

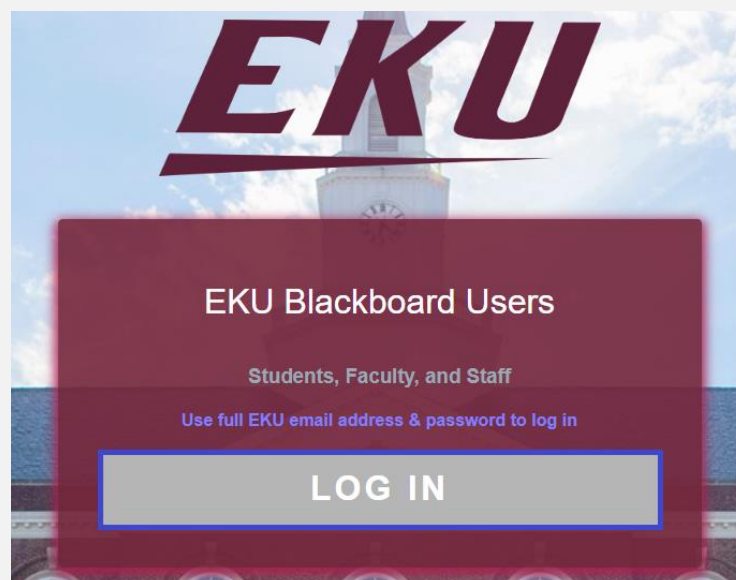
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HOW TO CREATE A GROUP SET

A Group Set is a category that contains a set of groups. They allow you to create multiple groups at one time. For example, you can create a group set for a project or class discussion boards that contains multiple groups. This is also helpful if you want to have students participate in different groups for different assignments.

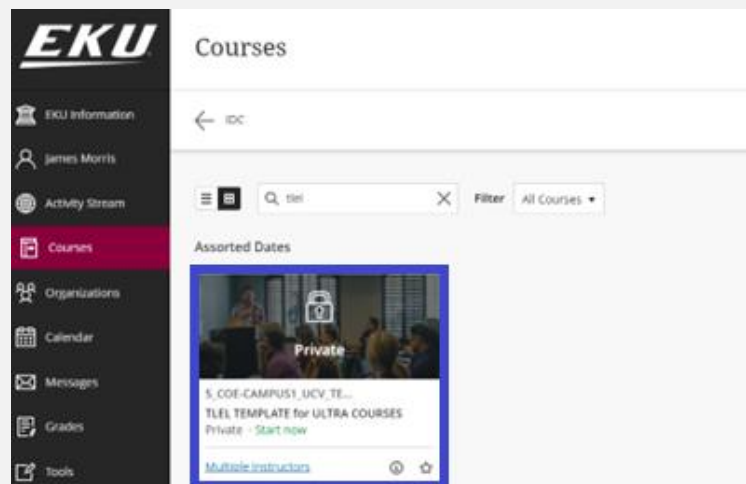
STEP 1

Log into Blackboard.



STEP 2

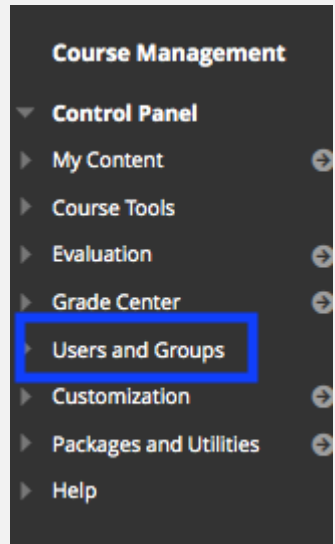
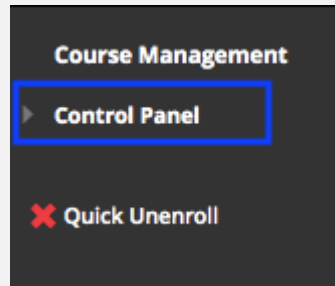
Select the appropriate course.



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STEP 3

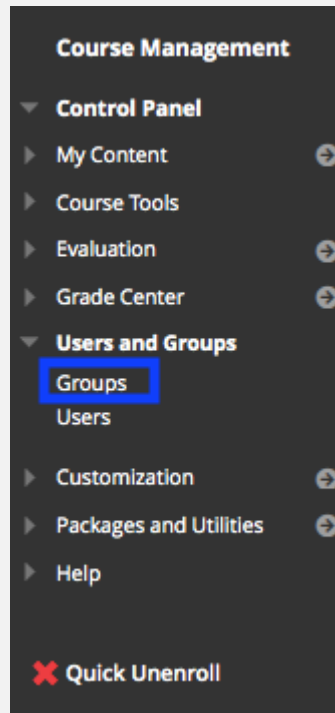
Scroll down and click on the Control Panel located on the left sidebar. Click on *Users and Groups* to expand the *Users and Groups* section.



