## Creating and Assigning a Group

The process of creating and using groups is a simple feature that is available in every Blackboard class. In Blackboard Ultra groups can only be created by the instructor. This allows students to form small groups to share content, work on assignments, and collaborate. Instructors can set up the groups for the students or you can have the choice of a manual enrollment feature where the student can select what group to work with.
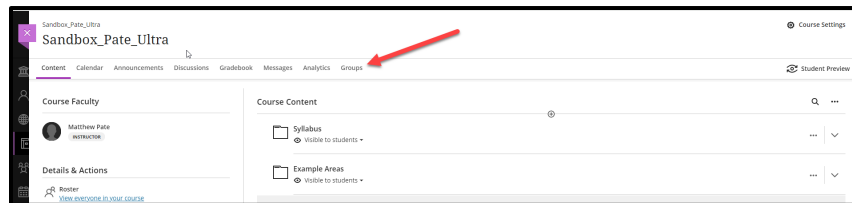

The group feature can be found on the horizontal menu at the top of the course. Select **Groups** to begin.
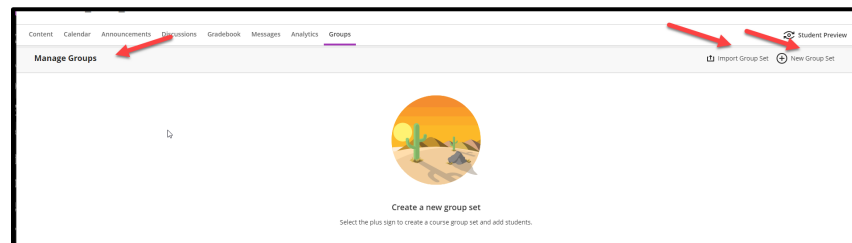

