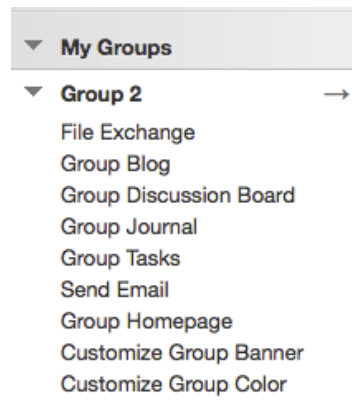


## Creating Groups in Blackboard

The Course Groups feature allows Instructors and students to create groups of students within a Course. These Course Groups have their own area on Blackboard Learn. These spaces are equipped with tools that can assist in this collaborative process: Blogs, Wikis, Journals, file sharing and Group Assignments.

**Course Group Tools** The following tools can be made available to a Course Group:



### About Course Group Membership

Instructors can create a single group or multiple groups in which students can be enrolled manually, randomly, or by allowing the students to enroll themselves. These enrollments can be changed at any time. These groups can be linked through the Course Content page like any other Course Content item.

**Manual enrollment** involves the Instructor selecting each member one at a time from a list of all the students in the Course.

**Random Enrollment** is best suited for multiple groups, where the Instructor allows the system to divide up all the members of the Course among all the groups based on criteria chosen by the Instructor.

**Self Enrollment** allows the students themselves to become members of groups by using Sign-Up Sheets that Instructors create for each Course Group.

### Enrolling Members to Course Groups Randomly

**Prerequisites and Warnings** Random distribution applies only to students who are currently enrolled in the course. When naming a Set of Groups, the name of each group has a number added to it when they are first created. For example, a Set of Groups named "Intro to Biology" results in groups named "Intro to Biology 1", "Intro to Biology 2", "Intro to Biology 3", depending upon the number of groups in the set. The group names can be edited after they are created.

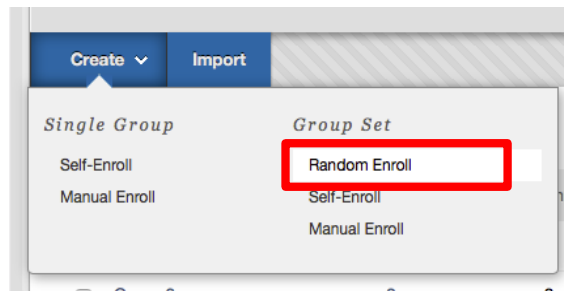
## How to Enroll Course Group Members Randomly:

**Step 1:** Click **Users and Groups** on the Control Panel.

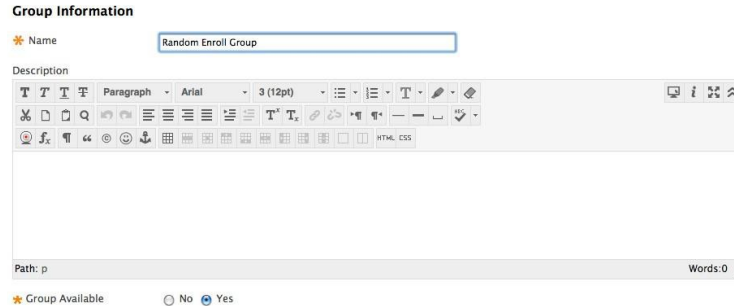
**Step 2:** Click **Groups**.



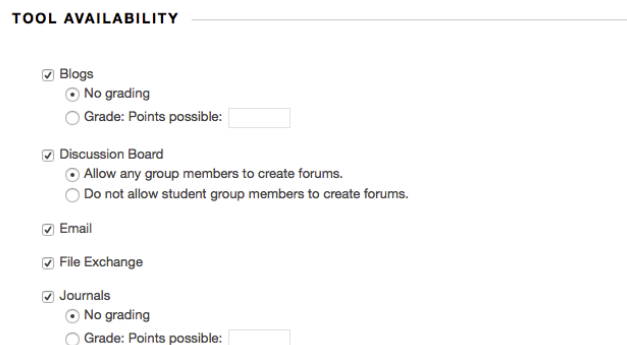
**Step 3:** Select **Random Enroll** from **Create** drop-down list.



**Step 4:** You can now enter the name of the group, a short description for your students and select whether or not you want to make this group available.

A screenshot of the 'Group Information' form. The 'Name' field contains 'Random Enroll Group'. Below it is a rich text editor for the 'Description'. At the bottom, there is a 'Group Available' checkbox with radio buttons for 'No' and 'Yes', where 'Yes' is selected. The 'Path' is 'p' and 'Words: 0'.

**Step 5:** Once you scroll down you can select which Blackboard tools should be available to group members, whether or not you want to allow group members personalization of their group modules and what size each group should be.

A screenshot of the 'TOOL AVAILABILITY' section. The following options are checked: Blogs (No grading), Discussion Board (Allow any group members to create forums), Email, File Exchange, and Journals (No grading). There are also input fields for 'Grade: Points possible:' for the Blogs and Journals sections.

