

CREATING GROUPS



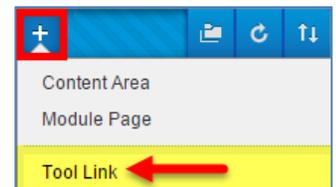
Blackboard Learn

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.

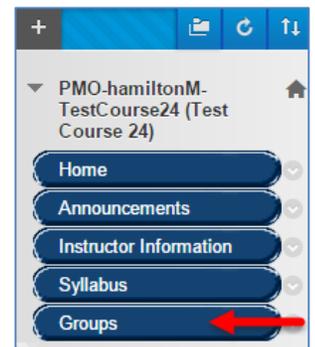
CREATING A GROUP TOOL LINK

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**.

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

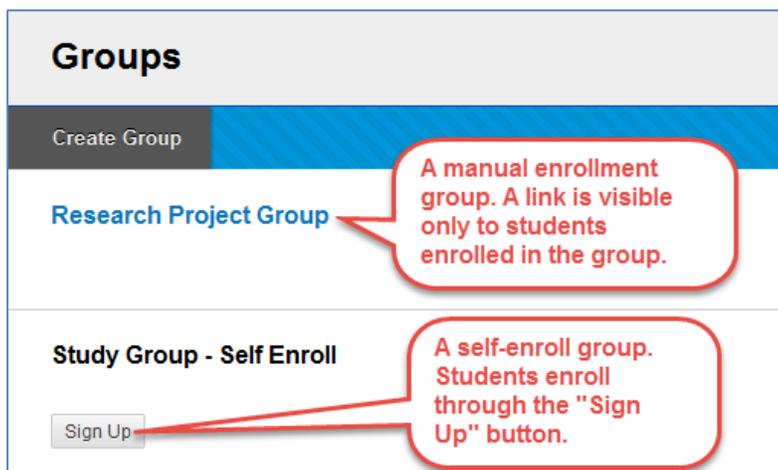
1. Click on your **GROUPS** tool link button to access the Groups page. Roll your mouse over the **CREATE** button.
2. In the menu that appears, under **SINGLE GROUP** you will see options for creating a single self-enroll group (where students may enroll themselves) or a manual enroll group (where you 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.

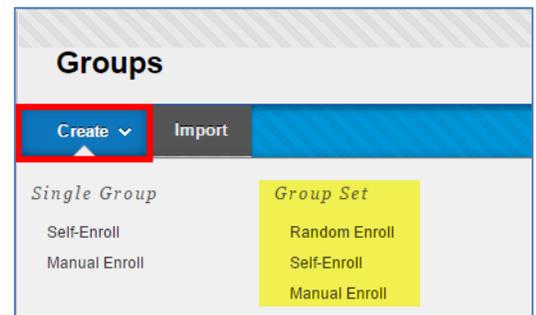
The group will be added to the Groups page. When students visit the Groups page, they will see links to groups to which they were manually enrolled by the instructor or a sign-up button to join a self-enroll group.



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.



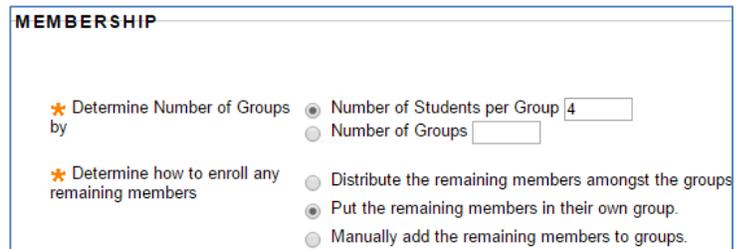
1. Click on your **GROUPS** tool link button to access the Groups page. Roll your mouse over the **CREATE** button. In the menu that appears, under **GROUP SET** you will see options for creating a random enroll group, self-enroll group, or manual enroll group.

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.

