How to Create Groups on Blackboard
1. Log in to the Course on Blackboard. Click the **Groups** link from the *Course Menu*. 
2. Click **Create** to show a menu of options.
3. You have the option of creating a **Single Group** or creating a **Group Set**. Single group allows you to create one group at a time, and a group set allows you to create multiple groups based on how large (how many members are in) each group.
**Single Group Descriptions**

- **Self-Enroll** creates a group where students can choose what group to enroll themselves in. This may result in uneven teams.

- **Manual Enroll** creates a group where you, as the instructor, choose which students belong to which groups.
Group Set Descriptions

- **Self-Enroll** creates a set of groups where students can choose what group to enroll themselves in. This may result in uneven teams.

- **Random Enroll** creates a set of groups where Blackboard chooses, at random, which students belong to which groups.

- **Manual Enroll** creates a set of groups where you, as the instructor, choose which students belong to which groups.
4. For this guide, we will create a **Single Group** via the **Manual Enroll** process.

Click **Manual Enroll** to begin.
5. Enter a name for the Group. A description is optional.

Scroll down to **Tool Availability**.
6. By default, all of the tools you see are available to students. We recommend leaving them in the default position.

Scroll down to the *Membership* section.
7. Click **Add Users** to open a new window.
8. Click the boxes to the left of the **Username** column for each student you want to add as members of the group you are creating.

In this example, I have checked the boxes for two students.

Click **Submit** on the bottom right for the next step. This will close that window and bring you back to the Create Group page.
9. You will see the students you selected in the previous step now under Membership. If you have finished adding students, please click Submit on the bottom right to finalize adding members to this group.
You have successfully created the group titled **Team A**. You can repeat this process to add more groups of students to the course.

Please go to the next slide to see where your students will see this group in your course...
Student View of Team A