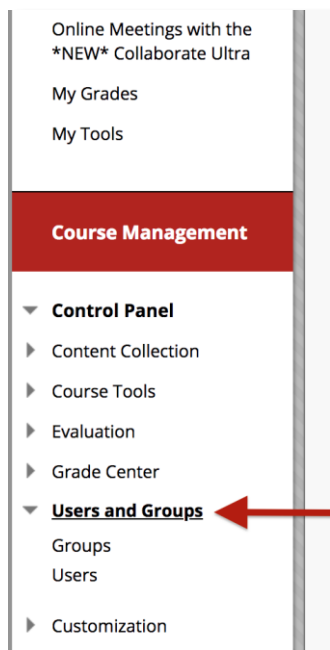


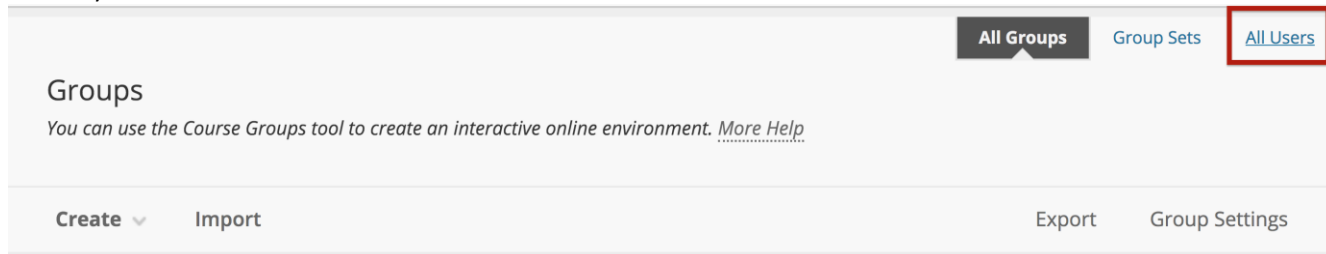
## HOW TO MANAGE STUDENT GROUP MEMBERSHIP IN A BLACKBOARD COURSE GROUP

### ENROLL YOUR STUDENTS INTO GROUPS:

1. On the Course Management Control Panel, click **Users and Groups** to expand the menu.
2. Click on **Groups**.

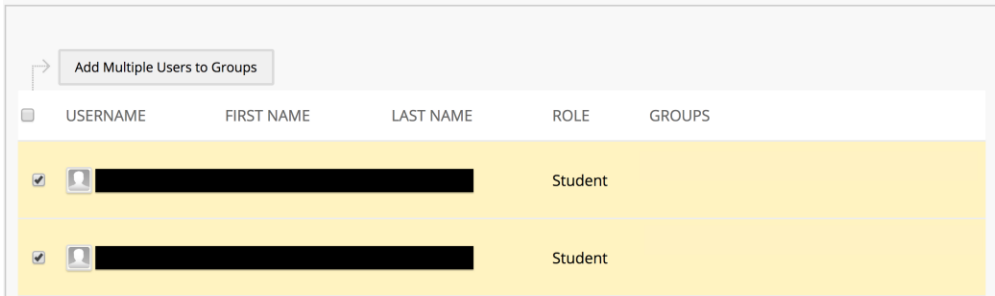


3. To assign multiple students to a group, select the **All Users** tab (in upper-right corner of screen).

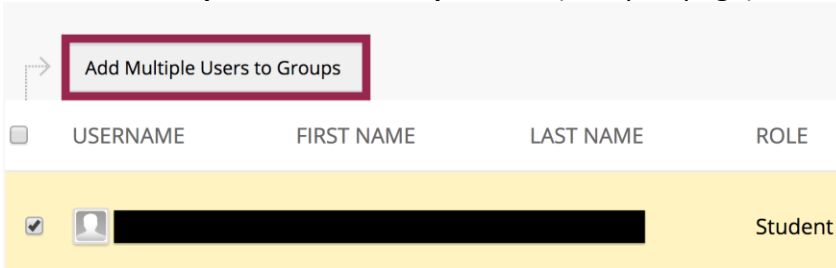


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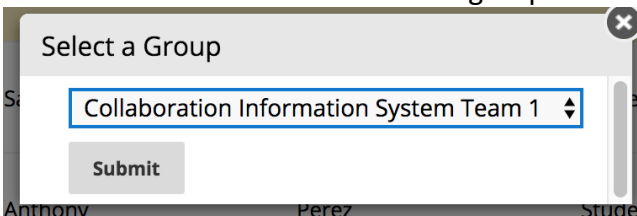
4. Check the boxes next to all of the students you want to include in a group together. Review the information in the **Course Mgmt Info for Instructor** menu of your course for group size recommendations.



5. Click **Add Multiple Users to Group** button (at top of page).



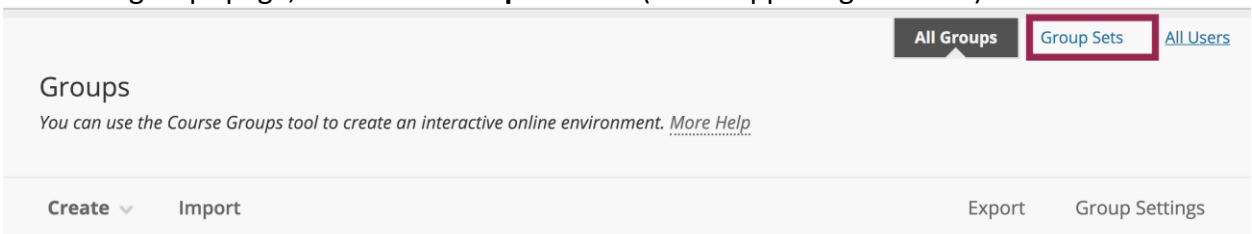
6. Select the group from the drop-down menu to which you want to add the selected students.
7. Click **Submit** to add students to the group.



8. Repeat steps 4-6 until all students have been assigned a group.

## EDIT EXISTING GROUP MEMBERSHIPS:

1. From the groups page, select the **Group Sets** tab (in the upper-right corner).



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2. Select **Edit Group Set Membership** from the group set's menu.