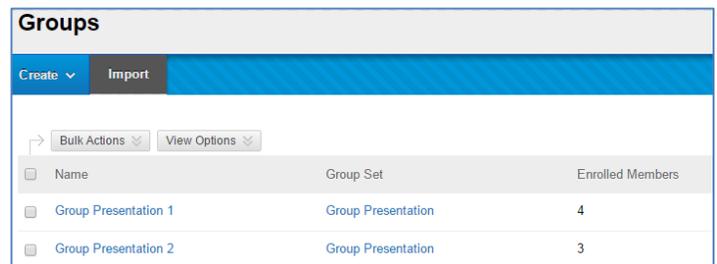
ii. Under **TOOL AVAILABILITY**, select the **TOOLS** that you would like the group to use.

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.



The screenshot shows the 'MEMBERSHIP' configuration page. It has two main sections. The first section is 'Determine Number of Groups by' with two radio button options: 'Number of Students per Group' (set to 4) and 'Number of Groups'. The second section is 'Determine how to enroll any remaining members' with three radio button options: 'Distribute the remaining members amongst the groups', 'Put the remaining members in their own group', and 'Manually add the remaining members to groups'.

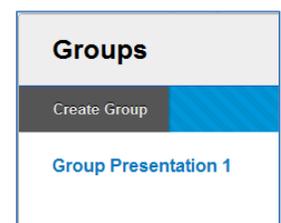
iv. When you are done, click **SUBMIT**. Students will automatically be sorted into a series of groups based on your settings.



The screenshot shows the 'Groups' page after creating a group set. It features a table with columns for 'Name', 'Group Set', and 'Enrolled Members'. There are two groups listed: 'Group Presentation 1' and 'Group Presentation 2'. The 'Group Presentation 1' group has 4 enrolled members, and 'Group Presentation 2' has 3 enrolled members. Above the table, there are 'Bulk Actions' and 'View Options' dropdown menus.

Name	Group Set	Enrolled Members
Group Presentation 1	Group Presentation	4
Group Presentation 2	Group Presentation	3

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:
- Under **GROUP INFORMATION**, give the group a logical name and description.
 - Under **TOOL AVAILABILITY**, select the **TOOLS** that you would like the group to use.
 - 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.
 - Under **GROUP SET OPTIONS**, indicate how many groups you want created by typing a number in the provided text-field.
 - Click the **SUBMIT** button when you are done. Your self-enroll groups will be added to the Groups page.

The screenshot shows the 'Groups' page with a table of group sets. The table has columns for Name, Group Set, Enrolled Members, and Self-Enroll. There are three 'Research Project Group' entries and two 'Group Presentation' entries.

Name	Group Set	Enrolled Members	Self-Enroll
Research Project Group 3	Research Project Group	0	Yes
Research Project Group 2	Research Project Group	0	Yes
Research Project Group 1	Research Project Group	0	Yes
Group Presentation 2	Group Presentation	3	No
Group Presentation 1	Group Presentation	4	No

When students view the Groups page, they will be prompted to view a Sign-Up sheet to enroll in the group of their choice.

The diagram illustrates the user flow. On the left, the 'Groups' page shows a 'Create Group' button and a 'View Sign-up Sheet to Join a Group' button. A red arrow points from the 'View Sign-up Sheet to Join a Group' button to the 'Sign Up Sheet' page on the right. The 'Sign Up Sheet' page displays the 'Sign Up Sheet Name' as 'Sign Up for the Group Here' and 'Sign Up Sheet Instructions' as 'Research Project Group 1'. Below this, there are three sections for 'Research Project Group 1', 'Research Project Group 2', and 'Research Project Group 3', each with a 'Sign Up' button.

- d. If you select **MANUAL ENROLL**, you will be taken to the **CREATE MANUAL ENROLLMENT GROUP** page. On this page, do the following:
- Under **GROUP INFORMATION**, give the group a logical name and description.
 - Under **TOOL AVAILABILITY**, select the **TOOLS** that you would like the group to use.
 - Under **GROUP SET OPTIONS**, indicate how many groups you want created by typing a number in the provided text-field.
 - Click the **SUBMIT** button when you are done indicating your preferences.
 - 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.
 - 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.

