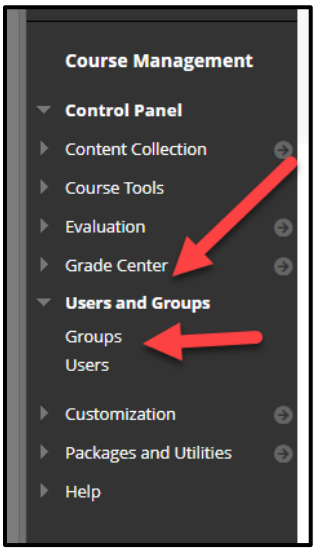
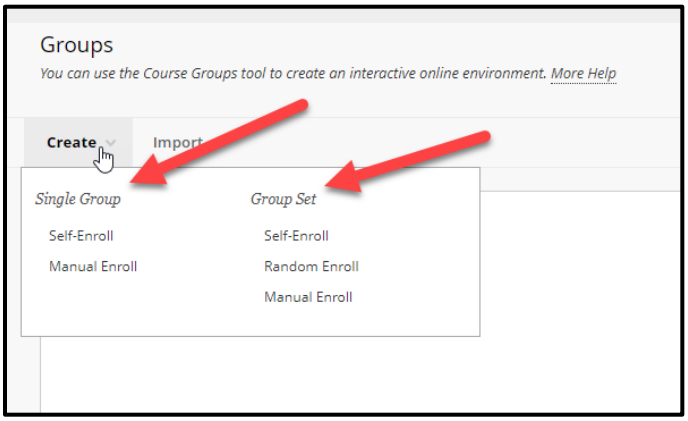
Creating Single and Group Sets to be used in Project / Assignment Collaboration

The first step when creating **Groups** in Blackboard is to locate the **Users and Groups** heading under **Course Management** and choose **Groups**.



Before creating a **Group**, you must determine whether the **Group** to be created is for a single assignment or used in more than one project.

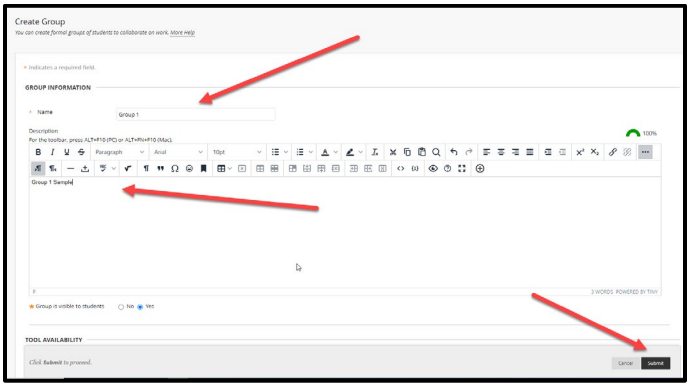


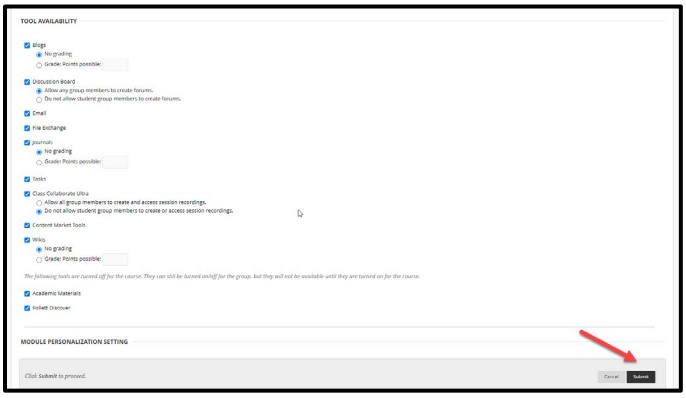
This guide will explore the creation of a **Single Group** and a **Group Set**. A single group is created when you assign a set of students to a project and only one group with a few users is needed. When multiple groups are needed, choosing a **Group Set** can be built making the process of titling and directions much easier for the assignment. Groups can be created for an entire term or simply by individual assignment. It is always important to name the groups accordingly.

When creating groups you also have the option to allow the students to **self-enroll** or **manually enroll** where the instructor controls the student enrollment into the groups. In a **Group Set,** you have a third option of **random enrollment**.

