CREATING GROUPS

In Blackboard, instructors can create groups of students for collaborative work. Once a group is defined and members assigned to the group, the instructor can create group assignments and assign the group to work with tools, such as a group discussion board, wiki, blog, and file-exchange area.

These instructions assume that you have Edit Mode turned on in the course.

CREATING A GROUP TOOL LINK

1. Roll your mouse over the plus sign above your course menu and select TOOL LINK from the list of options.

2. The ADD TOOL LINK box will appear. In the NAME field, type the word GROUPS. In the TYPE drop-down menu, select the GROUPS tool. Select the AVAILABLE TO USERS checkbox and click SUBMIT.

3. Your new Groups tool link button will be added to your course menu. You and your students may use this button to access groups in the course.

CREATING A SINGLE GROUP

1. Click on your GROUPS tool link button to access the Groups page. Roll your mouse over the CREATE button.

2. In the menu that appears, under SINGLE GROUP you will see options for creating a single self-enroll group (where students may enroll themselves) or a manual enroll group (where you assign group members).
a. If you select **SELF-ENROLL**, you will be taken to the **CREATE SELF ENROLLMENT GROUP** page. On this page, do the following:

   i. Under **GROUP INFORMATION**, give the group a logical name and description.

   ii. Under **TOOL AVAILABILITY**, select the **TOOLS** that you would like the group to use.

   iii. Under **SIGN-UP OPTIONS**, give the sign-up sheet a name, instructions and set the maximum number of members allowed in the group. Check the **ALLOW STUDENTS TO SIGN UP FROM GROUP AREAS** checkbox.

   iv. Click the **SUBMIT** button when you are done.

b. If you select **MANUAL ENROLL**, you will be taken to the **CREATE MANUAL ENROLLMENT GROUP** page. On this page, do the following:

   i. Under **GROUP INFORMATION**, give the group a logical name and description.

   ii. Under **TOOL AVAILABILITY**, select the **TOOLS** that you would like the group to use.

   iii. Under **MEMBERSHIP**, click the **ADD USERS** button. In the pop-up window that appears, you may search for users in the course. Select the users you would like to add to the group and click **SUBMIT**.

   iv. Click the **SUBMIT** button when you are done.

The group will be added to the Groups page. When students visit the Groups page, they will see links to groups to which they were manually enrolled by the instructor or a sign-up button to join a self-enroll group.
CREATING A GROUP SET
A Group Set is a set of groups that share a common theme or topic. If you have two or more groups to enroll students in for a collaborative group project, you may create a Group Set.

You may choose to randomly sort your students into groups, allow students to self-enroll themselves in groups, or manually assign students yourself to groups.

1. Click on your GROUPS tool link button to access the Groups page. Roll your mouse over the CREATE button. In the menu that appears, under GROUP SET you will see options for creating a random enroll group, self-enroll group, or manual enroll group.

   a. If you select RANDOM ENROLL, you will be taken to the CREATE RANDOM GROUP SET page. On this page, do the following:

      i. Under GROUP INFORMATION, give the group a logical name and description.

      ii. Under TOOL AVAILABILITY, select the TOOLS that you would like the group to use.

      iii. Under MEMBERSHIP, you will see options for determining the number of groups, how to distribute students into the groups, and how to enroll any remaining members. Select the options you would like to apply.

      iv. When you are done, click SUBMIT. Students will automatically be sorted into a series of groups based on your settings.

When students view the Groups page, they will only see a link to access the group to which they have been randomly assigned.
c. If you select SELF-ENROLL, you will be taken to the CREATE SELF ENROLLMENT GROUP SET page. On this page, do the following:

i. Under GROUP INFORMATION, give the group a logical name and description.

ii. Under TOOL AVAILABILITY, select the TOOLS that you would like the group to use.

iii. Under SIGN-UP OPTIONS, give the sign-up sheet a name, instructions and set the maximum number of members allowed in the group. Check the ALLOW STUDENTS TO SIGN UP FROM GROUP AREAS checkbox.

iv. Under GROUP SET OPTIONS, indicate how many groups you want created by typing a number in the provided text-field.

v. Click the SUBMIT button when you are done. Your self-enroll groups will be added to the Groups page.

When students view the Groups page, they will be prompted to view a Sign-Up sheet to enroll in the group of their choice.
d. If you select **MANUAL ENROLL**, you will be taken to the **CREATE MANUAL ENROLLMENT GROUP** page. On this page, do the following:

i. Under **GROUP INFORMATION**, give the group a logical name and description.

ii. Under **TOOL AVAILABILITY**, select the **TOOLS** that you would like the group to use.

iii. Under **GROUP SET OPTIONS**, indicate how many groups you want created by typing a number in the provided text-field.

iv. Click the **SUBMIT** button when you are done indicating your preferences.

v. You will be taken to the **EDIT GROUP SET ENROLLMENTS** page. Here, you can give your groups names and assign students to the groups through the **ADD USERS** button.

vi. When you are done assigning students to groups, click the **SUBMIT** button. Your new manual enrollment group set will be added to the Groups page.

**VIEWING A GROUP’S WORKSPACE**

When you create a group, the group is given a workspace that lists its members, the tools it will use, and any **group assessments** to which you have assigned it. You may view a group’s workspace and access the group’s tools by clicking on the name of the group on Group page.