

Creating Groups of Students for Group Work

1. Navigate to <https://blackboard.towson.edu/>.
2. In the course menu, under **Users and Groups**, select **Groups**.
3. In the menu at the top, select **Create** and choose an option:

Single Group, Self-Enroll

You create one group at a time; students choose which group they are in

4. **Name** the group.
5. Choose visibility to students.
6. Name the **Sign-up Sheet**.
7. If needed, enter a **maximum number** of students for the group.
8. If you want to allow students to see the members who have already signed up, check **Show Members**
9. **Submit**.

Single Group, Manual Enroll

You create one group at a time; you enroll students in groups

4. **Name** the group.
5. Choose visibility to students.
6. Select **Add Users**.
7. Search for the user and check the box next to their name.
8. **Submit**.

Group Set, Self-Enroll

You create multiple groups at one time; students choose which group they are in

4. **Name** the group.
5. Choose visibility to students.
6. Name the **Sign-up Sheet**.
7. If needed, enter a **maximum number** of students for the group.
8. If you want to allow students to see the members who have already signed up, check **Show Members**
9. Enter the **Number of Groups** you want to create.
10. **Submit**.

Group Set, Random Enroll

You create multiple groups at one time; students are randomly enrolled based on the options you select

4. **Name** the group.
5. Choose visibility to students.
6. Choose your options based on how you would like your groups.
 - a. Determine Number of Groups by
 - i. **Number of students per group:** the maximum number of students per group
 - ii. **Number of groups:** the maximum number of groups
 - b. Determine how to enroll any remaining members:
 - i. **Distribute the remaining members amongst the groups:** automatically enrolls the remaining students randomly
 - ii. **Put the remaining members in their own group:** puts the students left over into a separate group
 - iii. **Manually add the remaining members to group:** allows you to select which groups to add the remaining students to
7. **Submit.**

Group Set, Manual Enroll

You create multiple groups at one time; you enroll students in groups

4. **Name** the group.
5. Choose visibility to students.
6. Enter the **Number of Groups** you want to create.
7. **Submit.**
8. In each group, select **Add Users.**
9. Search for the user and check the box next to their name.
10. **Submit.**

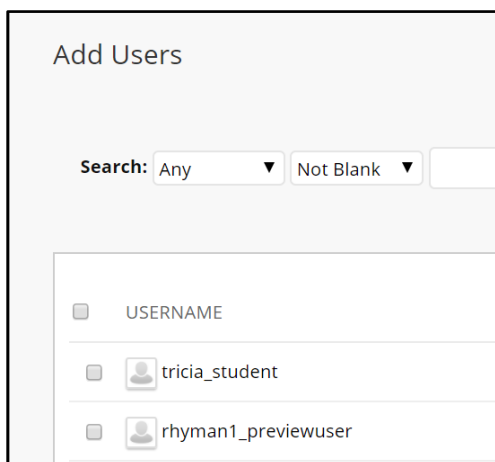


Figure 1