SINGLE GROUP:

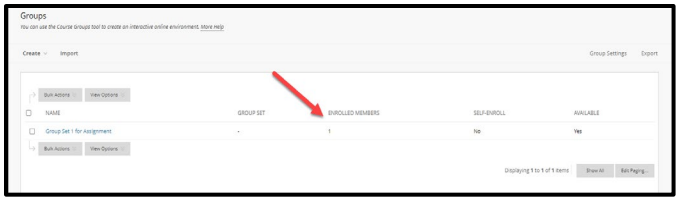
When the single group and manual enrollment are selected, you will need to enter the group title and instructions. Sometimes naming conventions are used specific to the assignment or project.





Once the group name and instructions have been entered, you will need to set all of the functions you would like to see available to the student group. Select by checking the box what is needed and uncheck the areas that you want to be unavailable. **Click Submit** when ready to finalize the settings.

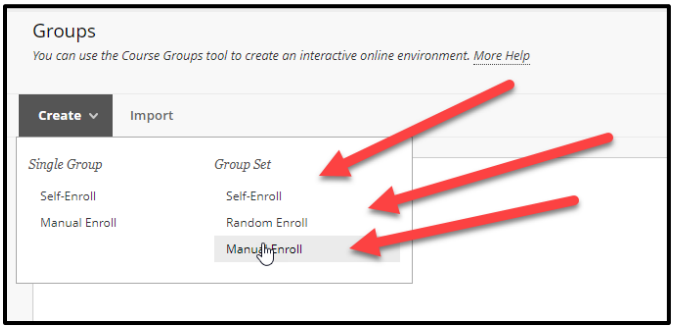
Now that the group has been created, you can add users by selecting **Add Users.** This allows you to choose the students if **Manual Enroll** was selected. A student roster will pop up in a new window. This is where you select the students to be added to the group. Click **Submit** to apply the users to the Group enrollment.



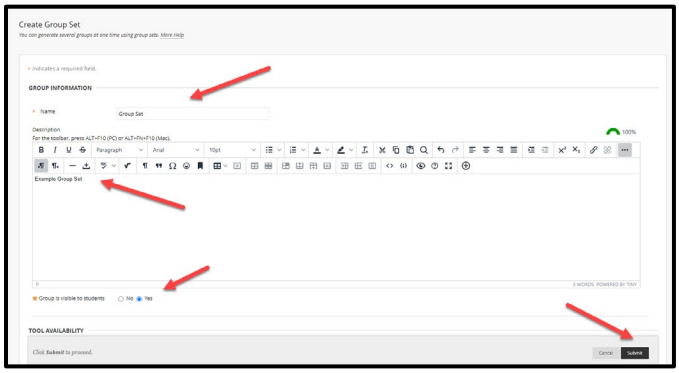
The group should now reflect the number of self-enroll students.

GROUP SET:

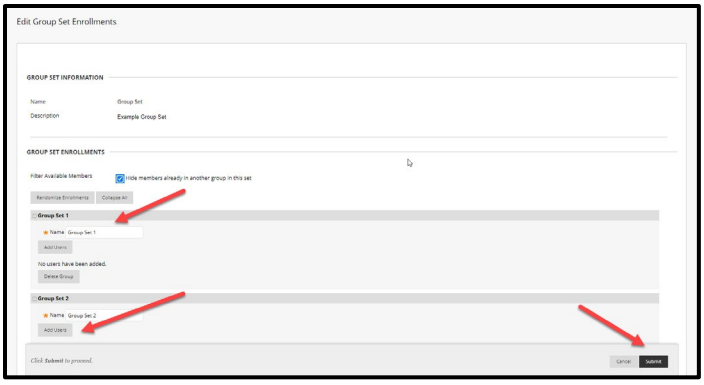
A **Group Set** is created when more than one group is needed for a particular assignment or activity. The same options apply for enrollment with a new edition of **Random Enroll** to allow for anonymous group enrollments.



