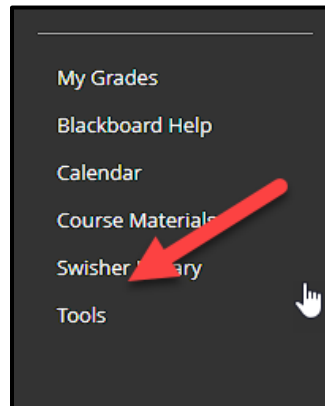


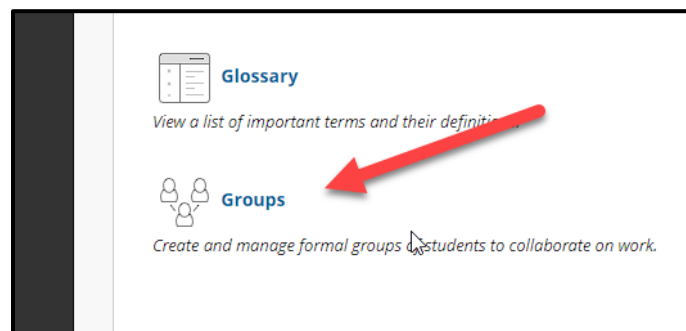


## Creating and Using a Group in Blackboard Learn – Student Created

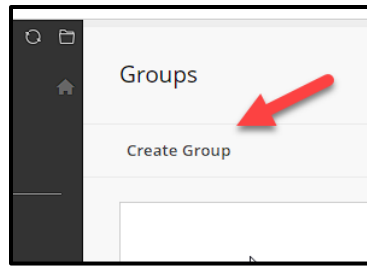
The process of creating and using groups is a simple feature that is available in every Blackboard class. This can be created by the students to form small groups to share content. Instructors can set up these groups for the students or the choice of manual enrollment is an option.



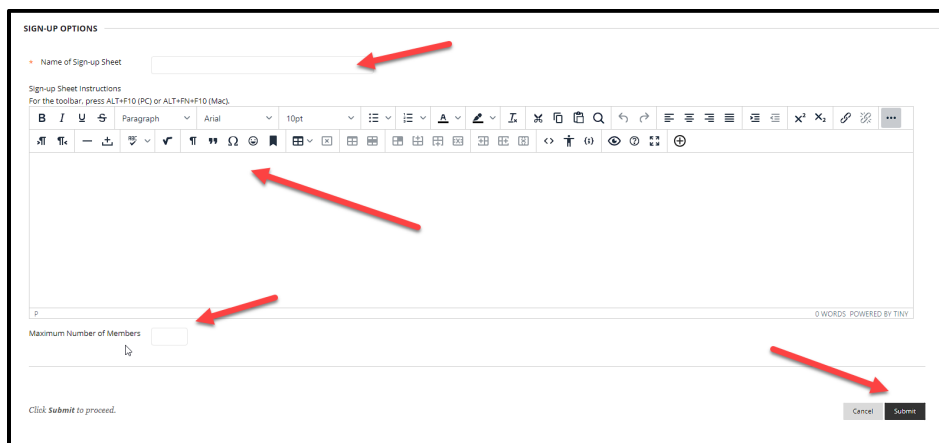
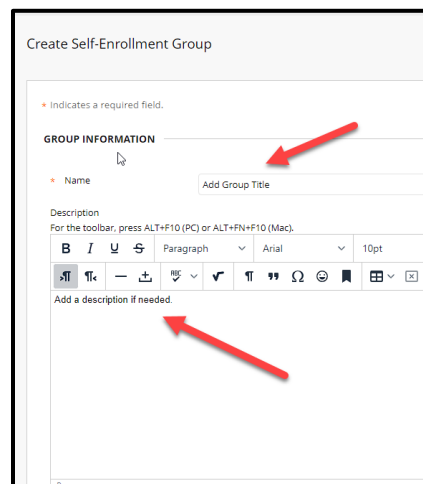
The group feature can be found in the **Tools** course menu title. This can be located in varying areas depending on if this feature has been moved by the instructor.



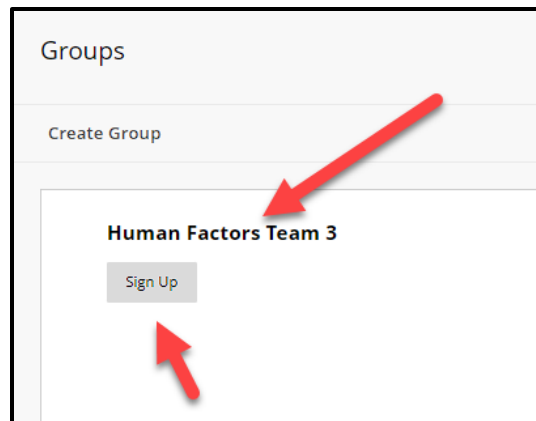
When **Tools** is selected, you will proceed to find **Groups**. Select this heading and the **Groups** creation window will open.



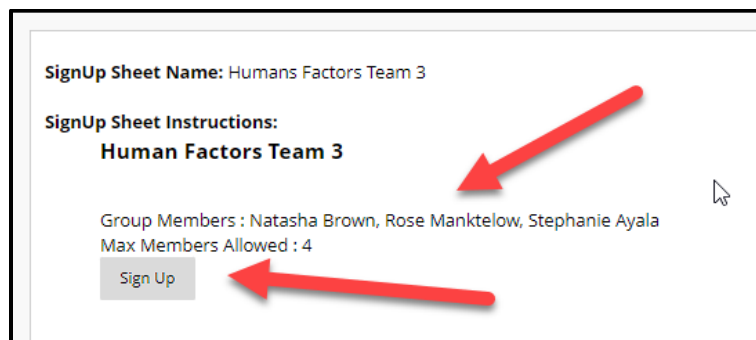
In this window, you will select **Create Group**. This will open the self-enrollment window.



Next, you will add the title and a description of what the group is about, or any direct instruction needed to work successfully in the created group. Then you will add the name of the sign-up sheet and how many participants are allowed to join. Click **Submit** to complete the Group creation.



Once the group is created and is ready for enrollment, you will see a **Sign-Up** button once you have accessed the created group. Click the button to enroll.



Here you will see the maximum number of group members allowed and who is currently in the group. If space remains, the sign-up button will allow the user to add themselves to the group.



A screenshot of a group page in Bb Learn. The page title is "Human Factors Team 3". Below the title is a button labeled "Add Personal Module". The main content area is divided into three sections: "Group Properties", "Group Tools", and "Group Assignments". The "Group Properties" section includes "Group Description", "Group Members" (with a dropdown arrow), and a list of four members: Stephanie Ayala, Natasha Brown, Rose Manktelow, and Matthew Pate\_PreviewUser. The "Group Tools" section lists various collaboration tools: Collaborate, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, Group Wiki, and Send Email. The "Group Assignments" section is currently empty.

Once signed up and in the group, you will have access to the group tools and can begin sharing information among the team members. All **Collaborate** functions are available.

[Video: How to Create a Student Group in Bb Learn.](#)