

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.

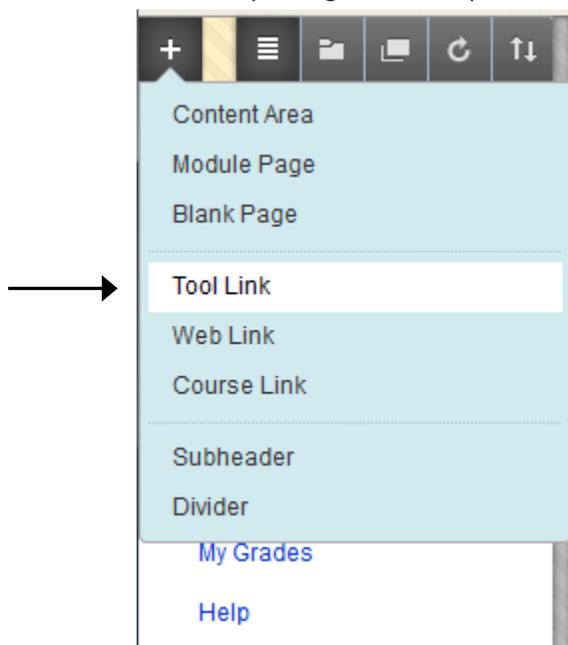
Random Enrollment allows the system to divide up the members of the course and assign them to groups based on criteria chosen by the instructor (available when creating multiple groups).

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.

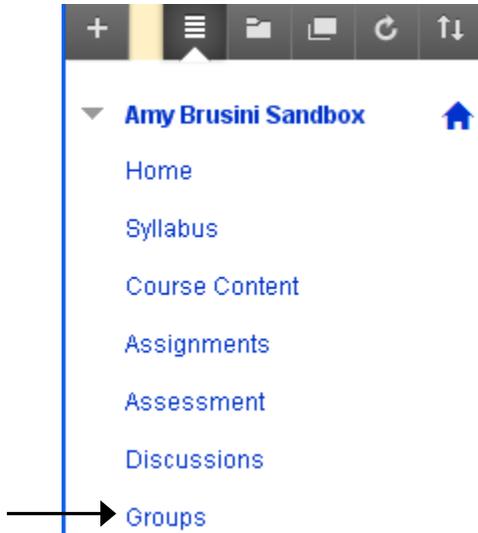
Add Tool Link

* Name:

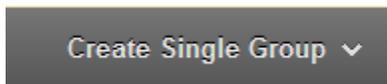
Type: ▼
(u) - Tool is off

Available to Users

- Once added to the course menu, click on the link to access the Groups tool.



- Click the 'Create Single Group' button at the top.



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



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

1. Group Information

* Name

Description Text Editor is: ON

Normal 3 Arial B I U abc x₂ x² [List icons]

abc [Clipboard icons] [Undo/Redo] [Home] [Calendar] [Eraser] [Text color] [Background color] [Link] [Unlink] [Source code] [Fullscreen] [Refresh]

Path: [body](#)

* 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

Blogs
 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

The screenshot shows a 'Membership' interface with two main sections: 'Items to Select' and 'Selected Items'. The 'Items to Select' list contains two entries, both labeled '(Instructor)'. The 'Selected Items' list contains three entries: '(Instructor)', 'student, test1', 'student, test2', and 'student, test3'. Below each list are 'Invert Selection' and 'Select All' buttons. A 'Submit' button is located to the right. Three callout boxes provide instructions: '1. Select from this list' points to the 'Items to Select' list; '2. Use the arrows to add/remove names' points to the arrow buttons between the lists; '3. Click Submit' points to the 'Submit' button.

11. The new group has been created.

The screenshot shows a table with the following data:

<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Group 1	-	No	Yes

Below the table, there is a 'Delete' button. At the bottom right, there is a pagination control showing 'Displaying 1 to 1 of 1 items' and buttons for 'Show All' and 'Edit Paging...'.

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

The screenshot displays a user interface for managing a group. At the top, a yellow header bar contains the text "Group 1" with a small downward arrow icon. Below this header are two dark grey buttons: "Add Course Module" and "Add Group Module". A callout box with a black border and white background points to the "Group 1" text, containing the text "Click here to edit group properties".

