

Blackboard allows you to break your class into groups. For example, you could divide a class of 32 students into four groups of eight each for group discussion, group file exchange, and group assignments. Students can create their own groups. There are two types of groups that you can create: single groups (with self and manual enroll options) and group sets.

Creating Single Manual-Enroll Groups

Create a formal group for students to collaborate on work in which you manually assign course members to the group.

1. From the expanded Control Panel, select **Groups** under the *Users and Groups* area.
2. From the **Create Single Group** double chevron menu, select **Manual-Enroll**.
3. Under *Group Information*, enter a name for the group and an optional description.
4. Select whether or not the group should be made available.

Group Available No Yes

5. Under *Tool Availability*, select which tools should be available to the group: blogs, collaboration (chat and virtual classroom), discussion board, email, file exchange, journals, tasks, My Scholar Home and Scholar Course Home.
 - If you decide to use both group and the main class discussion board, clearly explain to your students where to go for the discussion.
6. Under *Module Personalization Setting*, decide whether or not to allow personalization (the students can move the group modules and change the layout/color scheme of the groups page with this option selected).
7. Under the *Membership* area:
 - From the "Items to Select" column, choose the group members who should be added to this group. Use the right arrow to move those members to the "Selected Items" column.

4. Membership

Items to Select	Selected Items
Student06 PC Student07 PC Student08 PC Student09 PC Student10 PC Student11 PC Student12 PC Student13 PC	Student05 PC Student04 PC Student03 PC
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>	<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

8. Click Submit. You will be returned to the Groups page.
9. Repeat steps 2-8 for subsequent manual enrollment groups.

Creating Single Self-Enroll Groups

Self-Enrollment Groups allow students to join the group themselves by adding their name to a sign-up sheet. Sign-up sheets can be made available on the Groups page, and can limit the number of people allowed to join the group. Even with self-enroll enabled, the instructor can manually assign members to the group after it has been created by editing the group options. Groups created with a sign-up sheet are NOT available to students!

1. From the expanded Control Panel, select **Groups** under the *Users and Groups* area.
2. From the **Create Single Group** double chevron menu, select **Self-Enroll**.
3. Under *Group Information*, enter a name for the group and an optional description.
4. Select the "Sign-up Sheet Only" option from Group Available.

Group Available No Yes Sign-up Sheet Only

5. Under *Tool Availability*, select which tools should be available to the group: blogs, collaboration (chat and virtual classroom), discussion board, email, file exchange, journals, tasks, My Scholar Home and Scholar Course Home.
 - If you decide to use both group and the main class discussion board, clearly explain to your students where to go for the discussion.
6. Under *Module Personalization Setting*, decide whether or not to allow personalization (the students can move the group modules and change the layout/color scheme of the groups page with this option selected).
7. Under the *Sign-up options* area:
 - Enter the name of the sign-up sheet.
 - Enter the sign-up sheet instructions.
 - Enter the maximum number of group members.
 - Select whether members should be able to see who is already a member of the group prior to signing up.
 - Select whether the sign-up sheet should appear at the Groups Area (accessible via the Tools area).

4. Sign-up options

* Name of Sign-up Sheet

Sign-up Sheet
Instructions



Maximum Number of Members

Allow Students to see name of other members in a group before they sign-up

Show Members

The sign-up sheet can be displayed on the Groups area page or added as a link which can be applied to the content page link which would provide the ability to limit the number of members.

Allow Students to sign-up from the Groups Area


8. Click Submit. You will be returned to the Groups page. NOTE: when groups are set for self-enroll, the group is NOT available. You must edit the group and set it to available after at least one student has signed up for the group or you have manually added students to the group.

Name	GroupSet	Self-Enroll	Available
Analysis Group ▼	-	Yes	No

9. Repeat steps 2-8 for subsequent self-enrollment groups.

Student View of a Group Sign-up Sheet

For self-enroll groups, students will see a list of all available groups to sign-up for. Students will click the "Sign Up" button for the desired group and see the following screen:



Sign Up Sheet

SignUp Sheet Name : Analysis Group Sign-up Sheet

SignUp Sheet Instructions : Add your name to this group to participate in the Analysis Group.

Analysis Group

This is the Analysis group for the final group project.
Group Members : None
Max Members Allowed : 4

After they sign up, a success banner will display at the top of the screen. If the group has not yet been made available, the students will see "The Group space is currently unavailable."