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STEP 4

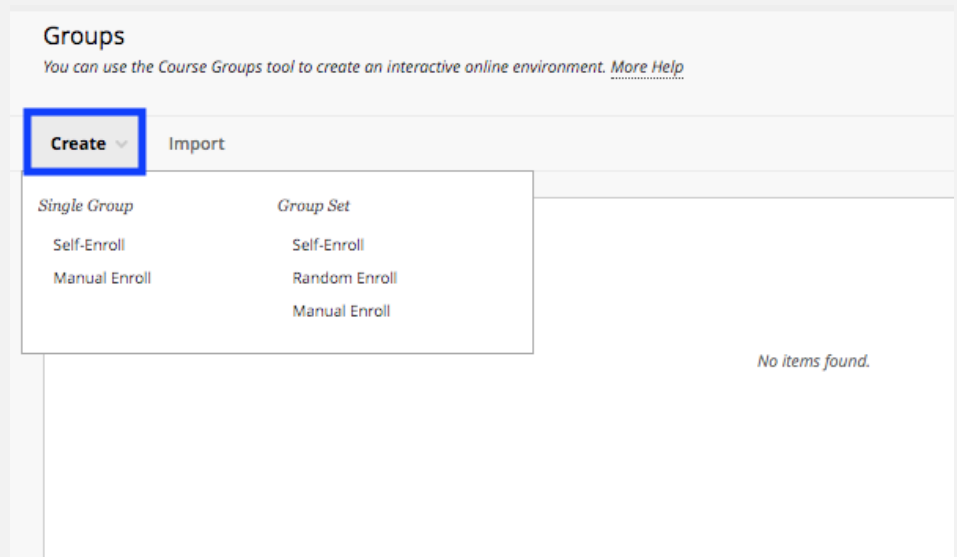
Click on *Groups*.



The screenshot shows a dark-themed sidebar menu titled "Course Management". The menu items are: Control Panel, My Content, Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, and Help. The "Users and Groups" section is expanded, and the "Groups" option is highlighted with a blue box. Below "Groups" is the "Users" option. At the bottom of the menu is a red "X" icon next to "Quick Unenroll".

STEP 5

On the *Groups* page, select *Create*.

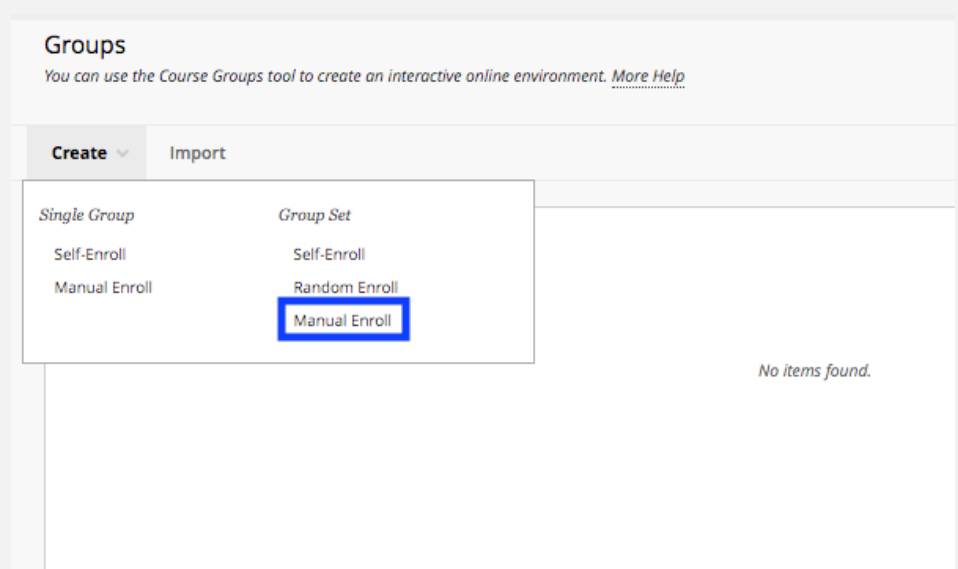


The screenshot shows the "Groups" page. At the top, it says "Groups" and "You can use the Course Groups tool to create an interactive online environment. [More Help](#)". Below this, there are two buttons: "Create" and "Import". The "Create" button is highlighted with a blue box. A dropdown menu is open under "Create", showing two columns: "Single Group" and "Group Set". Under "Single Group" are "Self-Enroll" and "Manual Enroll". Under "Group Set" are "Self-Enroll", "Random Enroll", and "Manual Enroll". Below the dropdown, there is a large empty area with the text "No items found." on the right side.