Below the buttons are three stacked panels:

- Group Properties:** This panel has a grey header. Below it, the text "Group Description" is visible. Underneath, "Group Members" is shown with a downward arrow icon. Below that, the text "Cole, Brian" and "student, test01" is displayed.
- Group Tools:** This panel has a grey header. Below it, a list of tools is shown in blue text: "Collaboration", "File Exchange", "Group Blog", "Group Discussion Board", "Group Journal", "Group Tasks", "Group Wiki", and "Send Email". A callout box with a black border and white background points to this list, containing the text "Group tools: separate from course tools".
- Group Assignments:** This panel has a grey header and is currently empty.

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

Sign-up Sheet Instructions

Text Editor is: **ON**



Maximum Number of Members

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

Show Members

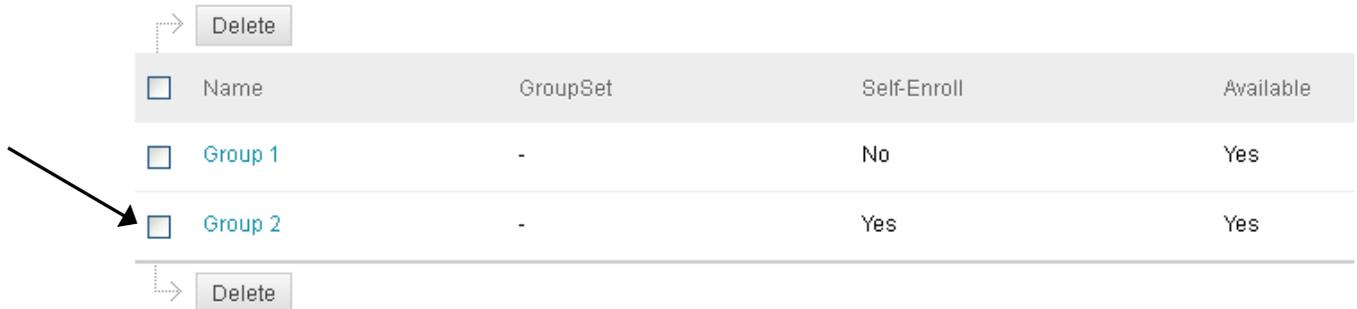
The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up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

Allow Students to sign-up from the Groups listing page

5. Submit

Click Submit to proceed. Click Cancel to quit.

4. The new group has been created.



<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Group 1	-	No	Yes
<input type="checkbox"/>	Group 2	-	Yes	Yes

Click on the group name to access the group tools:

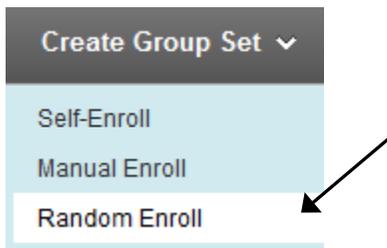
The screenshot shows a user interface for managing a group. At the top, there is a yellow header with the text "Group 2" and a small downward arrow icon. Below this header are two dark grey buttons: "Add Course Module" and "Add Group Module". A callout box with a black border points to the "Group 2" text, containing the text "Click here to edit group properties". Below the buttons is a section titled "Group Properties" with a light grey background. It contains two items: "Group Description" and "Group Members" with a small downward arrow icon. A callout box points to the "Group Members" text, containing the text "No members listed yet because it is a 'self-enroll' group". Below this is a section titled "Group Tools" with a light grey background. It contains four items: "File Exchange", "Group Blog", "Group Discussion Board", and "Send Email". A callout box points to this section, containing the text "Group tools, separate from course tools". At the bottom is a section titled "Group Assignments" with a light grey background.

Note: To sign-up for a group, the student would then access the **Groups** area of the course and click 'Sign Up.'

The screenshot shows a page titled "Groups" with a dark grey header. Below the header is a dark grey button labeled "Create Group". Underneath, there are two group entries. The first is "Group 1" in blue text. The second is "Group 2" in black text. Below "Group 2" is a light grey button labeled "Sign Up". A black arrow points from the "Sign Up" button to the "Group 2" text.

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

Description Text Editor is: On

Normal 3 Arial | **B** *I* U abc | x₂ x² | [List Icons] [Link Icon] [Image Icon] [Table Icon] [Code Icon]

Path: [body](#)

* Group Available No 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
- Wikis
 - 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
- * 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.

Cancel

Submit

7. The new groups have been created.

<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Group 1	-	No	Yes
<input type="checkbox"/>	Group 2	-	Yes	Yes
<input type="checkbox"/>	Random Enrollment Group 1	Random Enrollment Group	No	Yes
<input type="checkbox"/>	Random Enrollment Group 2	Random Enrollment Group	No	Yes

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 ⌵

GOHGMAIL, IAN student, test02

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