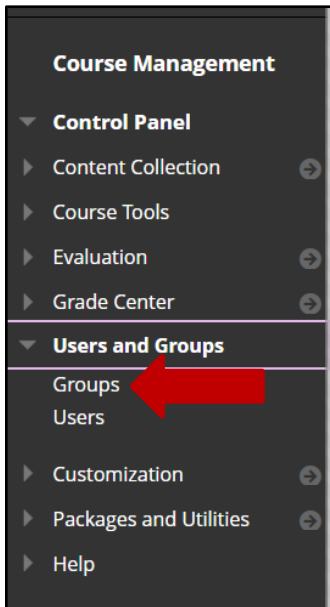
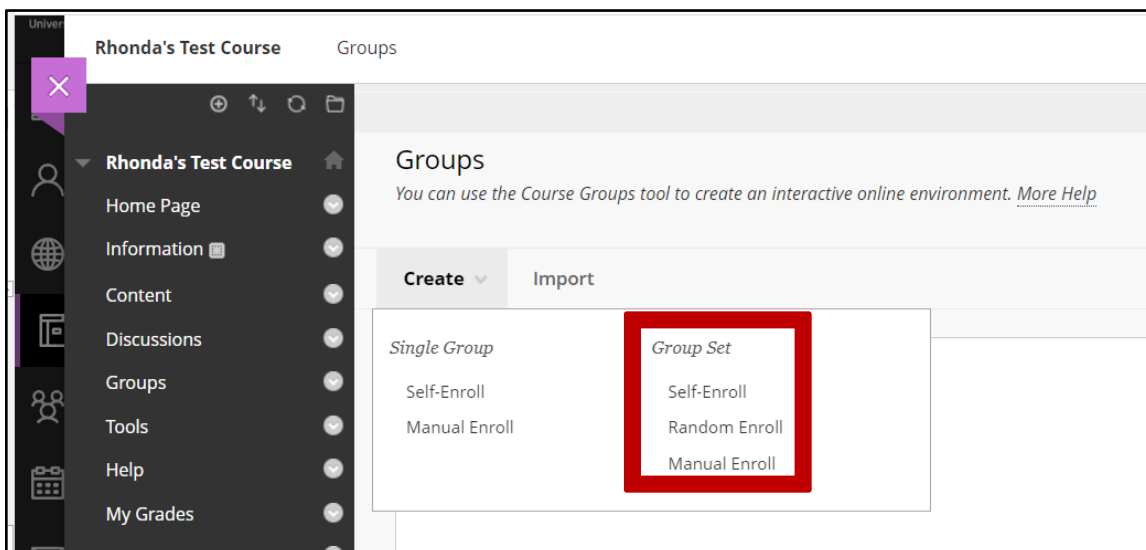


# Blackboard Learn: How to Create Group Sets

1. Under **Course Management**, click on **Users and Groups** and select **Groups**.



2. Hover over **Create**. Under **Group Sets**, select the method you wish to use to enroll students into the **Group Sets**. **Note:** For this example, I will use the **Manual Enroll** option.



3. Click **Manual Enroll**. Under **Group Information**, enter the name of your group sets and description. Next to **Group is visible to students**, select **Yes** or **No**.

**GROUP INFORMATION**

\* Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B I U** Paragraph Arial 10pt

For use with Collaborate Ultra Group Sets

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\* Group is visible to students  No  Yes

4. Under **Tool Availability**, mark all options as desired.

**TOOL AVAILABILITY**

Blogs  
 No grading  
 Grade: Points possible:

Discussion Board  
 Allow any group members to create forums.  
 Do not allow student group members to create forums.

Email

File Exchange

Journals  
 No grading  
 Grade: Points possible:

Tasks

Blackboard Collaborate Ultra  
 Allow all group members to create and access session recordings.  
 Do not allow student group members to create or access session recordings.

Content Market Tools

Wikis  
 No grading  
 Grade: Points possible:

**Important:** If you wish for students to record and access session recordings within their groups, select "Allow all group members to create and access session recordings."

5. Under **Module Personalization Settings**, you can elect to allow students to personalize their group modules, if desired.

**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

Allow Personalization

- Under **Group Set Options**, enter the number of **Group Sets** you wish to create. If you wish to create **Smart Views** for each **Group Set**, select the check box next to “**Create Smart View for each Group Set.**”

**GROUP SET OPTIONS**

\* Number of Groups

Create smart view for each group in set.