Success: You have successfully enrolled in the group. The Group space is currently unavailable. ✕

Creating Manual- and Random- Enroll Group Sets

You can also create a set of groups and add users to each group in the set. This is an advanced form of group management, and can be easier to manage than individually creating groups. For example, if students are working on a final project, and you know you need 5 groups of 5 students each for the final project, you can create a "Final Project" group set.

1. From the expanded Control Panel, select **Groups** under the *Users and Groups* area.
2. From the **Create Group Set** double chevron menu, select **Manual-Enroll**.
3. Under *Group Information*, enter a name for the group and an optional description.
4. Select whether or not the group should be made available.

Group Available No Yes

5. Under *Tool Availability*, select which tools should be available to the group: blogs, collaboration (chat and virtual classroom), discussion board, email, file exchange, journals, tasks, My Scholar Home and Scholar Course Home.
 - If you decide to use both group and the main class discussion board, clearly explain to your students where to go for the discussion.
6. Under *Module Personalization Setting*, decide whether or not to allow personalization (the students can move the group modules and change the layout/color scheme of the groups page with this option selected).

7. Under the *Group Set Options* area:

- Set the number of groups to create within this set.

Number of Groups

8. Click Submit. You will be taken to the Edit Group Set Enrollments page.

9. Under the *Group Set Members Filter Options* area:

- Set the desired filters.

Filter Available Members Show All Course Roles in the Available Members List

Remove Members already in a Group from the Available Members List

10. Under the *Group Set Enrollments* area:

- Rename each group if necessary (each group will be named in sequential order based on the original group name given).
- Randomly assign enrollments using the "Randomize Enrollments" button or manually add enrollments to each group.
- If necessary, add a group to the group set.

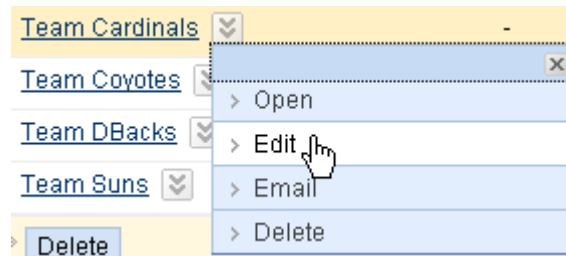
11. Click the Submit button. You will be returned to the Groups page. NOTE: The group set the group is a part of will display.

12. Repeat steps 2-11 for subsequent manual or random enrollment group sets.

Sign-up group sets can also be created. To create a group set with sign-up enrollment, select Self-Enroll when creating a new group set.

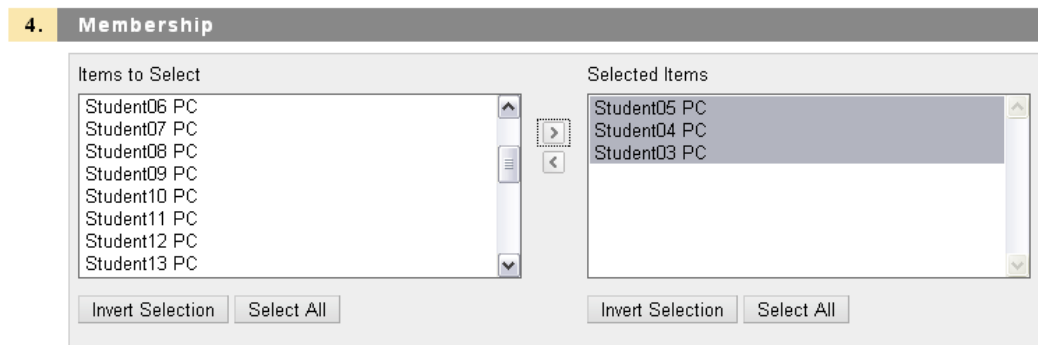
Adding Members to a Self- and Manual-Enroll Groups

1. From the Groups screen, select **Edit** from the group name's double chevron menu.



2. Under the *Membership* area:

- Students who are already included in the group membership will display in the Selected Items column (i.e. students who signed up for self-enroll groups).
- From the "Items to Select" column, choose the group members who should be added to this group. Use the right arrow to move those members to the "Selected Items" column.

