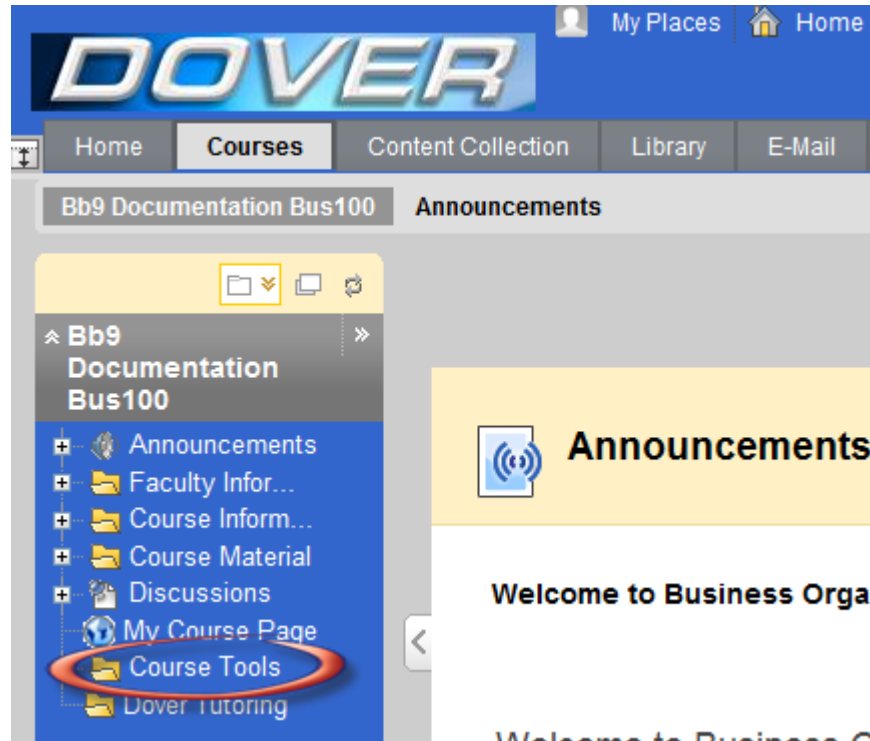


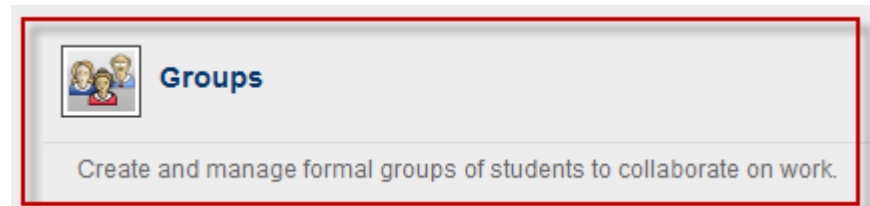
Creating a Blackboard Group

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

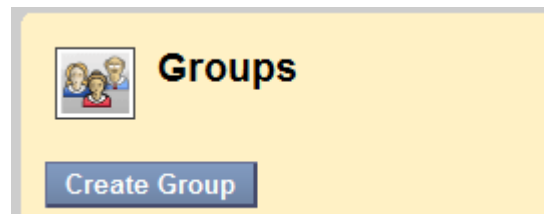
1. To create a group, click on **Course Tools** in the **Course Menu**.



2. Scroll down within the **Tools**, and click on the link, **Groups**.



3. Click on the **Create Group** button.



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

The screenshot shows the 'Create Self-Enrollment Group' interface. At the top, there is a yellow header with a user icon and the title 'Create Self-Enrollment Group'. Below the header, a legend indicates that an asterisk (*) denotes a required field. There are 'Cancel' and 'Submit' buttons in the top right. The main section is titled '1. Group Information'. It contains a required field for 'Name' with the value 'Group A'. Below this is a 'Description' field with a rich text editor. The editor's toolbar includes options for font style (Normal), size (3), font face (Arial), bold, italic, underline, text color (abe), background color, bulleted list, numbered list, link, unlink, insert table, insert image, insert link, and insert code. The text in the description field reads 'This is Group A'. The path at the bottom is 'body'.

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

The screenshot shows the '2. Sign-up options' section of the form. It features a required field for 'Name of Sign-up Sheet' with the value 'Group A Sign-up'. Below this is a 'Sign-up Sheet Instructions' field with a rich text editor. The toolbar is identical to the one in Step 1. The text in the instructions field reads 'Please use this sign-up sheet to join Group A.'. Below the instructions field is a field for 'Maximum Number of Members' with the value '5'. At the bottom, there is a '3. Submit' section with 'Cancel' and 'Submit' buttons.

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



The screenshot shows a web interface with a green header bar containing the text "Success: Group A Group Created". Below this is a yellow section with the heading "Groups" and a "Create Group" button. Underneath, a group named "Group A" is listed with a dropdown arrow next to it. A red arrow points to this dropdown arrow. Below the group name, the text "This is Group A." is visible.