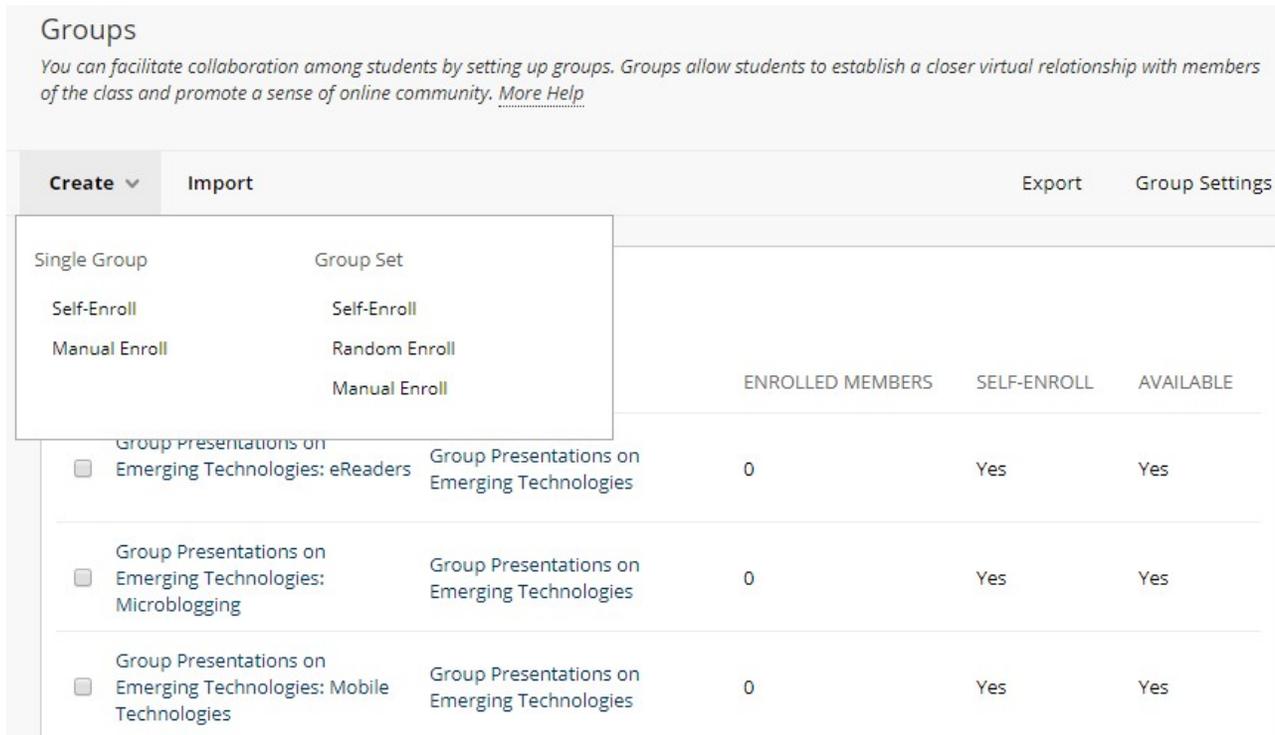


Blackboard **Groups** Quick Guide

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, there is a header "Groups" with a sub-header "You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)". Below this is a navigation bar with "Create" (dropdown), "Import", "Export", and "Group Settings". A dropdown menu is open under "Create", showing options for "Single Group" and "Group Set". Under "Single Group", there are "Self-Enroll" and "Manual Enroll" options. Under "Group Set", there are "Self-Enroll", "Random Enroll", and "Manual Enroll" options. Below the dropdown is a table of existing groups.

		ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Group Presentations on Emerging Technologies: eReaders	0	Yes	Yes
<input type="checkbox"/>	Group Presentations on Emerging Technologies: Microblogging	0	Yes	Yes
<input type="checkbox"/>	Group Presentations on Emerging Technologies: Mobile Technologies	0	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.

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 Blackboard interface for editing group settings. It is divided into three sections: 'Group Properties', 'Group Tools', and 'Group Assignments'.
- **Group Properties:** Includes a 'Group Description' field and a 'Group Members' list with three members: Louisa Alcott (su00001@niu.edu), Sean Connery (su00004@niu.edu), and Alice Cooper.
- **Group Tools:** A list of tools with checkboxes: File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, Group Wiki, and Send Email.
- **Group Assignments:** A list with one item: Group Presentation.

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 **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. Set the assignment **Due Date** by selecting the check box and specifying the date and time
6. Type the number of **Points Possible** or select a rubric
7. Under **Submission Details** select **Group Submission**. Select the groups for this assignment by clicking on the group name and then on the right-pointed arrow
8. Select any other settings as appropriate, such as number of attempts, date restrictions, or delegated and anonymous grading
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.
- For Group Assignments, only one member of each group needs to submit the group's work. Once graded, all group members will initially have the same grade, which can be adjusted manually.
- More Information can be found at: https://help.blackboard.com/Learn/Instructor/Interact/Course_Groups