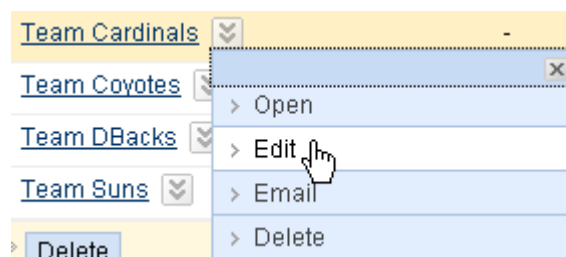


3. Click Submit. You will be returned to the groups page.

4. Repeat steps 1-3 to add members to other groups.

Managing a Group

1. From the Groups screen, select **Edit** from the group name's double chevron menu.

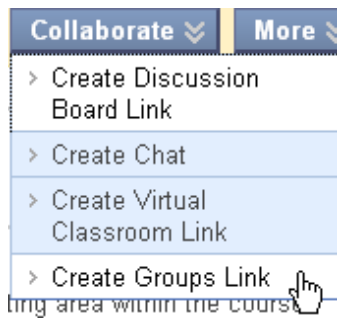


2. Make any necessary changes to the *Group Information*, *Tool Availability*, *Module Personalization Setting*, *Sign-up options* and *Membership* areas.

Creating a Group Link in Content Area

It is possible to add a link to a group within a content area. Adding a link to a group places the group in the content area. This creates a streamlined experience where users interact with each other through the group tools in the same area where they discover content. A link can connect to the groups page where all the groups are listed, or to an existing group or group set. A new group or group set can be created and linked. Links to individual groups within a content area should be used cautiously since not all users may be assigned to the group.

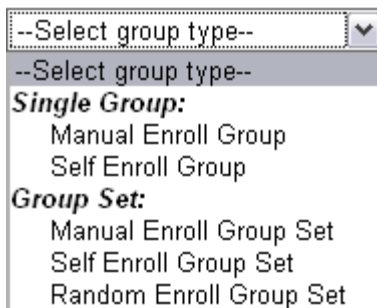
1. Navigate to the content area in which you want to add a group link.
2. From the Collaborate menu, select Create Groups Link.



3. To create a link to the Groups Page, select the "Link to the Groups Page" radio button.



4. Click Next.
5. Name the group, provide a description and set the desired options.
6. Click Submit.
7. To create a link to a new group or set, select the type of group or set to create from the "Create a New Group or Group Set" drop-down menu (see prior pages for explanations of groups and group sets).

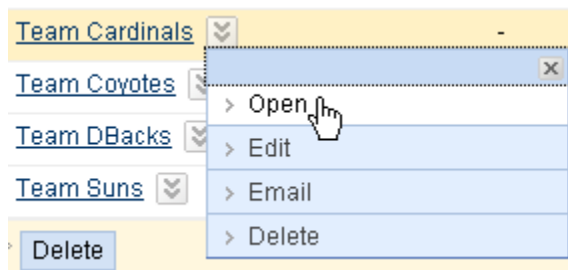


8. Click the Go button and follow the steps to create a new group or set.
9. Establish the link to the group or group set by selecting the "Link to a Group or Group Set" radio button and selecting **the desired group from the list.**
10. Click Next.
11. Name the group, provide a description **and set the desired options.**
12. Click Submit.

Instructor Access to Group Pages

This is how you access the groups you created to see the group description, membership, available tools and to monitor the students' work. Students only have access to the groups they are members of; instructors have access to all course groups.

1. From the Groups screen, select **Open** from the group name's double chevron menu.



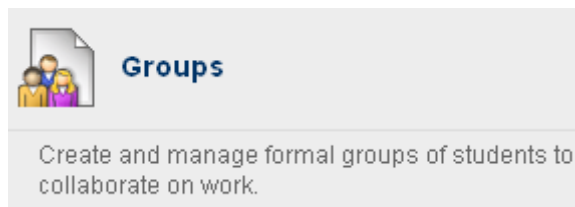
2. View the desired areas of the group. To return to the Groups page, click Groups from the breadcrumbs that display at the top of the Blackboard window.

If you created a link to the Groups page within a content area, go to that content area to see the groups.

Student Access to Group Pages

Students only have access to the groups they are members of; instructors have access to all course groups. Students can see all groups that have sign-up sheets enabled.

Students who have not signed up for any groups and who have not been assigned to groups can access groups from the Groups link from the Tools area of the course menu. If necessary, refer to the separate guide on how to add the Tools area to the course menu. If a link to either the groups page or a group is provided in a content area, students can go to that content area to view the group.



Once students have signed up for groups (and that group has been made available), a new "My Groups" area will display beneath the course menu. The group and its functions are accessible via this menu.