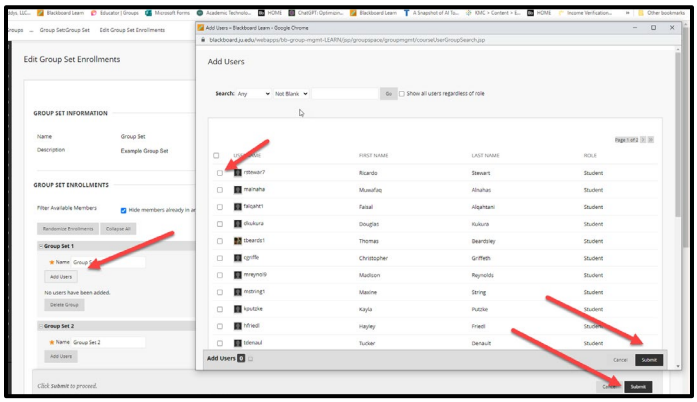
Once **Group Set/Manual Enrollment** is selected, the title and instructions will need to be added along with the available functions just like in the **Single Group** options.



The next step is to choose the number of groups to be created and add the enrollments if **Manual Enroll** has been selected.



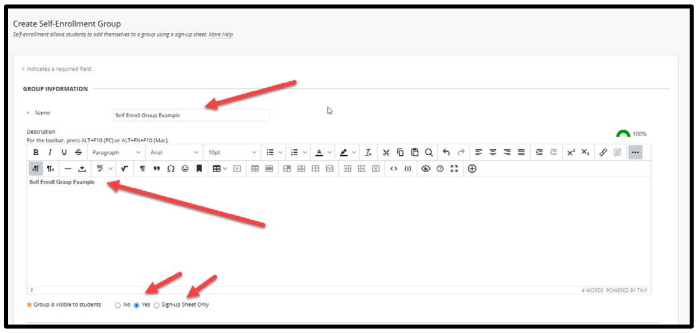
Group titles can be changed at any time.

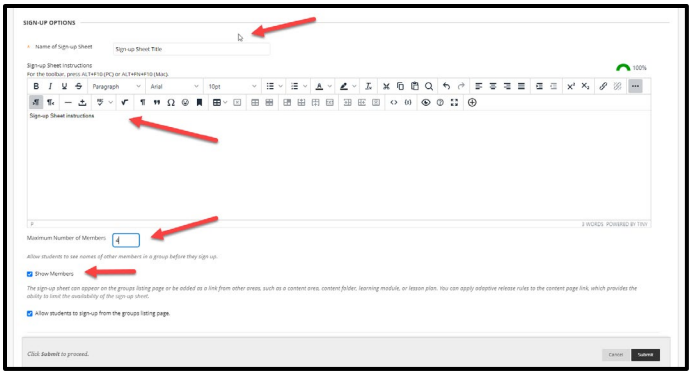


Make sure all student selections have been made and click **Submit** to finalize the changes.

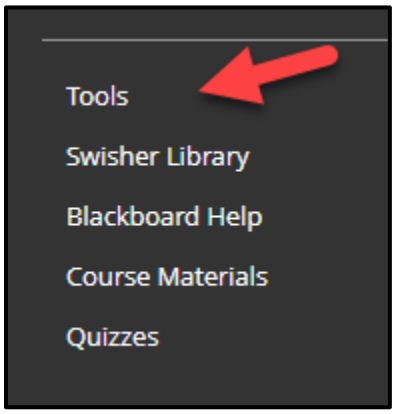
CREATING A SELF-ENROLLMENT GROUP

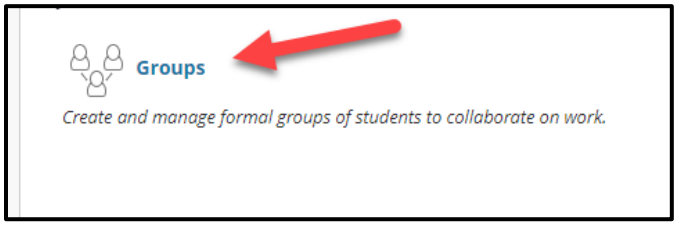
When selecting **Self-Enrollment**, you will need to add the titling, instructions, and number of participants, and select the **Show Members** function so the students can see who is currently in the group**.**