In the **Course Groups** window, you will see the total number of groups on the left, **Import Group Set** from another class section on the right along with **New Group Set**. In most cases, you will choose **New Group Set** to begin.
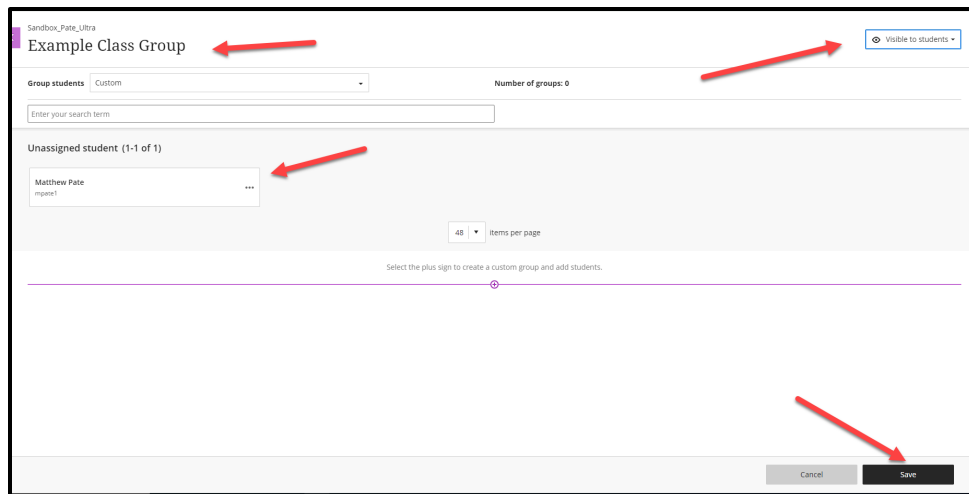
In this window, the instructor can title the **Group Set** name with any title chosen. This is usually related to the assignment the students are working on collaboratively. Below you will see **Custom** in the **Group Students** drop-down menu. The 2 options are teacher-created (custom) or manual enrollment. You will notice the heading **Unassigned Student**s. This is where you can select the three ellipses next to the person's name to open the options menu. This will allow the creation of a subgroup within the **Group Set.** Each student can be placed into a created group that was initially created by the instructor or a new group can be created and the student can enroll right from this options menu.
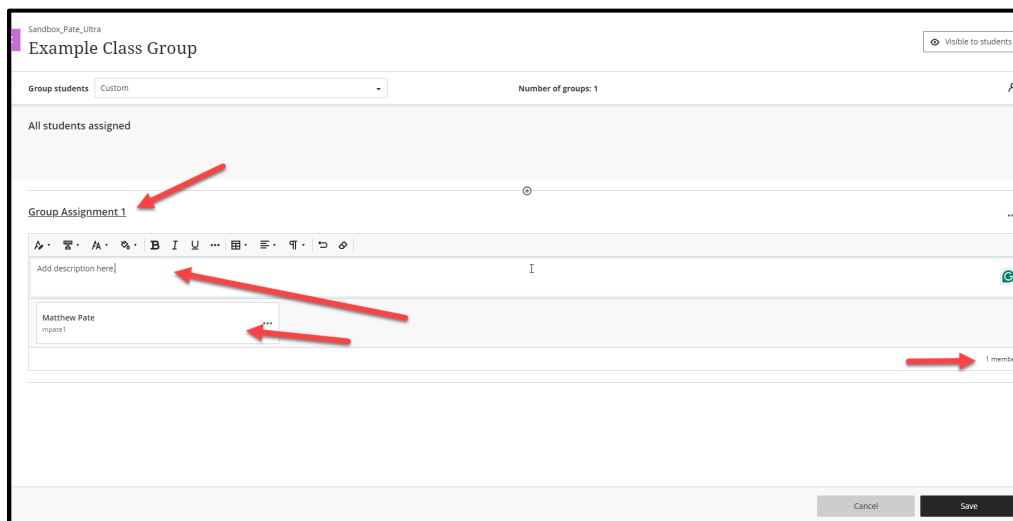
Here you can change the group name, add a description, and see who has been enrolled so far. Click **Save** to update the group information.
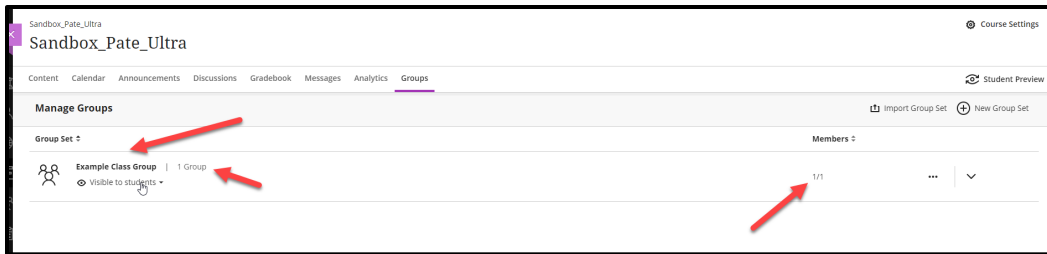
When **Save** is clicked the window reverts back to when the group was initially created showing the unassigned student if applicable and example group with the assigned enrollment. You are not limited by how many groups you can create, but a small number is easier to manage. With the remaining students left, you can click the **ellipsis** and the option to **create a new group** or **enroll in a previously created group** is available.
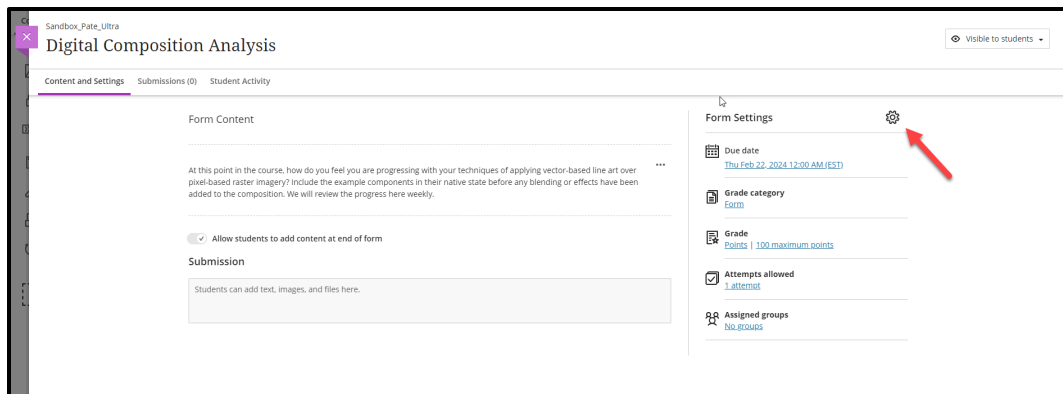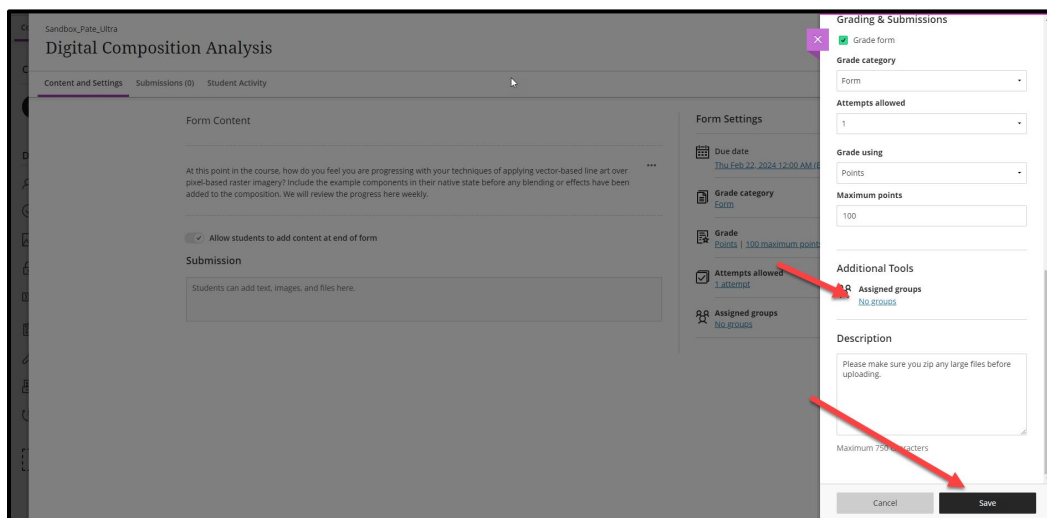
Applying a Group to an Assignment

