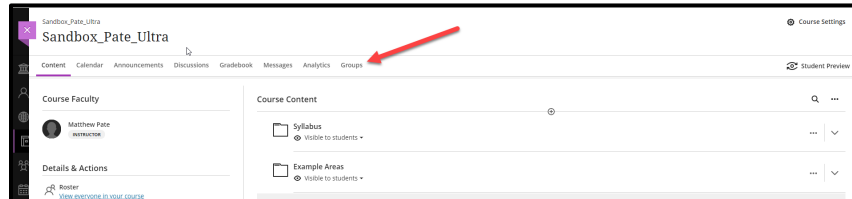


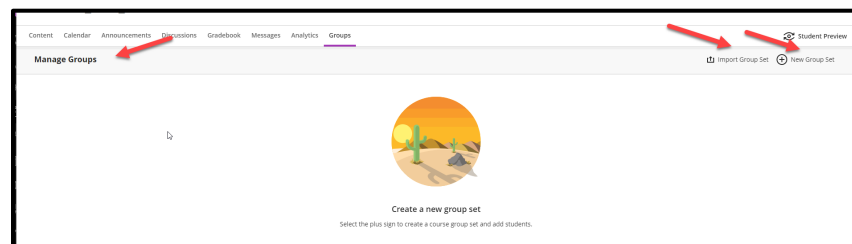


Creating a Group

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 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 action menu at the top of the course. Select **Groups** to begin.

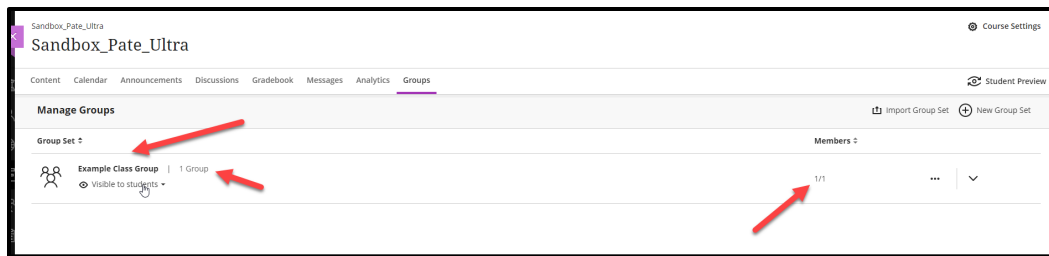


In the **Course Groups** window, you will see the total number of groups on the left, **Import Group Set** from another class section on the right along with a **New Group Set**. In most cases, you will choose **New Group Set** to begin.



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 Students**. 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 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 to when the group was initially created, showing the unassigned student, if applicable, and the 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** if available.

