Creating Groups of Students for Group Work

1. Navigate to [https://blackboard.towson.edu/](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**.
**Blackboard: Groups**

**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**.

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**Figure 1**

![Add Users](image)