Groups

Using the Groups tool in Blackboard is a great way to incorporate active learning into a course. Enrolling students into groups is done in one of three ways: manual, self, or random enrollment.

Manual enrollment involves the instructor selecting each member one at a time from a list of all the students in the course.

Self Enrollment allows the students to enroll themselves by using sign-up sheets that instructors create for each group.

Random Enrollment allows the system to divide up the members of the course and assign them to groups based on criteria chosen by the instructor (available when creating multiple groups).

Creating a Manual Enrollment Group:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’

2. Click the ‘plus sign’ at the top of the course menu and select ‘Tool Link.’

3. Give the groups area a name and choose ‘Groups’ for the tool type. Check the box to make it available to users and click Submit.
4. Once added to the course menu, click on the link to access the Groups tool.

5. Click the ‘Create’ button at the top and select ‘Manual Enroll’ under the Single Group area.

6. Give the group a name, a description (optional), and make it available to students or not.
   
   1. **Group Information**

   ![Group Information](image)
7. Select which group tools you would like the group to be able to use and optionally enable grading for those that can be graded. **Note:** These are tools specific to this group, not to be confused with tools used by the whole class. For example, the group’s discussion board will be separate from the course discussion board.

2. **Tool Availability**

- Blogs
  - No grading
  - Grade: Points possible: [Box to input points]
- Collaboration
- Discussion Board
  - Allow any group members to create forums
  - Do not allow student group members to create forums
- Email
- File Exchange
- Journals
  - No grading
  - Grade: Points possible: [Box to input points]
- Tasks
- Wikis
  - No grading
  - Grade: Points possible: [Box to input points]

*Tools below are turned off for the course. They can still be used.*

- Commercial Content Tools

8. Allow personalization of group modules or not. This allows students to add Blackboard-created modules (such as Calculator, Dictionary, etc.) to the group page.

3. **Module Personalization Setting**

   *Allow individual group members to personalize group space modules*

   - Allow Personalization

9. Optionally create a Smart View in the Grade Center for this group. (A Smart View is a way to filter students in the grade center. See the [Smart View tutorial](#) for more information.)
10. Click the ‘Add Users’ button to open a list of course members. Next, select from the list and click Submit to close the window.

5. Membership

Add Users

Select from the list of course members

Click the Add Users button

Click Submit

11. The group members are displayed. Click the ‘Remove All Users’ button to remove all users from the group, or click the ‘X’ next to a particular user to remove individual users.

5. Membership

Add Users Remove All Users

Click Submit

12. Click Submit.

13. The new group has been created.
Click on the group name to view its members and access the group tools:

Creating a Self-Enrollment Group:

1. If the Groups tool has not yet been added to your course menu, follow steps 1-3 of Creating a Manual Enrollment Group.
2. Once added to the course menu, click on the link to access the Groups tool.
3. Click the ‘Create’ button at the top and select ‘Self Enroll’ under the Single Group area.

4. Give the group a name, a description (optional), and make it available to students or not.
   
   **Note:** Selecting the ‘Sign-up Sheet Only’ option will allow students to sign up for the group, but the group will remain unavailable after they sign up.

1. **Group Information**
   
   - Name: Group 2
   - Description:
     
     ![Description Editor]
   
     - Group is visible to students: Yes (Sign-up Sheet Only)

5. Select which group tools you would like the group to be able to use and optionally enable grading for those that can be graded. **Note:** These are tools specific to this group, not to be confused with tools used by the whole class. For example, the group’s discussion board will be separate from the course discussion board.
2. **Tool Availability**

- Blogs
  - No grading
  - Grade: Points possible: 

- Collaboration

- Discussion Board
  - Allow any group members to create forums
  - Do not allow student group members to create forums

- Email

- File Exchange

- Journals
  - No grading
  - Grade: Points possible: 

- Tasks

- Wikis
  - No grading
  - Grade: Points possible: 

*Tools below are turned off for the course. They can still be used.*

- Commercial Content Tools

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6. **Allow personalization of group modules or not.** This allows students to add Blackboard-created modules (such as Calculator, Dictionary, etc.) to the group page.

