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**.

![Add Users](image)

Figure 1