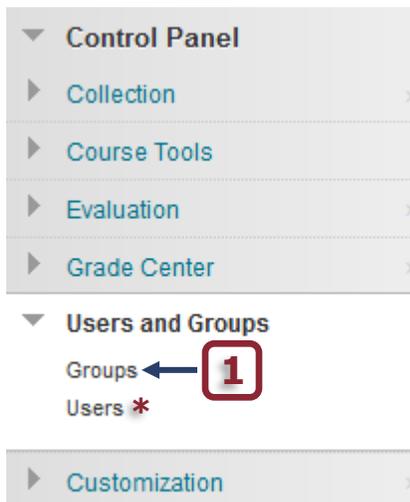
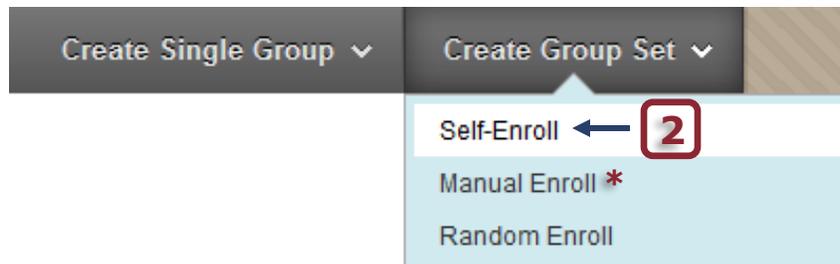


## How to Create Groups on Blackboard Learn?

1) In the **Control Panel**, under **Users and Groups**, select **Groups**. \* You can also check the number of users registered in the course under **Users**.



2) Under **Group Set**, select **Self-Enroll** to allow students to choose their own group. You could also select **Manual Enroll\*** to assign students to specific groups manually or let the system do it randomly.





5) You can allow students to personalize the group page (option checked by default).

### 3. Module Personalization Setting

Allow Personalization



6) Enter a **name** for the sign-up sheet. You may also enter instructions if needed.

7) Identify the **maximum number of members** per group.

8) Check **Show the members** to allow students to see who has already registered to a group.

### 4. Sign-up options

\* Name of Sign-up Sheet

Sign-Up ← **6**

Sign-up Sheet Instructions



Path: p

Maximum Number of Members

5 ← **7**

Show Members ← **8**

Allow Students to sign-up from the Groups listing page

9) Identify the **number of groups**

### 5. Group Set Options

✖ Number of Groups

10 ← **9**

10) **Submit** to create the group set in the system.

→ Delete

<input type="checkbox"/>	Name	GroupSet
<input type="checkbox"/>	Group 1	Group
<input type="checkbox"/>	Group 10	Group
<input type="checkbox"/>	Group 2	Group

11) Click on **Group Settings** and make sure to uncheck **Permit Students to Create Single Self-Enrolled Groups**. Click **Submit**.

All Groups Group Sets

**Group Settings**

**11**

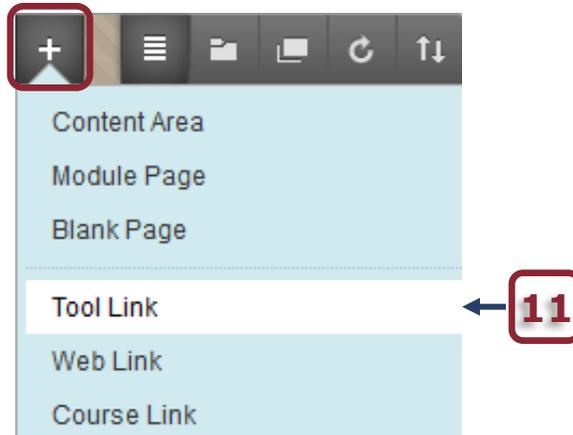
Cancel Submit

### 1. Student Created Groups

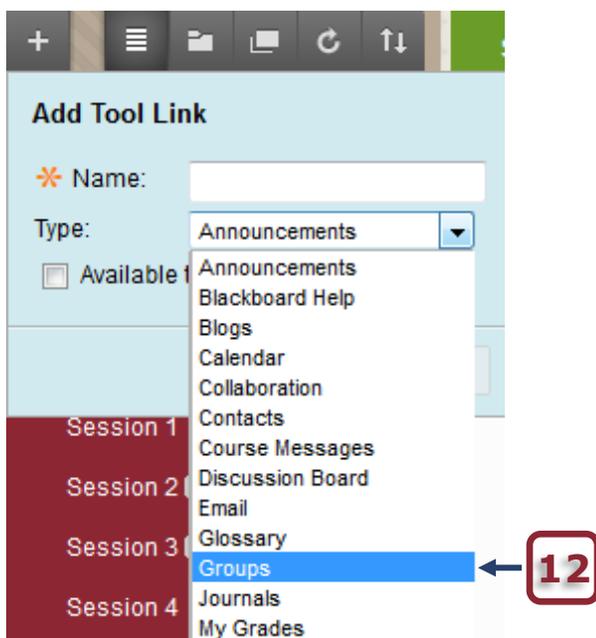
- Permit Students to Create Single Self-Enrolled Groups
- Permit students to Edit Student Created Group

*\* Notice that the groups have been created under the control panel. However, they remain **unavailable** to students. To make them **available** to students, you need to create a link from the main menu.*

11) When placing the cursor on the **plus button** on the top left hand corner of the page, you access a list of options. Select **Tool Link**.



12) Select **Groups** from the list of tools.



13) Enter a **name** and check the **Available to Users** button.

14) **Submit** to create the link.

**Add Tool Link**

\* Name:  ← **13**

Type:

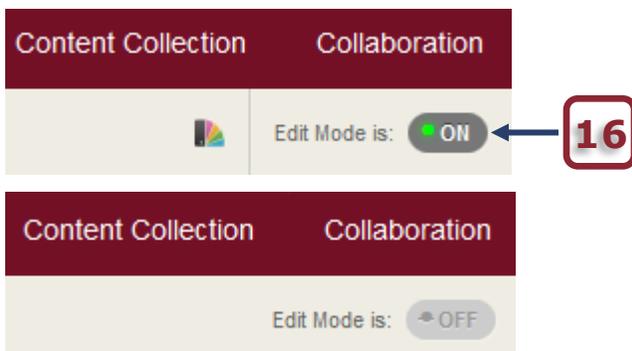
Available to Users

← **14**

15) The Group link shows up at the bottom of the main menu. When placing the cursor on it, you can move it up and place it at the location of your choice.



16) To view the sign-up sheet, you need to turn off the edit mode. Click on the **ON** button.



17) The group sign-up sheet appears on your screen. You can click on it to access the registration group page.

### Group 1

( Not Enrolled )

17

SignUp Sheet Name : Sign-Up

SignUp Sheet Instructions :  
**Group 1**

### Group 10

( Not Enrolled )

Group Members : None  
Max Members Allowed : 5

## Technical Assistance

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