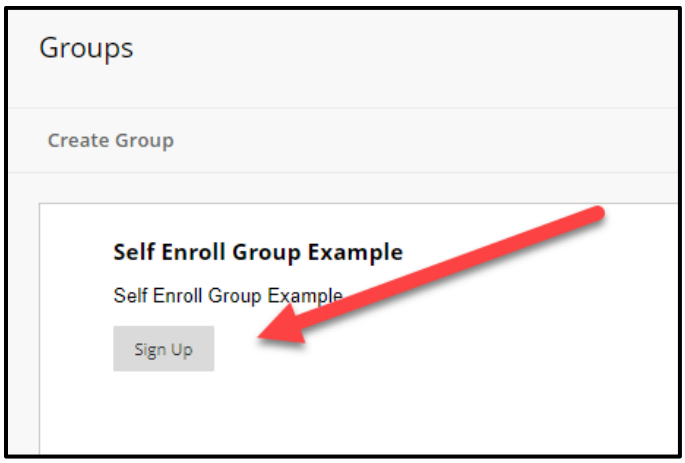


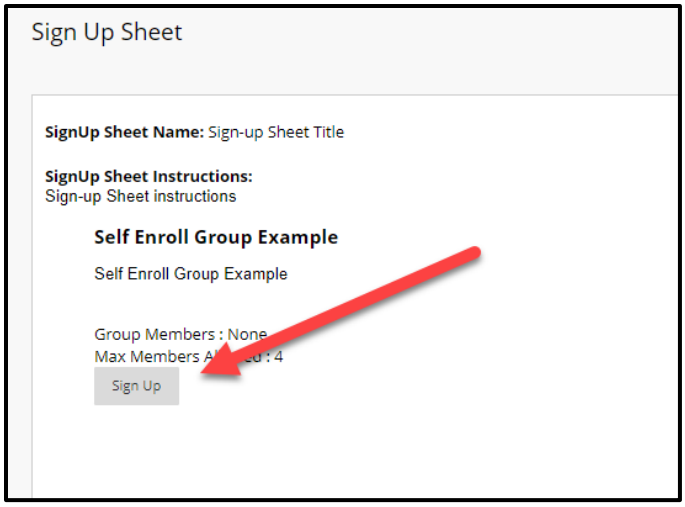


Once the self-enrollment group has been created, students will sign-up by clicking on **Tools**, choosing **Groups** as a selection, and then **Sign-Up** once the group title is chosen.

