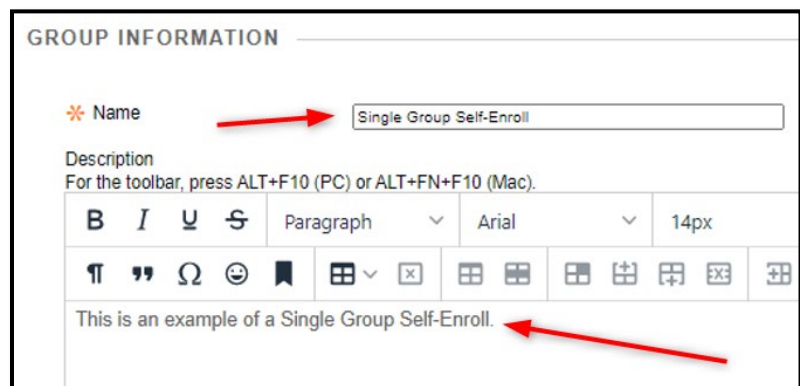
The **Single Group** option allows you to create one group at a time.  
The **Group Set** option allows you to create multiple groups at the same time.



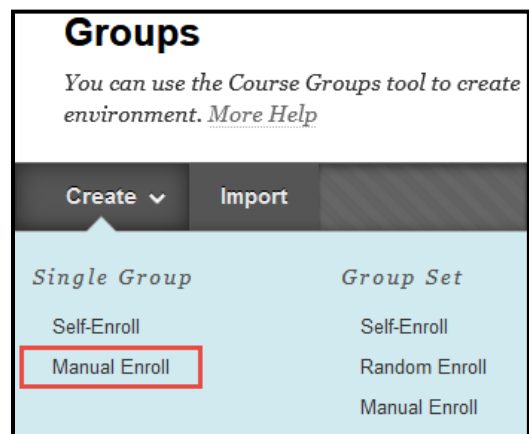
- To create a single group where students can self-enroll, click on the **Self-Enroll** option under **Single Group**.



In the Group Information page, type in the name and description of the group. For simplicity, this example is named for what type of group it represents.



- To create a single group where the instruction can manually enrol group members, click on the **Manual Enroll** option under **Single Group**.



In the **Group Information** page, type in the name and description of the group.

**GROUP INFORMATION**

\* Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B I U** Paragraph Arial 14px

This is an example of a Single Group Manual Enroll.

- To create a group set where students can self-enroll, click on the **Self-Enroll** option under **Group Set**.

**Groups**

You can use the Course Groups tool to create environment. [More Help](#)

Create Import

Single Group	Group Set
Self-Enroll	<b>Self-Enroll</b>
Manual Enroll	Random Enroll
	Manual Enroll

In the **Group Information** page, type in the name and description of the group.

**GROUP INFORMATION**

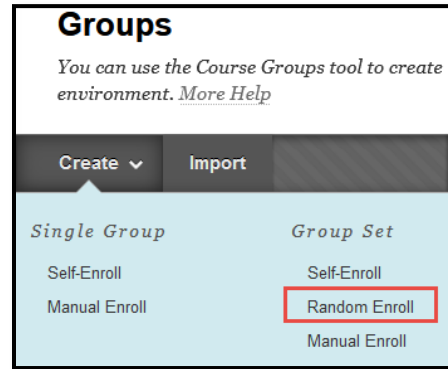
\* Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

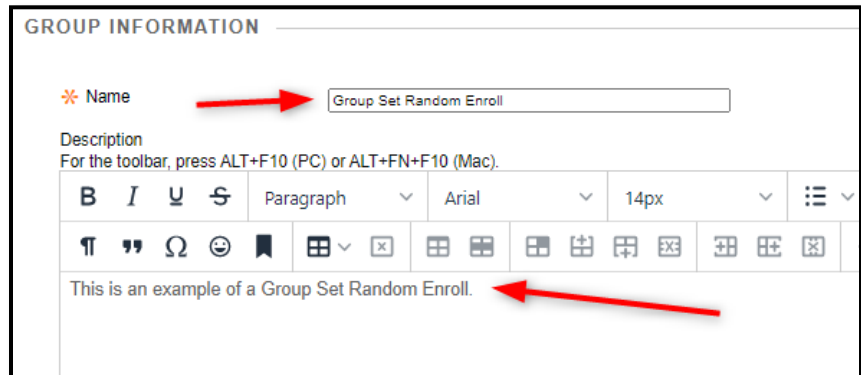
**B I U** Paragraph Arial 14px

This is an example of a Group Set Self-Enroll.

