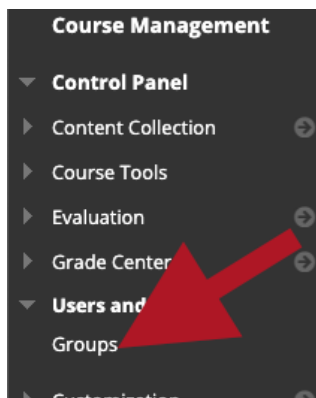


## Blackboard: How to create student groups

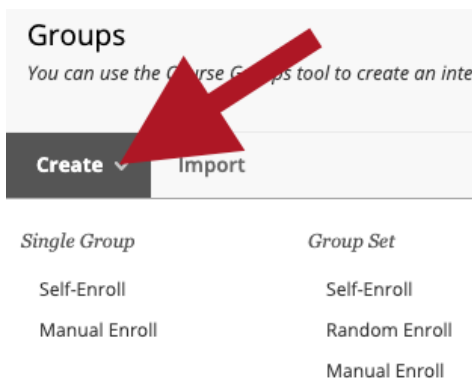
You can use Blackboard's Groups tool to organize students into smaller groups and give them access to various Blackboard tools to facilitate their group work. You can create course groups one at a time or in sets.

### Create Groups

1. In your Blackboard course, go to the **Control Panel**, click on **Users and Groups**, and click **Groups**.



2. On the Groups page, click **Create** and choose an enrollment method for a **Single Group** or **Group Set**.



- **Manual Enroll** allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.
- **Self-Enroll** allows students to add themselves to a group. Self-enrollment is available for both single groups and group sets. Students can only sign up for one group in a group set.
- **Random Enroll** automatically distributes students into groups based on your selection of maximum members per group or total number of groups. Random enrollment is available for group sets.

3. Enter a **Name** and optional **Description** for the group.

**Note:** If creating a Group Set, a number is added to the end of each group (e.g., Collaborative Group 1, Collaborative Group 2, etc.).

4. Select the **Tools** you want to make available to the group using the checkboxes. Students can access the tools you added for them on their group's homepage. [Learn more about Group tools.](#)
5. Depending on the enrollment type, select the membership, sign-up, or group set options.
6. Click **Submit** to create the group(s). If you selected *Manual Enroll Group Set*, you would be taken to the *Edit Group Set Enrollments* page to add students to the groups.

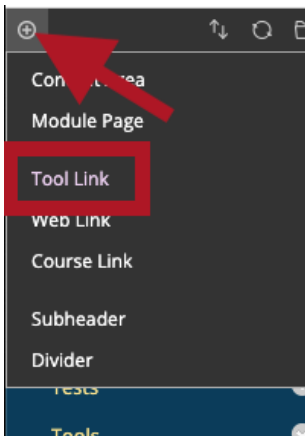
## Provide Students Access to Groups

Student can access their groups in several ways depending on how you set up your course. Below are a few options for providing student access to Groups.

### Course Menu

Add a link to Groups on your Blackboard Course Menu to provide students easy access to their groups.

1. On the Course Menu, click the + icon in the top left corner and choose **Tool Link**.



**Add Tool Link**

★ Name:

Type:

Available to Users

2. Type a **Name** for the link, and from the *Type* drop-down menu, choose **Groups**.
3. Check **Available to Users** and click **Submit**.

### My Groups Panel & Tools

If a student is enrolled in a group, by default, the My Groups Panel appears below their course menu and includes access to each group they belong. They can also access groups from the Tools page.