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STEP 6

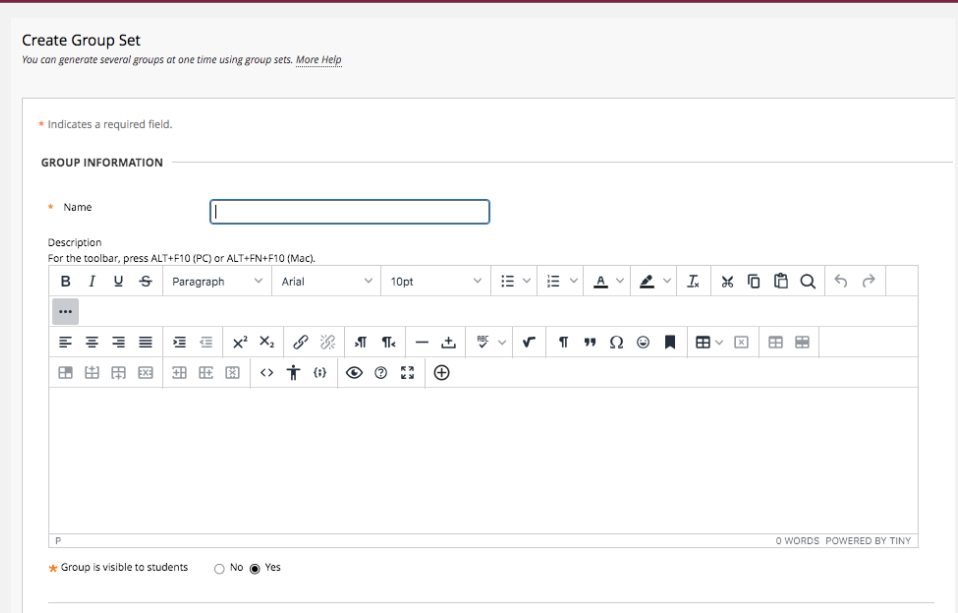
In the *Group Set* list, select *Manual Enroll*. This will give you the ability to add students to groups once they are created.



The screenshot shows the 'Groups' page with a 'Create' dropdown menu open. The menu is divided into two columns: 'Single Group' and 'Group Set'. Under 'Single Group', there are options for 'Self-Enroll' and 'Manual Enroll'. Under 'Group Set', there are options for 'Self-Enroll', 'Random Enroll', and 'Manual Enroll'. The 'Manual Enroll' option under 'Group Set' is highlighted with a blue box. The main content area below the menu is empty and contains the text 'No items found.'

STEP 7

Once you have selected *Manual Enroll*, you will fill out the *Name* for the Group Set. Examples of names could be Discussion Board Groups, Project Groups, etc.



The screenshot shows the 'Create Group Set' form. At the top, it says 'Create Group Set' and 'You can generate several groups at one time using group sets. More Help'. Below this is a section for 'GROUP INFORMATION'. There is a required field for 'Name' with an empty text box. Below that is a 'Description' field with a rich text editor toolbar. The toolbar includes options for bold, italic, underline, strikethrough, paragraph style, font face (Arial), font size (10pt), list creation, link, unlink, text color, background color, text alignment, indent, outdent, undo, redo, and a 'P' button. At the bottom of the form, there is a checkbox for 'Group is visible to students' which is currently checked.

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STEP 8

After completing the *Name*, you will scroll down and select whether you want to make the Group Set visible to students.

Create Group Set

You can generate several groups at one time using group sets. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Bold, Italic, Underline, Paragraph, Arial, 10pt, and various alignment and formatting tools.

P

0 WORDS POWERED BY TINY

* Group is visible to students No Yes

STEP 9

After adjusting the visibility to meet your needs, you will scroll down and enter how many total groups you want to have in the group set.

GROUP SET OPTIONS

* Number of Groups

Create smart view for each group in set.

Click **Submit** to proceed.

Cancel Submit

STEP 10

If you would like to have a *Smart View* created for each group, you can check the checkbox. A *Smart View* is a focused look at the Grade Center that shows only the columns

GROUP SET OPTIONS

* Number of Groups

Create smart view for each group in set.

Click **Submit** to proceed.

Cancel Submit

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that match a set of criteria.

STEP 11

Once you have completed these steps, you can click submit.

GROUP SET OPTIONS

* Number of Groups

Create smart view for each group in set.

Click **Submit** to proceed.

Cancel **Submit**

STEP 12

After clicking submit, you will see the *Group Set Enrollments* page. You can choose to add students to groups on this page and name your groups. To assign all students currently enrolled to groups at once, you can click *Randomize Enrollment*.

To individually add students or have more control over which students end up in which group, you can click *Add User* under each group heading.

Edit Group Set Enrollments

GROUP SET INFORMATION

Name
GROUP NAME
Description

GROUP SET ENROLLMENTS

Filter Available Members

Hide members already in another group in this set

Randomize Enrollments Collapse All

GROUP NAME 1

* Name GROUP NAME 1

Add Users

No users have been added.

Delete Group

Add Group

Click **Submit** to proceed.

Cancel **Submit**

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STEP 13

Once you have added students, you can click submit.

Note: The students that you enrolled in groups are only the students registered at that time. You will need to monitor the course as students are added to enroll the new additions in groups. To learn how to enroll the new additions in groups, follow the steps for *Enrolling Students in Groups*.

Edit Group Set Enrollments

GROUP SET INFORMATION

Name
GROUP NAME
Description

GROUP SET ENROLLMENTS

Filter Available Members

Hide members already in another group in this set

Randomize Enrollments

Collapse All

GROUP NAME 1

Name: GROUP NAME 1

Add Users

No users have been added.

Delete Group

Add Group

Click *Submit* to proceed.

Cancel

Submit