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 Single Group’ button at the top.

6. Choose ‘Manual Enroll’ or ‘Self-Enroll.’ (See explanations above.) In this example, we’ll choose Manual Enroll.

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

   ![Group Information Form](image)

   **Name**: Group 1

   **Description**: 

   ![Description Text](image)

   **Group Available**: [ ] No  [ ] Yes

8. 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.

2. **Tool Availability**

   - Blog
     - No grading
     - Grade: Points possible: [ ]
   - Calendar
   - Collaboration
   - Discussion Board
   - Email
   - File Exchange
   - Journals
     - No grading
     - Grade: Points possible: [ ]
   - Tasks
   - Mobile Assessments
   - Wikis
     - No grading
     - Grade: Points possible: [ ]

9. **Allow personalization of group modules or not.**

3. **Module Personalization Setting**

   **Allow individual group members to personalize group space modules**

   [ ] Allow Personalization
10. Select members of the group using the arrows and click Submit.

4. Membership

1. Select from this list

2. Use the arrows to add/remove names

3. Click Submit

11. 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. Follow steps 4-8 of Creating a Manual Enrollment Group, choosing ‘Self-Enroll’ in step 6.
3. 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.
4. **Sign-up options**

   Name of Sign-up Sheet: Group 2 Sign-up

   **Sign-up Sheet Instructions**

   - Path: body
   - Maximum Number of Members: 3

   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. Additional 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

5. **Submit**

   Click Submit to proceed. Click Cancel to quit.

   4. **The new group has been created.**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>-</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Group 2</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Delete</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click on the group name to access the group tools:

Group 2

Add Course Module  Add Group Module

Click here to edit group properties

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

Group tools, separate from course tools

Note: To sign-up for a group, the student would then access the Groups area of the course and click ‘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 Group Set’ button at the top and select ‘Random Enroll.’

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

   1. **Group Information**

      - 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.
2. Tool Availability

- Blogs
  - No grading
  - Grade: Points possible: 
- Calendar
- Collaboration
- Discussion Board
- Email
- File Exchange
- Journals
  - No grading
  - Grade: Points possible: 
- Tasks
- Mobile Assessments
- Wiki
  - No grading
  - Grade: Points possible: 

5. Allow personalization of group modules or not.

3. Module Personalization Setting

   Allow individual group members to personalize group space modules

   [ ] Allow Personalization

6. 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: 2
   - 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.

6. The new groups have been created.
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

Randomly selected group members

Group Tools

Group Discussion Board
Group Tasks
Group Wiki
Send Email

Group Assignments

Click here to edit group properties

Group tools, separate from course tools