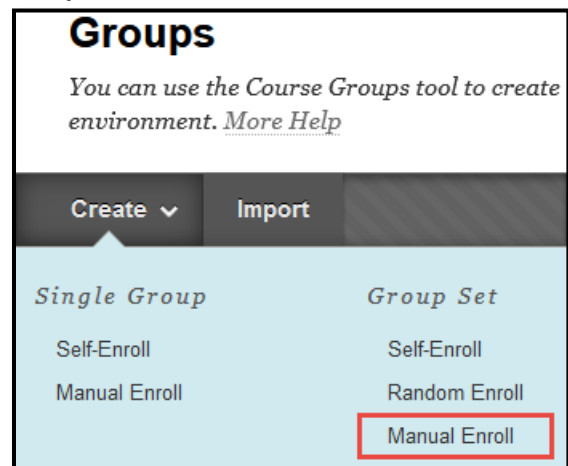
6. To create a group set where students are randomly enrolled by the system, click on the **Random Enroll** option under **Group Set**.



In the **Group Information** page, type in the name and description of the group.



7. To create a group set where students are manually enrolled by the instructor, click on the **Manual Enroll** option under **Group Set**.



In the **Group Information** page, type in the name and description of the group.

GROUP INFORMATION

\* Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B** *I* U Paragraph  14px

This is an example of a Group Set Manual Enroll.

8. After selecting the group type, it is time to select what tools are available for students to use within the groups area. Check the check box next to each tool you would like the groups to have access to.

TOOL AVAILABILITY

Blogs  
 No grading  
 Grade: Points possible:

Discussion Board  
 Allow any group members to create forums.  
 Do not allow student group members to create forums.

Email

File Exchange

Journals  
 No grading  
 Grade: Points possible:

Tasks

Academic Materials

Blackboard Collaborate Ultra  
 Allow all group members to create and access session recordings.  
 Do not allow student group members to create or access session recordings.

Content Market Tools

Wikis  
 No grading  
 Grade: Points possible:

MODULE PERSONALIZATION SETTING

*Allow individual group members to personalize group modules.*

Allow Personalization

Below is a list of tools available and how student groups can utilize the tool:

- **Blogs:** The students can share ideas with each other in the blog. You choose whether to grade the blog.
  - **Discussion Board:** The students can communicate with each other in their own exclusive discussion board.
  - **Email:** The students can email each other quickly with the group email tool.
  - **File Exchange:** You and the group can upload documents for the group to use.
  - **Journals:** Journals provide another way to communicate with each other. You decide whether to grade it.
  - **Tasks:** Group work can be assigned to the different members.
  - **Academic Materials:** This has been disabled.
  - **Blackboard Collaborate Ultra:** You and the students in the group can access a group specific Collaborate room. You choose whether the students can create them and access recordings.
  - **Content Market Tools:** This connects the group members to the textbook assigned to their course.
  - **Wikis:** This allows the group members to create instructions for each other.
  - **Allow Personalization:** This lets students insert their own module to the group's homepage to add their own personal insights or notes.
9. If utilizing a **Random Group Set**, there will be additional **Membership** options, such as determining the number of groups and how to enroll any remaining members in a group. Choose the options that best suite your needs.

The screenshot shows the 'MEMBERSHIP' configuration page in Blackboard. It includes a header 'MEMBERSHIP' and a note: 'Automatic distribution applies only to students who are currently enrolled in your course. Additional options are available for manual distribution.' Below this, there are two main sections highlighted with red boxes. The first section, 'Determine Number of Groups by', has two radio button options: 'Number of Students per Group' (selected) with an input field, and 'Number of Groups' with an input field. The second section, 'Determine how to enroll any remaining members', has three radio button options: 'Distribute the remaining members amongst the groups.' (selected), 'Put the remaining members in their own group.', and 'Manually add the remaining members to groups.'

10. Click the **Submit** button to save the identified group settings.



11. Upon completion of setting up student groups, it is recommended to either add a menu button or a link within a content area to the Groups Tool. This will allow students to more easily access their group.