# CREATING GROUPS

You can create formal groups of students to collaborate on work, and create these groups one at a time or in sets. You can manually select group members or allow students to self-enroll. Each group has its own space, or homepage, with links to tools to help students collaborate. Only you and group members can access the group tools.

Two group creation options:

- Create a single group
- Create a group set

ABOUT GROUP ENROLLMENT METHODS

Self-Enroll allows students to add themselves to a group using a sign-up sheet. You can make sign-up sheets available to students on the groups listing page or by adding a link to a course area, such as a content area, learning module, lesson plan, or folder. When you create a group using sign-up sheets, you can make the group immediately available to use or available after all members have signed up. Self-enrollment is an option available for both single groups and group sets.
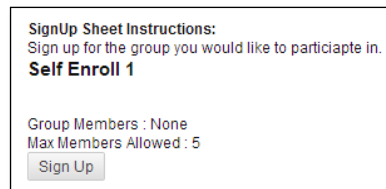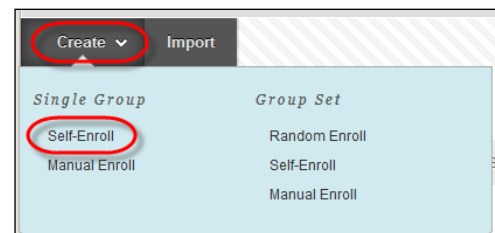

NOTE: Students cannot unenroll themselves from groups.

Manual Enroll allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.

Random Enroll is available for group sets only and automatically distributes membership into groups based on a designated number of students per group or the designated number of groups. Random distribution applies only to students who are currently enrolled in your course. You can enroll additional students manually. When naming a set of groups, the name of each group has a number added to it when they are first created. For example, a set of groups named "Research" results in groups named "Research 1," "Research 2," and "Research 3," depending upon the number of groups in the set. After creation, you can edit the group names.

HOW TO CREATE A SINGLE GROUP: SELF-ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Self-Enroll**.

3. On the **Create Group** page, type a **Name** and optional **Description**.

Create Group

You can create formal groups of students to collaborate on work. *More Help*

✱ *Indicates a required field.*   Cancel   Submit

GROUP INFORMATION

✱ Name

Description

Path: p

4. Select the **Yes** option to make the **Group Available**. If you do not want the group to be available at this time, select **No**.

Path: p

✱ Group is visible to students   ○ No ● Yes

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:

The following tools are turned off for the course. They are turned on for the course.

☑ Commercial Content Tools

5. Select the check boxes for the course tools you want to make available to the group.

6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

Tool Availability

☑ Blogs
  ○ No grading
  ● Grade : Points possible :
    ☑ Show participants in "needs grading" status ❗ after every [1 ⇕] Entries
  Add Rubric ⚹

7. Select the check box for **Allow Personalization** to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

☑ Allow Personalization

8. Complete the Sign-Up Options:
   A. Type the **Name of Sign-up Sheet**.
   B. Enter **Sign-up Sheet Instructions**. You might tell students that they cannot unenroll themselves from groups.

SIGN-UP OPTIONS

✱ Name of Sign-up Sheet   Ⓐ

Sign-up Sheet Instructions

Ⓑ

Path: p   Words:0

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. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.
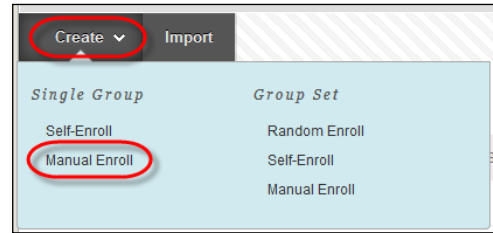
☑ Allow students to sign-up from the groups listing page. Ⓔ

C. Type the **Maximum Number of Members**. Once the maximum has been reached, no additional students may sign up for that group.
D. Select to **Show Members** if you would like students to see who has already signed up for each group.
E. Select **Allow students to sign-up from the groups listing page** to allow students to sign-up from the Groups area along with any location you have added into the course.
9. Select the option for **Create smart view for this group** to add a Smart View in the Grade Center.

The newly created group appears on the **Groups** listing page.

HOW TO CREATE A SINGLE GROUP: MANUAL ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Manual Enroll**.

3. On the **Create Group** page, type a **Name** and optional **Description**.

4. Select the **Yes** option to make the **Group Available**. If you do not want the group to be available at this time, select **No**.


5. Select the check boxes for the course tools you want to make available to the group.

6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.