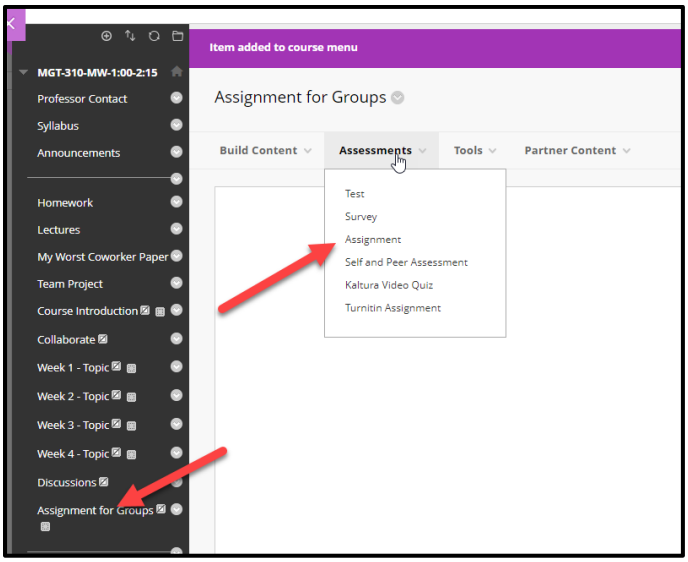


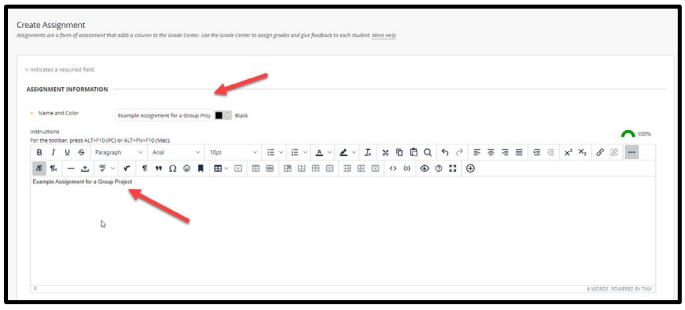




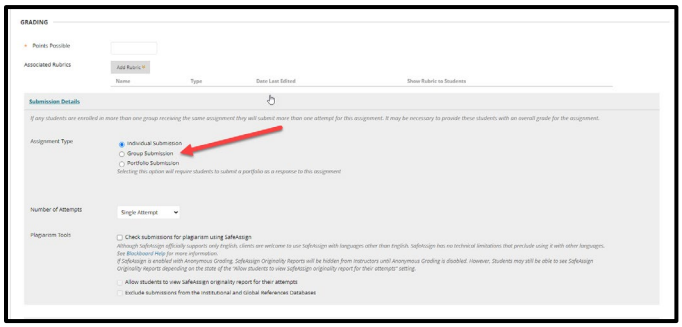

Sign Up Sheet
SignUp Sheet Name: Sign-up Sheet Title
SignUp Sheet Instructions:
Sign-up Sheet instructions
Self Enroll Group Example
Self Enroll Group Example
Group Members : None
Sign Up

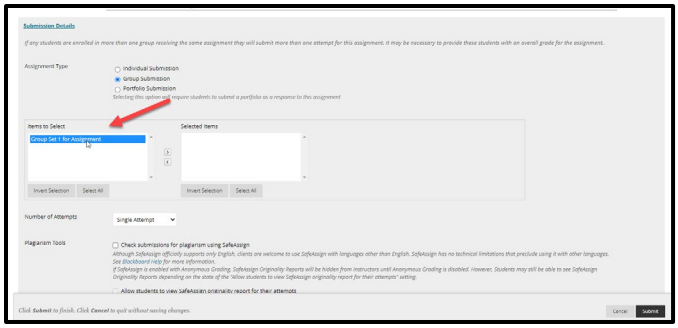
It is always a best practice to create the **Groups** before you create an assignment that requires group participation. Sometimes group enrollments change and groups need to be edited due to participation issues in the group.

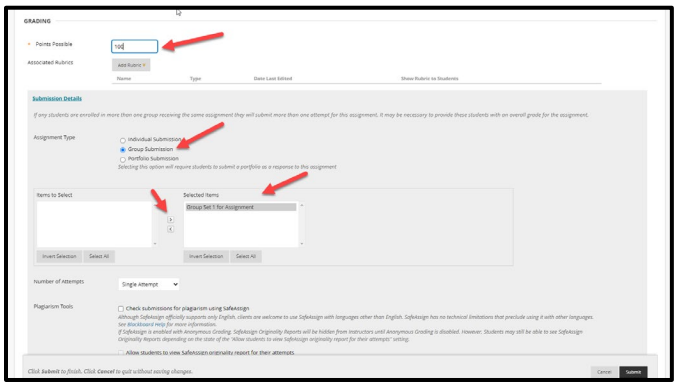
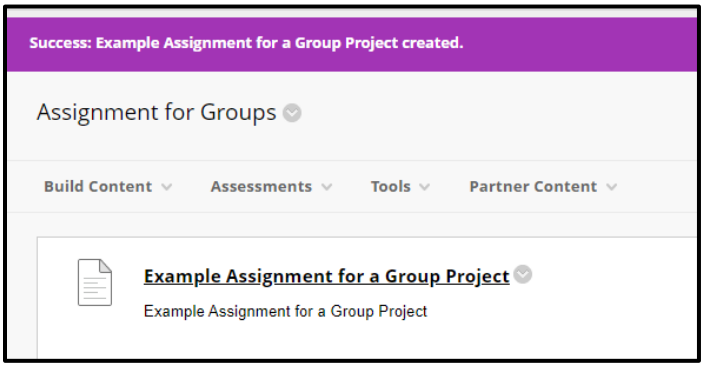




Assignment titling and instructions will need to be entered. When you scroll down to assignment type, Group submission will need to be selected.







When **Group Submission** is selected, the list of available groups will populate in the **Items to Select** area. Here you will need to highlight the group(s) to be assigned and select the right arrow to add these groups to the **Selected Items** side. This assignment now has groups attached and clicking **Submit** will finalize all settings changes.