

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**.

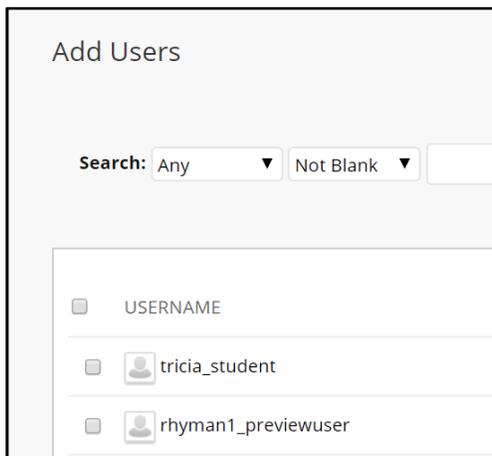


Figure 1