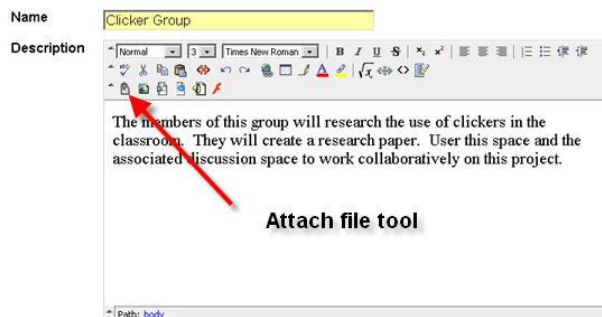


# Quick Guide - Creating Groups

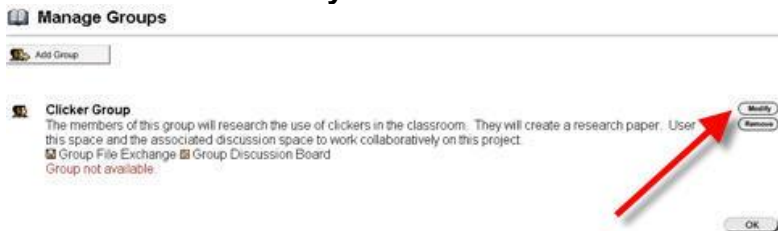
An instructor or teaching assistant can create multiple groups within a course space by hand-picking membership or using Blackboard's random selection feature. When creating a group an instructor can provide access to selected tools to members of each group to foster communication and collaboration. Tools whose use can be restricted to a specific group include **Discussion Board, Virtual Classroom (Chat), Group File Exchange, and Group Email**. In addition, you can specifically identify members for the group(s) or you can request that Blackboard randomize a selection for you.

## Create a Group (or set of Groups)

1. Go to the Control Panel and select the **Manage Groups** link from the User Management category in the upper right corner.
2. Click on the **Add Group** icon (and accept the security warning if you are presented with one).
3. Provide a name for the group.
4. You can provide a description of the Group's purpose or other information in the Visual Text Editor, a tool that also enables you to provide document attachments for the use of the Group.



5. You will then select the tool functions that you will make available to members of the group (e.g., Chat, shared file space, etc.).
6. Last, you will determine if the group will be visible to members immediately or not.
7. Click on the **Submit** icon, then click on the **OK** icon or click on the **Manage Groups** link in the breadcrumbs at the top of the screen. Once the Group identity is created you will have the ability to modify its availability status, as well as to add or remove tool functions and, most importantly, to add members to the Group.
8. Click on the **Modify** button.



## Adding Members to a Group

While still in **Manage Groups** area you may use the **Modify** button identify specific course participants for the group from the course roster. Choices here are:

[Group Properties](#)


[Add Users to Group](#)

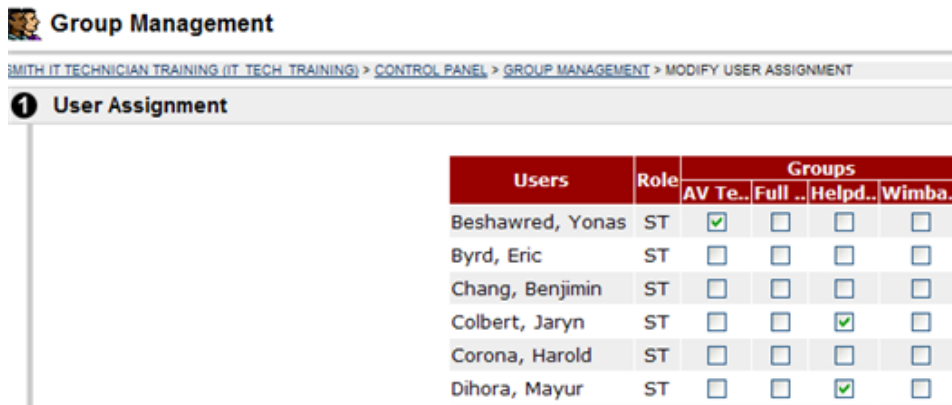
[List Users in Group](#)

[Remove Users from Group](#)

However, if you have several groups to manage and want to randomize the selection of members for one or more groups, or if you have many students in your course you may want to use the **Advanced Group Management** tool instead.



1. Select which group/groups you wish to modify or **Select All**
2. Click on the  **View/Assign Users** button on the bottom right.
3. Choose the **Modify** button at the bottom of the list to subscribe users manually



4. or choose **randomize** for Blackboard to choose the group members for you:


### Randomizing Group Members

By default, Blackboard will attempt to create an even number of members in each group by dividing your total course membership by the number of groups you created. You can alter those assignments making membership uneven or not including some members.



Note that the Instructor and/or TA(s) are not automatically added to these groups. In order to put additional members in each group you may add or change them manually as previously described.

### Adding a quick link to Groups in your Course Menu

1. Select the **Manage Course Menu** link from the Control Panel Course Options category.
2. Click on the **Add Tool Link** icon. 
3. Select Groups from the Type menu. (Note, you can call the Group tool something else once you select it by typing an alternative name in the text box below the Name field.)
4. Click on the **Submit** icon, then click on the **OK** icon.
5. Click on your course name link in the breadcrumbs.
6. Click on the new **Groups** link in your Course Menu to quickly access your list of groups. Students will only have access to the groups to which they belong.

[For more information about other Blackboard collaboration tools, see the *Collaboration and Communication in Blackboard Academic Suite* training handout under the *Training* tab.]