7. Select the check box for **Allow Personalization** to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.

8. Select the option for **Create smart view for this group** to add a Smart View in the Grade Center.

9. Complete the **Membership** section:
   A. Select the **Add Users** button.
   B. Select the checkbox next to each student's name to add to the group.
   C. The total selected students can be see under the Add Users area in the bottom left corner of the page.
   D. Click **Submit**.
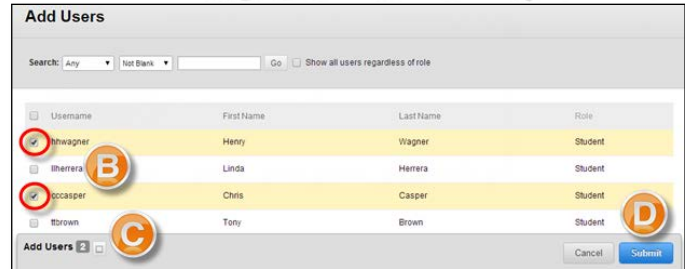
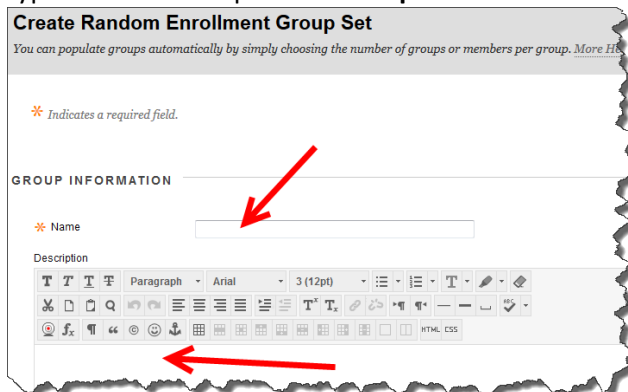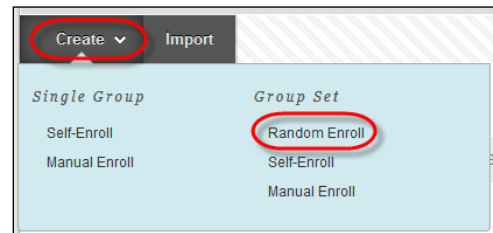10. Students are added into the **Membership** area.
    A. Add additional students by clicking the Add Users button.
    B. Remove all the students listed below by clicking the Remove All Users button.
    C. Remove one student at a time from the group by clicking the red X to the right of the student's name.

11. Click **Submit**.
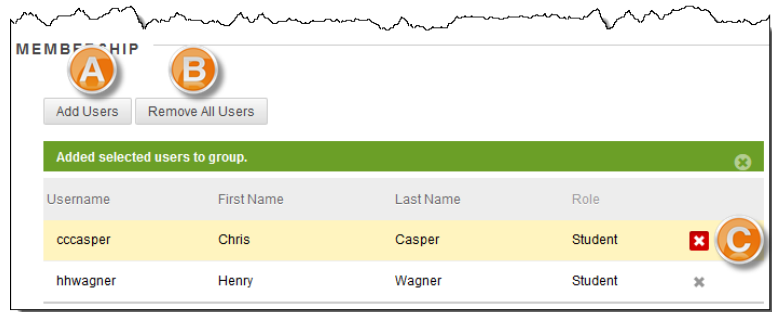
The newly created group appears on the **Groups** listing page.

HOW TO CREATE A GROUP SET: RANDOM ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Random Enroll**.
3. On the **Create Random Enrollment Group Set** page, type a **Name** and optional **Description**.

4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.

5. Select the check boxes for course tools you want to make available to the group set.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

8. Select the option for **Create smart view for this group** to add a Smart View for each group in the Grade Center.
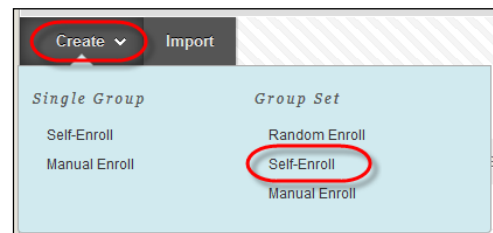
9. For the **Membership** section:

a. Type the **Number of Students per Group** to create or the **Number of Groups**.
   - Number of Students per Group – set the amount of students, and Blackboard will determine the number of groups.
   - Number of Groups – set the number of groups, and Blackboard will determine how many student go into each group.

b. Select an option to **Determine How to Enroll any Remaining Members** in the groups.
   - Distribute the remaining members amongst the groups –students will be distributed evenly across the groups.
   - Put the remaining member in their own group – students will be placed into their own group. This will add an additional group.
   - Manually add the remaining members to groups – provides you with a list of each group current members, and "extra" students, allowing you to place the remaining students into the group of your choice.

10. Click **Submit**.

The newly created group set appears on the **Groups** listing page with students added according to the selected options.

HOW TO CREATE A GROUP SET: SELF-ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Self-Enroll**.
3. On the C**reate Random Enrollment Group Set** page, type a **Name** and optional **Description**.

4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.

Path: p

★ Group is visible to students   ○ No ● Yes

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:

The following tools are turned off for the course. They are turned on for the course.

