Creating Groups of Students for Group Work

1. Navigate to https://blackboard.towson.edu/.
2. Log in with your TU NetID and Password
3. In the course menu, under Users and Groups, select Groups.
4. 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
5. Name the group.
6. Choose visibility to students.
7. Name the Sign-up Sheet.
8. If needed, enter a maximum number of students for the group.
9. If you want to allow students to see the members who have already signed up, check Show Members
10. Click Submit.

**Single Group, Manual Enroll**
You create one group at a time; you enroll students in groups
5. Name the group.
6. Choose visibility to students.
7. Select Add Users.
8. Search for the user and check the box next to their name.
9. Click Submit.

**Group Set, Self-Enroll**
You create multiple groups at one time; students choose which group they are in
5. Name the group.
6. Choose visibility to students.
7. Name the Sign-up Sheet.
8. If needed, enter a maximum number of students for the group.
9. If you want to allow students to see the members who have already signed up, check Show Members
10. Enter the Number of Groups you want to create.
11. Click Submit.
Group Set, Random Enroll

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

5. Name the group.
6. Choose visibility to students.
7. Choose your options based on how you would like your groups.
8. Determine Number of Groups by
9. **Number of students per group**: the maximum number of students per group
10. **Number of groups**: the maximum number of groups
11. Determine how to enroll any remaining members:
12. **Distribute the remaining members amongst the groups**: automatically enrolls the remaining students randomly
13. **Put the remaining members in their own group**: puts the students left over into a separate group
14. **Manually add the remaining members to group**: allows you to select which groups to add the remaining students to
15. Click Submit.

Group Set, Manual Enroll

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

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

Figure 1