

Groups (Creating a Group Set)

Introduction

The group tool can be used to divide students into group for collaboration purposes. Groups in Blackboard can be given access to a discussion board, file exchange, email tool, blog tool, etc., each of which is group specific, limiting access to group members only. Group enrollments can be manually configured by an instructor or randomly selected by Blackboard. Students can also sign-up for a given group or create their own groups, depending on the desired outcome of the instructor.

Creating a Group Set

Group sets are a way to create multiple groups at one time. Enrollments in the creation of a group set can be self (student sign-up), manual (instructor enrolled) or random.

1. Log into Blackboard
2. Click on the Course to which you would like to add Groups
3. Under the Control Panel expand the Users and Groups menu
4. Select Groups



5. Hover over the Create Group Set menu and select the desired option:

- Self-Enroll: Allow students to sign-up for a group
- Manual Enroll: Manually establish membership for each group
 - Random Enroll: Randomly assign group membership by configuring a set number of students per group or by setting a set number of groups in which students will be randomly enrolled.




- On the next screen, provide a Name (required) for the group and a Description (optional)
- Select Yes or No to make the group available. If Self-Enrollment is selected you will be able to create a sign-up sheet.
- Under Tool Availability, select the tool to which the group members will have access. For Blogs, Journals, and Wikis, configure the grading as desired. A column will automatically be created in the Grade Center for any graded blogs, journals, or wikis.
- Under Module Personalization Settings, check to allow students to personalize their group module page. Uncheck to disallow.

- Section 4 will vary depending on the group type that is being created:
 - If a Self-Enroll group is being created:
 - Enter a Name (required) and Description (optional) for the sign-up sheet
 - Enter a value for the Maximum Number of Members (optional).
 - Check to Show Members. If checked, students will be able to see the names of the other members in a group before signing-up
 - Check to Allow Students to sign-up from the Groups Area. If checked, students will be able to access this group's sign-up sheet from the Groups area, regardless of any adaptive release rules configured in a content area.
 - Then, enter the Number of Groups to be created (required)
 - If a Manual Enroll group is being created, enter the Number of Groups to be created.
 - If a Random Enroll group is being created:
 - Select to determine number of groups by either Number of Students per Group or Number of Groups
 - Select the desired option determining how remaining members will be handled.

4. Membership	
★ Determine Number of Groups by	<input checked="" type="radio"/> Number of Students per Group <input type="text"/> <input type="radio"/> Number of Groups <input type="text"/>
★ Determine How to Enroll any Remaining Members	<input checked="" type="radio"/> Distribute the remaining members amongst the groups <input type="radio"/> Put the remaining members in their own group <input type="radio"/> Manually add the remaining members to groups

Tips

- When you are creating multiple groups at once they will all be named the same name followed by a 1, 2, 3... you can change this by navigating to the Groups page and clicking the  next to each Group name > select edit > change the name of the group and > Submit.