- When finished click the **Submit** button in the lower right-hand corner of the page.
- Next, we will manually add students to our group sets. Under **Group Set Enrollments**, you can elect to “**Hide members already in another group in this set**”, if you choose. You can also elect to **Randomize Enrollments** or you can manually enroll users to the **Group Sets** in the groups below.

Filter Available Members  Hide members already in another group in this set

**Collaborate Ultra Groups 1**

\* Name Collaborate Ultra Groups 1

No users have been added.

**Collaborate Ultra Groups 2**

\* Name Collaborate Ultra Groups 2

No users have been added.

**Please Note:** If you choose to **Randomize Enrollments**, a pop-up window will open requesting more information. Elect to **Randomly enroll only student users** or **Randomly enroll all users**. When finished click the **Submit** button in the lower right-hand corner of the pop-up window.

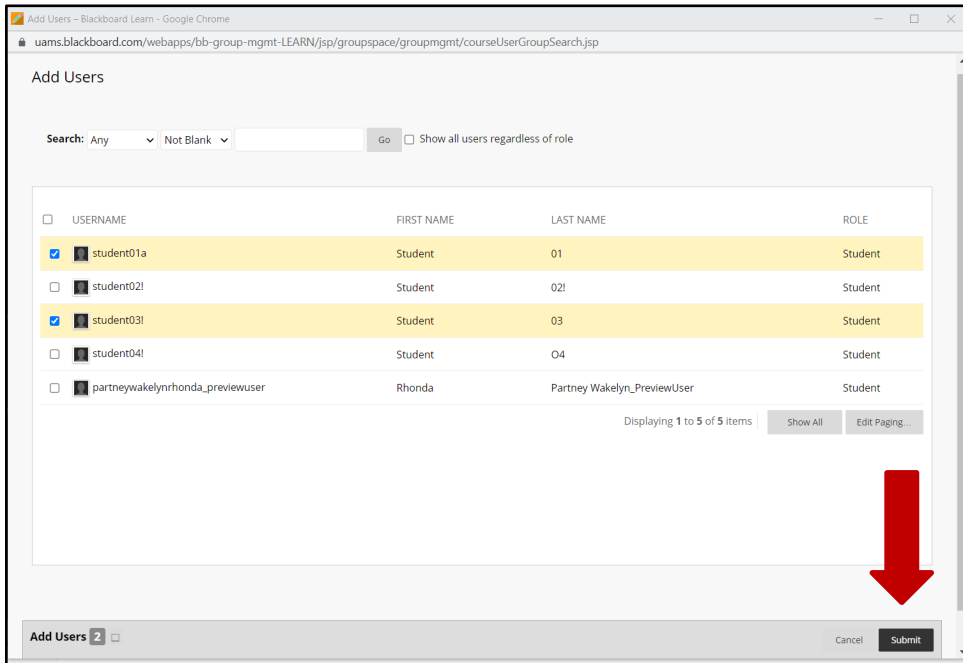
**Randomize Group Enrollments**

Do you wish to randomize group enrollments for all course users regardless of role or only for students?

