

# Blackboard Groups Quick Guide

## Groups

**Blackboard Groups** allow students to collaborate with one another and establish a closer relationship with other members of the group. Faculty can create a **Single Group** with either *manual enroll* or a *self-enroll* option or they can create a **Group Set**. A Group Set allows for several enrollment options: *self-enrollment*, *manual enrollment* or *random enrollment*. Group members also have access to a variety of collaboration tools that faculty can enable.

The screenshot shows the Blackboard Groups interface. At the top right, there are tabs for 'All Groups' and 'Group Sets'. Below the 'Groups' header, there is a description of the tool. The main area features two dropdown menus: 'Create Single Group' and 'Create Group Set'. The 'Create Single Group' menu is open, showing options for 'Self-Enroll' and 'Manual Enroll'. The 'Create Group Set' menu is also open, showing options for 'Self-Enroll', 'Manual Enroll', and 'Random Enroll'. Below these menus is a table of existing groups. The table has columns for 'Name', 'GroupSet', 'Self-Enroll', and 'Available'. The first three rows of the table are visible. The second row is selected, and a context menu is open over it, showing options for 'Open', 'Edit', 'Email', and 'Delete'. The table also includes a 'Delete' button and a 'Group Settings' button.

<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Group Presentations on Emerging Technologies: eReaders	Group Presentations on Emerging Technologies	Yes	Yes
<input checked="" type="checkbox"/>	Group Presentations on Emerging Technologies: Microblogging	Group Presentations on Emerging Technologies	Yes	Yes
<input type="checkbox"/>	Group Presentations on Emerging Technologies: Mobile Techno	Group Presentations on Emerging Technologies	Yes	Yes

## Group Tools

- **Collaboration** allows group members to use Chat and Virtual Classroom to collaborate synchronously
- **File Exchange** is a place where students and faculty members can upload documents
- **Group Blog** allows group members to post reflections and comments
- **Group Discussion Board** allows groups members to participate in threaded discussions
- **Group Journal** allows group members to share thoughts with each other and the course instructor
- **Group Tasks** can be used to organize group projects and activities
- **Group Wiki** allows group members to create and edit each other's content
- **Send Email** sends an email message to selected group members or to the entire group

## Creating a Single Group with Manual Enroll

1. From the *Control Panel*, click **Users and Groups**, then click **Groups**
2. Click the **Create Single Group** button and select **Manual Enroll**
3. On the *Create Group* page, enter group **Name**
4. Type group **Description**
5. Make sure Yes is checked next to **Group Available**
6. Select which tools will be available to group members under **Tool Availability** (Note: You can enable grading for Blogs, Journals and Wikis. If a grade is entered for any of these tools, the grade is assigned to all group members in the Grade Center)
7. Select **Allow Personalization** check box if you want to allow students to personalize the group module
8. Under **Membership**, select the students for this group by clicking on the student name and then on the right-pointed arrow.
9. Click the **Submit** button

## Creating a Group Set with Self-Enroll

1. From the *Control Panel*, click **Users and Groups**, then click **Groups**
2. Click the **Create Group Set** button and select *Self-Enroll*
3. On the *Create Group* page, enter group **Name**
4. Type group **Description**
5. Make sure **Yes** is checked next to **Group Available** (or select **Sign-up Sheet Only** if only the sign-up sheet will be available initially)
6. Select which tools will be available to group members under **Tool Availability** (Note: You can enable grading for Blogs, Journals and Wikis. If a grade is entered for any of these tools, the grade is assigned to all group members in the Grade Center)
7. Select the check box **Allow Personalization** if you want to allow students to personalize the group module
8. Under **Sign-up options**, specify the **Name of Sign-up Sheet** and **Sign-up Sheet Instructions**. Enter the **Maximum Number of Members**. Select **Show Members** check box if you would like students to see group members. Select **Allow Students to sign-up from the Groups listing page**
9. Specify the **Number of Groups** under **Group Set Options**
10. Click the **Submit** button

**Note:** Self-enroll option allows students to choose which group they would like to be a member of. If the number of enrolled students reaches the maximum number allowed, the sign-up sheet will be closed.

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## Editing Group Settings

1. From the *Control Panel*, click **Users and Groups**, then click **Groups**
2. Click the **Action Link** next to a particular group to open the *Contextual Menu* and select **Edit**
3. Change the settings for the group
4. Click the **Submit** button



The screenshot shows the 'Group Properties' dialog box. It has a title bar 'Group Properties' and a close button. Below the title bar is a section 'Group Description' with a text area containing the text: 'The groups' presentations will focus on exploring the benefits and challenges of using emerging technologies in education.' Below this is a section 'Group Members' with a checked checkbox and a list of names: 'Bach, Johann'.



The screenshot shows the 'Group Tools' dialog box. It has a title bar 'Group Tools' and a close button. Below the title bar is a list of tools with checkboxes: 'Collaboration', 'File Exchange', 'Group Blog', 'Group Discussion Board', 'Group Journal', 'Group Tasks', 'Group Wiki', and 'Send Email'.



The screenshot shows the 'Group Assignments' dialog box. It has a title bar 'Group Assignments' and a close button. Below the title bar is a list of assignments with checkboxes: 'Website Analysis'.

## Creating a Group Assignment

1. In Edit Mode, click **Assessments** in the course menu (or any other *Content Area* where the assignment will be placed)
2. On the *Action Bar*, click **Create Assessments** and select **Assignment**
3. On the *Create Assignment* page, specify the assignment **Name** and **Instructions**
4. Attach an additional file, if needed, to provide instructions by clicking the **Browse My Computer** button
5. Type the number of **Points Possible**
6. Select the check box **Make the Assignment Available**, set the number of attempts, date restrictions, if the assignment is going to be available only during a certain time frame, and select check box **Track Number of Views** if tracking is needed
7. Set the assignment **Due Date** by selecting the check box and specifying the date and time
8. Under **Recipients** select *Groups of Students*. Select the groups for this assignment by clicking on the group name and then on the right-pointed arrow
9. Click the **Submit** button

**Note:** Group Assignments are graded from the Grade Center. Please refer to the **Assignments Quick Guide** to learn about assignment grading.



## Remember!

- Another enrollment option is the *Random Enroll*. This option works well for creating multiple groups in large classes.