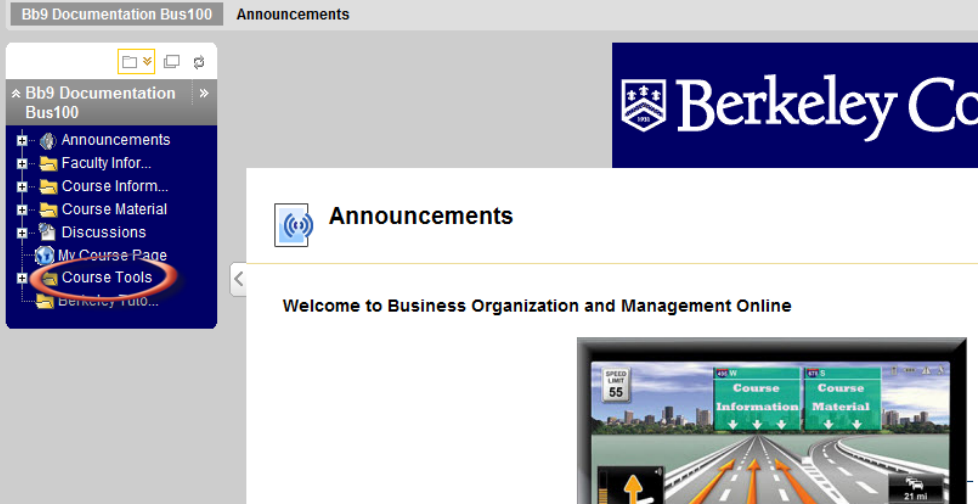
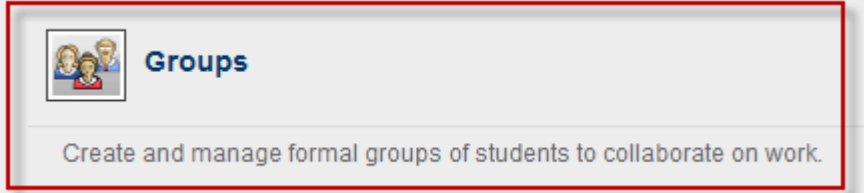
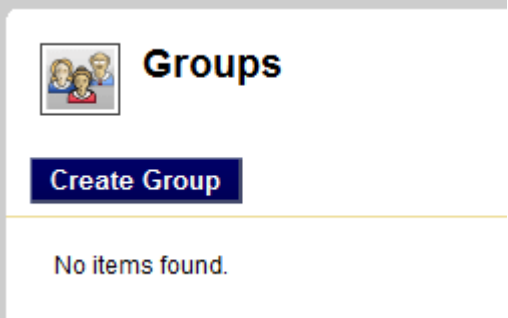


# Creating a Blackboard Group:

**Blackboard Groups** allows for the completion of certain coursework within small groups, as directed by the instructor.

<p>1. To create a group, click on <b>Course Tools</b> in the <b>Course Menu</b>.</p>	 A screenshot of the Blackboard interface for a course titled "Bb9 Documentation Bus100". The left-hand navigation menu is open, showing various course tools. The "Course Tools" option is circled in red. The main content area shows an "Announcements" section with a "Welcome to Business Organization and Management Online" message and a small image of a highway with signs for "Course Information" and "Course Material".
<p>2. Scroll down within the <b>Tools</b>, and click on the link, <b>Groups</b>.</p>	 A screenshot of the "Groups" link in the Blackboard interface. The link is highlighted with a red rectangular border. Below the link, there is a description: "Create and manage formal groups of students to collaborate on work."
<p>3. Click on the <b>Create Group</b> button.</p>	 A screenshot of the "Groups" page in Blackboard. The "Create Group" button is highlighted with a blue rectangular border. Below the button, the text "No items found." is visible.

4. The **Create Self-Enrollment Group** screen appears allowing you to enter the name and description of a new group.

**Create Self-Enrollment Group**

\* Indicates a required field. Cancel Submit

**1. Group Information**

\* Name

Description

Visual Editor: ON

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

This is Group A.

Path: [body](#)

5. Scroll down to enter the sign-up sheet name, instructions and number of members preferred. Click the **Submit** button.

**2. Sign-up options**

\* Name of Sign-up Sheet

Sign-up Sheet Instructions

Visual Editor: ON

Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup> [List Icons]

Please use this sign-up sheet to join Group A.

Path: [body](#) » [p](#)

Maximum Number of Members

**3. Submit**

Cancel Submit

6. A green box will appear confirming the successful creation of your new group and you will now see the new group listed below.

Success: Group A Group Created

 **Groups**

[Create Group](#)

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[Group A](#)  

< This is Group A.