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.

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.

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

Group Properties

Group Description

The groups' presentations will focus on exploring the benefits and challenges of using emerging technologies in education.

Group Members ⌄

Bach, Johann

Group Tools

Collaboration
File Exchange
Group Blog
Group Discussion Board
Group Journal
Group Tasks
Group Wiki
Send Email

Group Assignments

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 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.