Log into your Course. On the top right menu, make sure the edit mode is turned on:

To **Add** and make **Groups** in your content area:
- Click on the **Users and Groups** link (Figure 2).
- Click on **Groups** (Figure 3).
- When you click on **Groups** a window will open showing your group lists (if you have any already created), then select the **Create** button to make your groups (Figure 4).
Within the Create options you have **Single Group** and **Group Set**, as well as **Self-Enroll** and **Manual Enroll** and **Random Enroll**.

**Single Group** allows you to create groups one at a time while **Group Set** generates several groups at one time (**recommended for multiple groups**)

Single Group options include:

- Click on **Self-Enroll** to have students enroll themselves into a group
- OR Click **Manual Enroll** to enroll the users yourself (figure 5)

While Group Set options include:

- Click on **Self-Enroll** to have students enroll themselves into a group
- Or **Random Enroll** to have the system randomly enroll users into a group
- Click **Manual Enroll** to enroll the users yourself (figure 5)

Once you select the group type you want to create, you have to set up the group.

- **Name** the group and optionally add a **Description** for the group (figure 6)
- **Always select Yes** to make Group visible to students
- Check off what **Tools** you want to apply to the group, such as journals, blogs etc. (figure 7)

- If you used **Self-Enrollment** then you need to set up the sign-up directions and how many members can join (Figure 8).
• If you made the group with **Manual Enrollment** then you need to add what users you want to the group using **Add Users** (figure 9)

![Figure 9](image)

• Once you have added users to the group click **Submit** (figure 10)

![Figure 10](image)
To add a Group shortcut to the Course Menu page:

- Click on the “+” to **Add an item**
- Click on **Tool Link** (figure 11)

![Figure 11](image1)

- Type **Groups** in the **Name** field
- Choose **Groups** from the **Type** dropdown menu
- Check off **Available to Users**
- Click on **Submit** (figure 12)

![Figure 12](image2)

- Your **Groups Tool Link** will show on the Course Menu (figure 13)
Blackboard – How to Add and Create Groups

Figure 13