☑ Commercial Content Tools

5. Select the check boxes for course tools you want to make available to the group set.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

Tool Availability

☑ Blogs
  ○ No grading
  ● Grade : Points possible :
  ☑ Show participants in "needs grading" status ⚠ after every [1 ▼] Entries
  Add Rubric ▼

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

☑ Allow Personalization

8. Complete the Sign-Up Options:
    A. Type the **Name of Sign-up Sheet**.
    B. Enter **Sign-up Sheet Instructions**. You might tell students that they cannot unenroll themselves from groups.
    C. Type the **Maximum Number of Members**. Once the maximum has been reached, no additional students may sign up for that group.
    D. Select to **Show Members** if you would like students to see who has already signed up for each group.
    E. Select **Allow students to sign-up from the groups listing page** to allow students to sign-up from the Groups area along with any location you have added into the course.

SIGN-UP OPTIONS

★ Name of Sign-up Sheet   (A)

Sign-up Sheet Instructions

(B)

Path: p   Words:0

Maximum Number of Members [   ] (C)

Allow students to see names of other members in a group before they sign up.

☐ Show Members (D)

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. You can apply adaptive release rules 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 (E)

9. Enter the **Number of Groups** to be created and select the option for **Create smart view for this group** to add a Smart View for each group in the Grade Center.

GROUP SET OPTIONS

✳ Number of Groups _____

☐ Create smart view for each group in set.

10. Click **Submit**.

The newly created group set appears on the **Groups** listing page with students added according to the selected options.

HOW TO CREATE A GROUP SET: MANUAL ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Manual Enroll**.
3. On the C**reate Random Enrollment Group Set** page, type a **Name** and optional **Description**.

Create ⌄ | **Import**

Single Group   *Group Set*

Self-Enroll   Random Enroll

Manual Enroll   Self-Enroll

                            Manual Enroll

Create Random Enrollment Group Set

You can populate groups automatically by simply choosing the number of groups or members per group. More H...

✳ *Indicates a required field.*

GROUP INFORMATION

✳ Name _____

Description

4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.

Path: p

✳ Group is visible to students ○ No ● Yes

5. Select the check boxes for course tools you want to make available to the group set.

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: _____

The following tools are turned off for the course. They are turned on for the course.

☑ Commercial Content Tools

6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

Tool Availability

☑ Blogs
  ○ No grading
  ⦿ Grade : Points possible : [   ]

  ☑ Show participants in "needs grading" status ⚠ after every [1 ⇕] Entries
  [Add Rubric ⌄]

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

☑ Allow Personalization

8. For the **Group Set Options** section, type the **Number of Groups** to create.

4. Membership

⭐ Determine Number of Groups by
  ⦿ Number of Students per Group [4]
  ○ 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

9. Click **Submit**.
10. Set **Group Set Enrollments**:
    A. Hide members already in another group in this set – As you are selecting students to add to each group, this option will hide a student who has already been added to another group, preventing a student from accidentally being added to more than one group.
    B. Randomize Enrollments – Select this button to have Blackboard automatically add students across the groups for you to then change individual students.
    C. Name – Change the group name, if desired.
    D. Add Users – Add students by selecting the Add Users button.
    E. Delete Group – Delete this group entirely.
    F. Add Group – Add an additional group.

GROUP SET ENROLLMENTS

Filter Available Members   Ⓐ ☑ Hide members already in another group in this set
Ⓑ
[Randomize Enrollments] [Collapse All]

⊟ groups 1
  ⭐ Name [groups 1] Ⓒ
  [Add Users] Ⓓ
  No users have been added.
  [Delete Group] Ⓔ

⊟ groups 2
  ⭐ Name [groups 2]
  [Add Users]
  No users have been added.
  [Delete Group]

⊟ groups 3
  ⭐ Name [groups 3]
  [Add Users]
  No users have been added.
  [Delete Group]

[Add Group] Ⓕ

EDITING GROUPS

On the Groups listing page, you can create groups, as well as edit and manage them. Each group's contextual menu provides quick access to the group homepage and email. You can also access the options to edit group properties.

Editing a group allows you to add or remove members, as well as change its name, availability, and tools. In addition, you can allow students to create their own self-enroll groups.
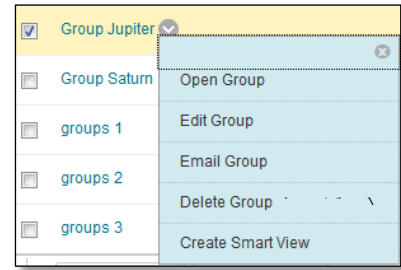
- **Open**: This option opens the group homepage, where you can add course or group modules.
- **Edit**: This option opens the Edit Group page. Edit any of the initial options chosen when you created the group, with the exception of changing the Grade option for gradable group blogs, journals, and wikis.
- **Email**: This option allows you to send an email message to the entire group or to select members in it. To learn more, see Sending Email to a Course Group.
- **Delete**: **To remove a group you no longer need**, please contact your instructional designer with your course details and exact names of the group(s) you would like deleted. If grade columns exist in the Grade Center for the group you would like deleted, such as for gradable group blogs, journals, or wikis, let your instructional designer know what columns you would like to retain, if any. For example, in the Delete Confirmation page, your instructional designer can uncheck boxes for any columns that you need to preserve.
- **Create Smart View:** Quick access to add a Smart View to the Grade Center if you have not already added one.