Groups

You can use the Groups feature to provide students with their own place to share files, conduct asynchronous discussions, plan for presentations, email each other, and create/submit group projects and assignments. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. Students can only access the group they are assigned to. These instructions show you how to create groups and manually enroll them. [Blackboard Video Tutorial]

1. In the Control Panel, under Users and Groups, click on **Groups**.
2. Under Create Single Group, click on **Manual Enroll**.

3. Complete sections 1 and 2:

   ![Create Group](image)

   ![Tool Availability](image)

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**FOR ANY FURTHER ASSISTANCE OR TO REQUEST TRAINING, CONTACT:**

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4. In section 4, select the students you want to assign for the group.

5. Click on Submit to create the group.

Repeat these steps to create additional groups for your class.