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3. **Module Personalization Setting**

   *Allow individual group members to personalize group space modules*

   - **Allow Personalization**

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7. **Give the sign-up sheet a name and provide instructions, if desired.** Decide on the maximum number of group members, whether to display member names, and whether to display the sign-up sheet in the Groups area. Click Submit.

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This refers to publisher content purchased by the university.
Optionally create a Smart View in the Grade Center for this group. (A Smart View is a way to filter students in the grade center. See the Smart View tutorial for more information.)

4. **Group Options**

- Create smart view for this group

9. Click Submit.

10. The new group has been created.
Click on the group name to access the group tools:

Group 2

Add Course Module | Add Group Module

Group Properties
- Group Description
- Group Members

Group Tools
- File Exchange
- Group Blog
- Group Discussion Board
- Send Email

No members listed yet because it is a ‘self-enroll’ group

Group tools, separate from course tools

Note: To sign-up for the group, the student would login and access the Groups area of the course and click the ‘Sign Up’ button. Any groups that he/she is already a member of are also listed on this page.

Student View:

Groups

Create Group

Final Project Group A

Group 1

Group 2

Sign Up
Creating a Random Enrollment Group:

1. If the Groups tool has not yet been added to your course menu, follow steps 1-3 of *Creating a Manual Enrollment Group*.

2. Click the ‘Create’ button at the top and select ‘Random Enroll’ under the Group Set area.

3. Give the group a name, a description (optional), and make it available to students or not.

   1. **Group Information**

      ![Group Information](image)

      - Name: Random Enrollment Group
      - Description

      - Group Available: Yes

4. Select which group tools you would like the group to be able to use. **Note:** These are tools specific to this group, not to be confused with tools used by the whole class. For example, the group’s discussion board will be separate from the course discussion board.
5. Allow personalization of group modules or not. This allows students to add Blackboard-created modules (such as Calculator, Dictionary, etc.) to the group page.

6. Optionally create a Smart View in the Grade Center for each group in this set. (A Smart View is a way to filter students in the grade center. See the Smart View tutorial for more information.)

4. Group Set Options

- Create smart view for each group in set.

7. Determine how group members are to be distributed to the number of groups and how to enroll any remaining members. Click Submit.
4. **Membership**

Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.

- Determine Number of Groups by:
  - Number of Students per Group
  - Number of Groups

- Determine How to Enroll Any Remaining Members:
  - Distribute the remaining members amongst the groups
  - Put the remaining members in their own group
  - Manually add the remaining members to groups

5. **Submit**

Click Submit to proceed. Click Cancel to quit.

8. The new groups have been created.

<table>
<thead>
<tr>
<th>Name</th>
<th>Group Set</th>
<th>Enrolled Members</th>
<th>Self-Enroll</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Project Group A</td>
<td>-</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Group 1</td>
<td>-</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Group 2</td>
<td>-</td>
<td>0</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Random Enrollment Group 1</td>
<td>Random Enrollment Group</td>
<td>3</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Random Enrollment Group 2</td>
<td>Random Enrollment Group</td>
<td>2</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Click on the group name to view its members and access the group tools:

- Random Enrollment Group 1
  - Add Course Module
  - Add Group Module
  - Group Properties
    - Group Description
    - Group Members
      - [Test1 student]
      - [Test2 student]
      - [Test3 student]
  - Group Tools
    - Group Discussion Board
    - Group Tasks
    - Group Wiki
    - Send Email
  - Group Assignments

Click here to edit group properties.

Randomly selected group members.

Group tools, separate from course tools.
Other Group Features and Options:

- **Import a CSV file containing a list of users and groups**
- **Export a CSV file containing users and groups to your computer to make changes**
- **View All Groups, Group Sets, or All Users (see below) and edit properties of each**
- **Delete groups and add Smart Views in bulk**
- **View tool availability of all groups (see below) and display group code (group code is a unique identifier used when importing/exporting groups)**
- **Allow students to create and edit self-enrollment groups**
‘All Users’ View: This view allows an instructor to easily see which groups the users are members of and easily add/remove them to/from groups.

View Options > Show Tool Availability: This view allows an instructor to see all of the tools that have been made available to all groups at once, as well as the ability to add and remove them from each group.