Create Multiple Groups at Once

You can create multiple groups at the same time, and you have the option to randomly assign membership which is especially helpful if you have a large class. To do so:

1. On the “Control Panel” menu, click Users and Groups, and then click Groups.
2. Click Create Group Set; then select Random Enroll.

**Note:** You can also select Self-Enroll or Manual Enroll at this step. “Self-Enroll” allows you to set up groups by allowing students to sign up for them, and “Manual Enroll” allows you to hand-select group members from a list.

3. In section 1, “Group Information,” enter a group “Name.” Since you are creating multiple groups, Blackboard will use this name for each group and append a numeral.

**Note:** You may change the name of each group after creating them by clicking the down arrow next to the name on the Groups page. Select Edit and change the name in option.

4. Click Yes or No to make the Group “Available” or “Unavailable.”
5. In section 2, “Tool Availability,” each tool is pre-selected to be available in the group spaces you are about to create. To remove a tool, click the checkmark to de-select.
6. In section 3, “Module Personalization Setting,” click the checkmark to remove students’ ability to add their own modules, such as “Alerts,” “Calendar,” or “Tasks” to the group page.
7. In section 4, “Membership,” select how you want to determine the number of groups and how Blackboard will assign the remainder of students after an even distribution:
8. Scroll down and click **Submit**.
You will now see your created groups. To see the members in a group, click on the group’s name.