**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.

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.

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

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