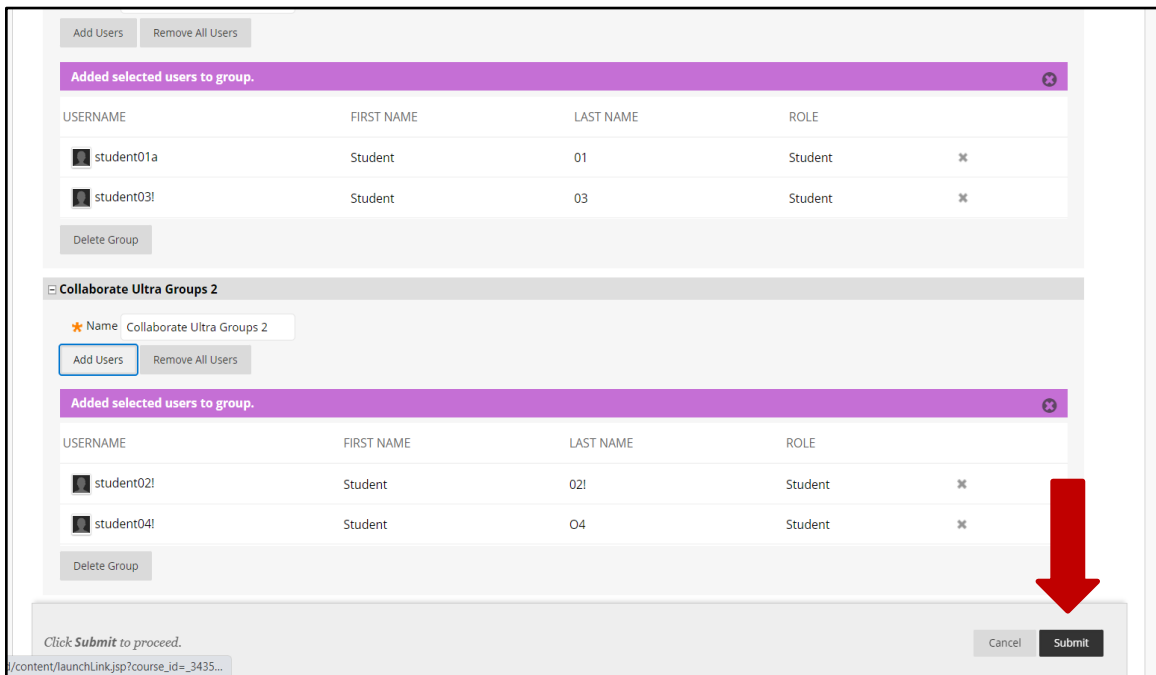
Choose the desired randomize option: Randomly enroll only student users ▾

Note: This action will override all previous randomizations.

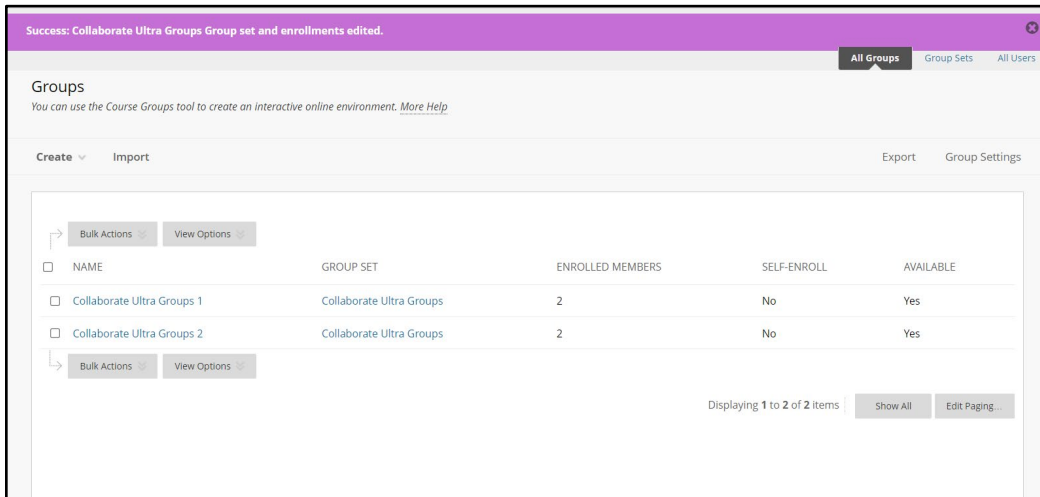
9. If you choose to add users manually to each group, a pop-up window will open asking you to add users to your groups. For my first group, I am adding Student 01 and Student 03. For my second group, I will add Student 02 and Student 04. Click the **Submit** button when students have been selected for their group.



10. Once users are added, they will display in their respective groups. To complete the process, click the **Submit** button at the bottom of the page.



11. By clicking the **Submit** button, you will return to the **Groups** area in your Blackboard course and will see a confirmation that the process was successful.



Success: Collaborate Ultra Groups Group set and enrollments edited.

Groups

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Create Import Export Group Settings

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Collaborate Ultra Groups 1	Collaborate Ultra Groups	2	No	Yes
<input type="checkbox"/>	Collaborate Ultra Groups 2	Collaborate Ultra Groups	2	No	Yes

Displaying 1 to 2 of 2 Items Show All Edit Paging...