The screenshot shows the 'Group Sets' management interface. At the top right, there are tabs for 'All Groups', 'Group Sets' (which is active), and 'All Users'. Below the tabs, there are buttons for 'Create', 'Import', 'Export', and 'Group Settings'. The main content area displays a table of group sets. The first row is selected, and a dropdown menu is open over it. The menu options are: 'List of Groups', 'Edit Group Set Properties', 'Edit Group Set Membership' (highlighted with a red arrow), 'Email Group Set', and 'Delete Group Set'. The table data is as follows:

NAME	NUMBER OF GROUPS	SELF-ENROLL	AVAILABLE
Collaboration Information System Team	10	No	Yes

3. To remove a student from a group, click the **X** next to the student's name.

The screenshot shows the 'GROUP SET ENROLLMENTS' page for the 'Collaboration Information System Team 1'. It includes a filter for 'Filter Available Members' with a checked option 'Hide members already in another group in this set'. There are buttons for 'Randomize Enrollments' and 'Collapse All'. Below, the group name is shown as 'Collaboration Information S'. There are buttons for 'Add Users' and 'Remove All Users'. A table lists the enrolled students:

USERNAME	FIRST NAME	LAST NAME	ROLE	
[Redacted]	[Redacted]	[Redacted]	Student	
[Redacted]	[Redacted]	[Redacted]	Student	

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4. To add a student to a group, click **Add Users** and select the student from the list.

**GROUP SET ENROLLMENTS**

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


Randomize Enrollments Collapse All

**Collaboration Information System Team 1**

\* Name Collaboration Information S

**Add Users**

Remove All Users

USERNAME	FIRST NAME	LAST NAME	ROLE
	[REDACTED]		Student