Create and Manage Groups in Blackboard

by wwmckinn | Jan 8, 2019

Instructions on creating, differentiating the types, and managing groups in Blackboard.

How to Create Groups in Blackboard

1. In Blackboard under the “Course Management” Control Panel, click Users and Groups.

2. Select Groups.
3. In the **Groups** page *hover over Create* and choose the type of group you want to create:

- **Single Group** allows you to create groups one at a time while **Group Set** generates several groups at one time (*recommended for multiple groups*).
  - **Self-Enroll** allows students to sign-up for groups.
  - **Manual Enroll** allows the instructor to put students into groups.
  - **Random Enroll** will randomly put students into predefined groupings.

4. In the new “GROUP INFORMATION” page, complete the required fields. For detailed instructions on each field *select More Help* at the top of the page.
5. To complete the group, add students. **Note:** When adding students to groups, you will encounter different steps in the “GROUP INFORMATION” page for different types of groups (see Step 2 above). The **How to Add or Remove Students from Groups** instructions will guide you through these differences.

**How to Add or Remove Students from Groups**

Select your chosen type of group below and follow instructions:

- Single Group Self-Enroll
- Single Group Manual Enroll
- Group Set Self-Enroll
- Group Set Manual Enroll
- Group Set Random Enroll
- How to Remove Students From a Group

**Single Group Self-Enroll**

1. Complete the required fields in the “GROUP INFORMATION” page. For detailed instructions on each field select **More Help** at the top of the page.
2. **Scroll down** and also complete the required fields in the “Sign-Up Sheet Instructions.”

   - **Name of Sign-up Sheet**: Peer Review Group
   - **Sign-up Sheet Instructions**
     - **Show Members**: The sign-up sheet can appear on the groups listing page or be added as a link from other areas, su
     - **Allow students to sign-up from the groups listing page**

   

3. **Click Submit** when complete.
1. Complete the required fields in the “GROUP INFORMATION” page. For detailed instructions on each field select More Help at the top of the page.

2. Scroll down to “MEMBERSHIP” and select Add Users.

3. In the pop-up window, select users to be added.

4. Click Submit when users have been selected.
1. Complete the required fields in the “GROUP INFORMATION” page. For detailed instructions on each field select More Help at the top of the page.

2. Scroll down and also complete the required fields in the “Sign-Up Sheet Instructions.”

3. Click Submit when complete.

Group Set Manual Enroll
1. Complete the required fields in the “Group Information” page. For detailed instructions on each field select More Help at the top of the page.

2. Scroll down to “GROUP SET OPTIONS” and add the Number of Groups.

3. Click Submit.

4. In the “Edit Group Set Enrollments” page, you can add users to each group set. Click Add Users under the desired group set to add users.
5. In the pop-up window, select users to be added.

6. Click Submit.

7. Do the same for all group sets.

8. Click Submit when complete.

Group Set Random Enroll

1. Complete the required fields in the “GROUP INFORMATION” page. For detailed instructions on each field click More Help at the top of the page.
2. **Scroll down** to “MEMBERSHIP” and complete the settings.

![MEMBERSHIP screenshot](image1)

3. **Click Submit** when complete.

How to Remove Students From a Group

1. In Blackboard under the “Course Management” Control Panel **click** **Users and Groups**.

![Course Management screenshot](image2)
2. Click Groups.

3. Under Name hover next to the group you want to remove a user from, click the box, then select Edit Group from the drop-down menu.
4. In the “Edit Group” menu, *scroll down* to “MEMBERSHIP” and *click* the X next to the student you want to remove.

5. *Click Submit* when finished.