Now that the groups and enrollments have been completed, the instructor can apply these groups to various components in Blackboard. Groups need to be **visible** to be applied to assignments.
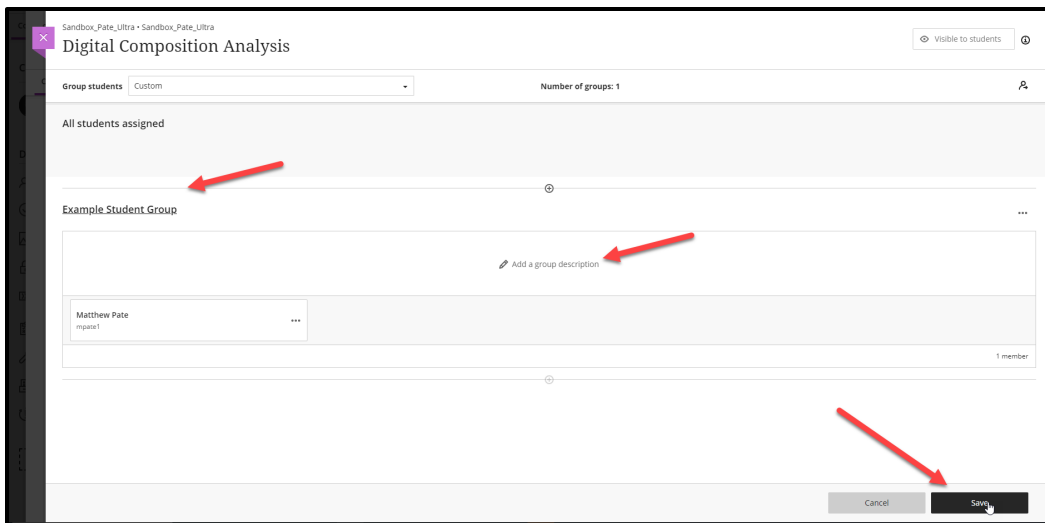

Choose the assignment you would like to assign to a group or set of groups.

Choose the cog wheel and scroll down to **Additional Tools**.

Here you will select **No Groups** to assign the created group or make a new group from the previous step.

You will select this link and the **create group** window opens. In the custom drop-down menu, you can apply the created group to the assignment or create a new group entirely to work on the assignment. The current enrollment is found underneath these options.
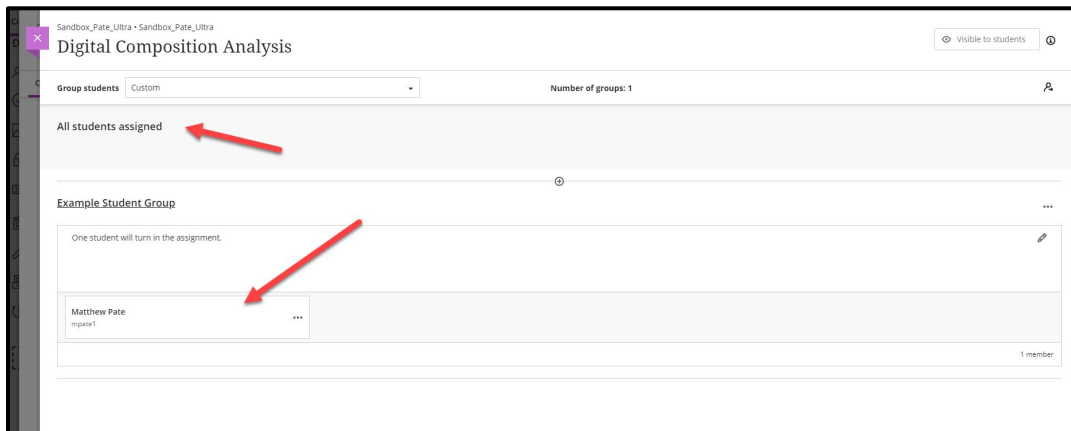
Once the group is applied you will see the **All students assigned** appear. Click **Save** to finalize the enrollment. You will need to click **Save** one more time to complete the settings change. Finally, the groups assigned to the assignment will now appear and the collaboration can begin. Only students assigned to the group can see that specific group while the instructor can see all of the groups. If the assignment is graded, specific grading criteria can be set up so each student receives the same grade point/grade score. This would be up to the discretion of the instructor.