Create Student Groups

(Audience: Instructor)

1) From the **Control Panel**, click on **Users and Groups**. Select **Groups**.

![Control Panel](image)

2) To assign students to different groups click on **<Create Group Set>**.
   - Select **Manual Enroll** to enroll each student into a group.
   - Select **Random Enroll** to have students enrolled automatically by Blackboard.
   - Select **Self Enroll** to allow students to pick their own group.

![Create Group Set](image)

3) Name the group in the **Name** textbox and write a description in the **Description** textbox (optional).
4) Select if the group should be made available.

   ![Group Available](image)

5) Select which Blackboard tools should be available to the groups according to the course objectives.

   ![Tool Availability]

If the groups are self-enrolled then create the sign-up sheet name, the number of members allowed in the group, and if the members of the group should be visible.
6) Put the number of groups to create.

If the groups are being randomly assigned then the number of students per group can be assigned. Also determine what to do with any remaining students.
7) Click <Submit>.

8) If the groups require manually enrolling do so by selecting the students name and click <+>.

9) Click <Submit>.