**Step 6:** Choose from the following options for random enrollment in **Membership**:

Option	Description
Determine Number of Groups By	Choose <b>Number of Students per Group</b> to divide the enrolled students by a number of students per group. Choose <b>Number of Groups</b> to divide the enrollment students by the number of groups in the course.
Determine how to enroll any remaining members	Choose <b>Distribute the remaining members amongst the groups</b> to enroll remaining members automatically. Choose <b>Put the remaining members in their own group</b> to create a new group containing the remaining members. Choose <b>Manually add the remaining members to groups</b> to permit the Instructor to enroll the remaining members.

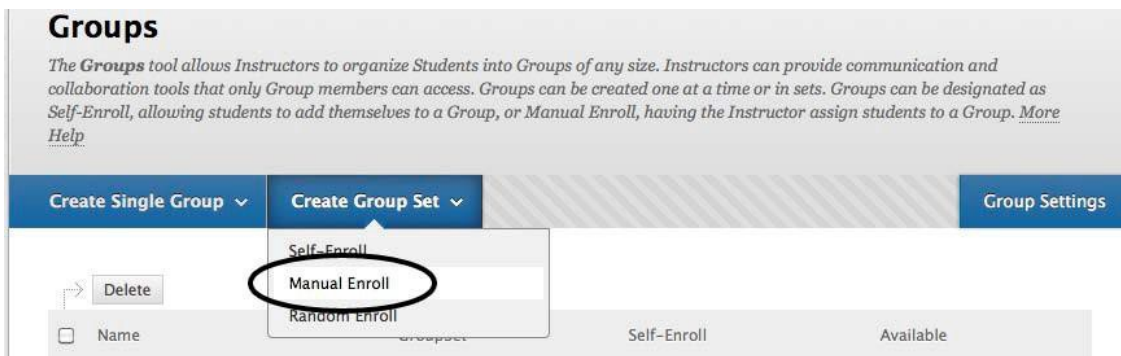
**Step 7:** Select **Submit**.

## How to Enroll Course Group Members Manually:

**Step 1:** Click **Users and Groups** on the Control Panel.

**Step 2:** Click **Groups**.

**Step 3:** Select **Manual Enroll** from **Create Set of Groups** drop-down list.



**Step 4:** You can now enter the name of the group, a short description for your students and select whether or not you want to make this group available.

1. **Group Information**

Name

Description

*(Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Link, Unlink, etc.)*

Path: p Words: 0

Group Available  No  Yes  Sign-up Sheet Only

**Step 5:** Once you scroll down you can select which Blackboard tools should be available to group members, whether or not you want to allow group members personalization of their group modules. You will also decide how many groups there should be.

**Tool Availability**

- Blogs
  - No grading
  - Grade : Points possible :
- Collaboration
- Discussion Board
- Email
- File Exchange
- Journals
  - No grading
  - Grade : Points possible :
- Tasks
- Wikis
  - No grading
  - Grade : Points possible :

**Step 6:** Scroll down to **Membership** and select **Add Users**. A screen will pop up and from there you can select the students in the group. Click **Submit** when done selecting students.

**MEMBERSHIP**

No users have been added.

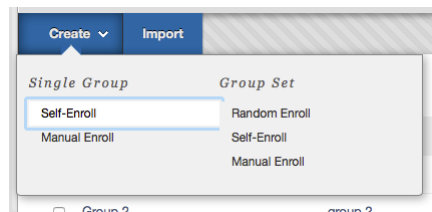
**Step 7:** Click **Submit** to finish creating the group.

## How to Enroll Course Group Members via Signup Sheet:

**Step 1:** Click **Users and Groups** on the Control Panel.

**Step 2:** Click **Groups**.

**Step 3:** Select **Self-Enroll** from **Create Set of Groups or Create Single Group** drop-down list.



The screenshot shows a dropdown menu with two main sections: 'Single Group' and 'Group Set'. Under 'Single Group', the options are 'Self-Enroll' (highlighted), 'Manual Enroll', and 'Random Enroll'. Under 'Group Set', the options are 'Self-Enroll' and 'Manual Enroll'. The 'Create' button is visible at the top left of the menu.

**Step 4:** You can now enter the name of the group, a short description for your students and select whether or not you want to make this group available.

**Step 5:** Along with the *Tool Availability*, the *Module Personalization Setting* and the *Number of Groups*, you can also enter the parameters for the sign-up sheet.

**Sign-up options**

\* Name of Sign-up Sheet

Sign-up Sheet Instructions



Path: p Words:0

Maximum Number of Members

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

Show Members

*The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up sheet.*

Allow Students to sign-up from the Groups listing page

Option	Description
Name of Sign-up Sheet	Enter a name for the sign-up sheet.
Sign-up Sheet Instructions	Enter instructions for the sign-up sheet.
Maximum Number of Students	Enter the maximum number of students for this group.
Show Members	Allow Students to see name of other members in a group before they sign-up.
Allow Students to sign-up from the Groups Area	Display the sign-up sheet on the Groups area page or as a link from any Content page. <b>NOTE:</b> Adaptive release rules can be applied to the content page link which would provide the ability to limit the availability of the sign-up sheet.

**Step 6:** Select **Submit**.

**Submit**

*Click Submit to proceed. Click Cancel to quit.*

