

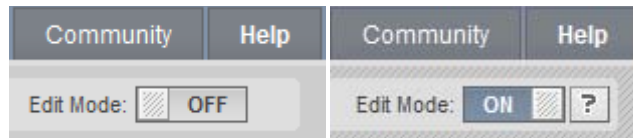
How do I setup groups?

Groups allow you to create formal groups of students to collaborate on work. 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 in which the Instructor assigns students to a Group. Once created, each Group has its own space in the Course to work together. The Instructor can allow individual Group members to personalize their Group space with personal modules. The Instructor can also equip the space with an assortment of tools to assist students collaborate.

Accessing Groups – Two Methods

- A) From the Course Menu on the Left side of the application window
 - 1) Click on **Tools**.
 - 2) Choose **Groups** in the Tools window
- B) In *Control Panel*
 - 1) click on **Users and Groups – Groups**

To create or modify groups, you will need to be in editing mode. You may need to turn this on. Fortunately, this is straight forward. In the upper right of the Blackboard windows, just below the tabs, is a toggle switch. Click it once to change its status from Off to On (or the reverse):



Creating Groups

Blackboard supports two types of Group creation: Single Groups and Group Sets. A single group is exactly what it sounds like. A Group Set will allow you to create a number of related groups at the same time. When you create the group you select the enrollment method (self or manual (aka instructor)) up front.

Single Group

Hover over the *Create Single Group* button and click the enrollment method of choice (**Self Enroll** or **Manual Enroll**).

Most of the setup options are standard between methods. You will need to supply:

- 1. Group Information
 - 1.1. Group Name What you want to call the group
 - 1.2. Description – Optional text field to describe what the group is for.
 - 1.3. Availability (Yes, No, or in the case of Self-Enrollment: Sign-up Sheet Only)
- 2. Tool Availability - Choose which tools will be available to the group (by default, they are all selected)
- 3. Module Personalization Setting - whether you wish to allow group members to personalize their own group spaces.

This is where things change.

Self Enroll	Manual Enroll
4. Sign-up Options <ul style="list-style-type: none">4.1. Name of Sign-up Sheet4.2. Sign-up Sheet Instructions – Free text	4. Membership – You choose who is in the group <ul style="list-style-type: none">4.1. Click on the student's name then on the Right Arrowhead (>) to move them into

<p>area for you to tell your students how you wish them to participate.</p> <p>4.3. Number of Members (how many to allow to sign up)</p> <p>4.4. Show Members – check this if you wish students to see who is in their group prior to signing up</p>	<p>the group membership (selected items) area.</p> <p>4.2. You may do this with single students individually, or groups of students at once.</p> <p>4.2.1. Hold down the Shift key while clicking on the first and last student you wish to add in order to add them and all students in between.</p> <p>4.2.2. Hold down the Control (CTRL) key while clicking on student names to add a selection of students.</p>
5. Click the Submit button to create the group	5. Click the Submit button to create the group

Group Set

Group Set will allow you to add a number of groups at one time, and have them show as related. For example, you may do this if you have multiple group assignments. You can create a series of groups for each assignment all with the same Group Set Name for easy sorting.

Creating a Group Set starts out in the identical manner as single groups:

Hover over the *Create Group Set* button and click the enrollment method of choice (**Self Enroll, Manual Enroll or *Random Enroll**) ***Note:** there is now a third enrollment method.

Most of the setup options are standard between methods. You will need to supply:

1. Group Information
 - 1.1. Group Name What you want to call the group set
 - 1.2. Description – Optional text field to describe what the group set is for.
 - 1.3. Availability (Yes, No, or in the case of Self-Enrollment: Sign-up Sheet Only)
2. Tool Availability - Choose which tools will be available to the group (by default, they are all selected)
3. Module Personalization Setting - whether you wish to allow group members to personalize their own group spaces.

This is where things change.

Self Enroll	Manual Enroll	Random Enroll
<p>4. Sign-up Options</p> <p>4.1. Name of Sign-up Sheet</p> <p>4.2. Sign-up Sheet Instructions – Free text area for you to tell your students how you wish them to participate.</p> <p>4.3. Number of Members (how many to allow to sign up)</p> <p>4.4. Show Members – check this if you wish students to see who is in their group prior to signing up</p>	<p>4. Number of Groups – How many groups do you want Blackboard to Create?</p>	<p>4. Membership</p> <p>4.1. Define the # of groups by:</p> <p>4.1.1. Telling Blackboard how many students to put in a group</p> <p>4.1.2. Telling Blackboard the total number of groups to create</p> <p>4.2. Determine How to Enroll any Remaining Members (if anyone is left over from the previous step)</p> <p>4.2.1. Have Blackboard distribute them evenly</p> <p>4.2.2. Put them in a new group</p> <p>4.2.3. Distribute them yourself</p>
<p>5. Number of Groups – How many groups do you want Blackboard to Create?</p>	<p>5. Click the Submit button to create the group</p>	<p>5. Click the Submit button to create the group set</p>
<p>6. Click the Submit button to create the group set</p>	<p>Blackboard now takes you to a new screen for more information – Edit Group Set Enrollments.</p>	
	<p>1. Group Set Information – This is not editable, it simply restates the Group Set name & description.</p> <p>2. Group Set Filter Options</p> <p>2.1. Default shows only Students in selection lists, check the button to Show All Roles if you have more than students (example, team instructors or Teaching Assistants)</p> <p>2.2. Default will remove students from ALL selection lists once they have been added to a group. If you want students in more than one group, you can turn this off.</p>	
	<p>3. Group Set Enrollments</p> <p>3.1. For each group, select the participants as in step #4 of Single Group above.</p> <p>3.2. New Option: If you wish, you can click the Randomize Enrollments button to have Blackboard split participants evenly</p>	

between the groups.

4. Click **Submit** to add the participants to their groups.