Blackboard®

Groups

Using the Groups tool in Blackboard is a great way to incorporate active learning into a course. Enrolling students into groups is done in one of three ways: **manual, self,** or **random enrollment**.
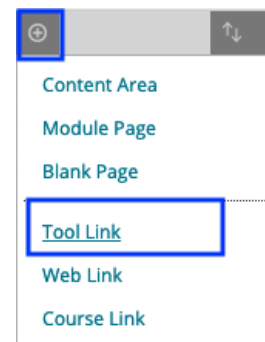
- **Manual enrollment** involves the instructor selecting each member one at a time from a list of all the students in the course.
- **Self Enrollment** allows the students to enroll themselves by using sign-up sheets that instructors create for each group.
- **Random Enrollment** allows the system to divide up the members of the course and assign them to groups based on criteria chosen by the instructor (available when creating multiple groups).

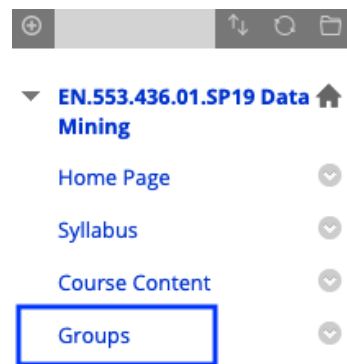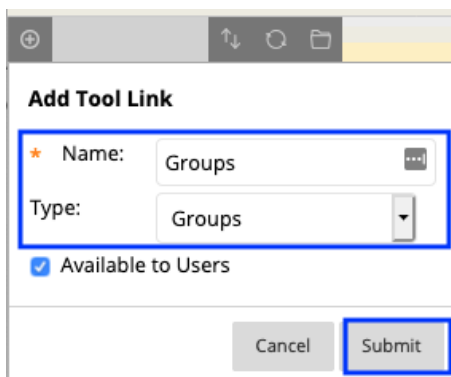### Creating a Manual Enrollment Group:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

    Edit Mode is: **ON**

2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'

    Content Area
    Module Page
   Blank Page
    Tool Link
    Web Link
    Course Link

3. Give the groups area a name and choose 'Groups' for the tool type. Check the box to make it available to users and click Submit. Once added to the course menu, click on the link to access the Groups tool.

    Add Tool Link

    ★ Name: Groups
    Type: Groups

    ☑ Available to Users

    Cancel   Submit

    ▼ **EN.553.436.01.SP19 Data Mining** 🏠
    Home Page
    Syllabus
    Course Content
    Groups

4. Click the 'Create' button at the top and select 'Manual Enroll' under the Single Group area.

Create ∨	Import

Single Group	Group Set
Self-Enroll	Self-Enroll
Manual Enroll	Random Enroll
	Manual Enroll
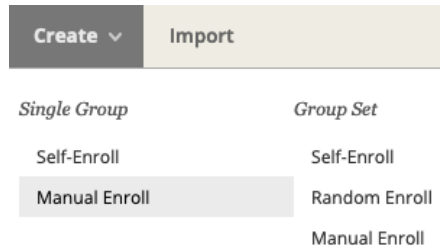
5. Give the group a name, a description (optional), and make it available to students or not.

1. Group Information

✳ Name   `Group 1`

Description   Text Editor is: **ON**

| Normal ∨ | 3 ∨ | Arial ∨ | B | I | U | ab̶e̶ | x₂ | x² | ☰ ☰ ☰ | 📄 📄 | ▤ ▤ ▤ ▤ |

Path: body

✳ Group Available   ○ No ⦿ Yes

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6. Select which group tools you would like the group to be able to use and optionally enable grading for those that can be graded. **Note:** These are tools specific to this group, not to be confused with tools used by the whole class. For example, the group's discussion board will be separate from the course discussion board.

TOOL AVAILABILITY

- ☑ Blogs
  - ● No grading
  - ○ Grade: Points possible:
- ☑ 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 can still be tu the course.

- ☑ Content Market Tools — **This refers to publisher content purchased by the university**

7. Allow personalization of group modules or not. This allows students to add Blackboard-created modules (such as Calculator, Dictionary, etc.) to the group page.

3. Module Personalization Setting

Allow individual group members to personalize group space modules

☑ Allow Personalization

8. Optionally create a Smart View in the Grade Center for this group.

4. Group Options

☑ Create smart view for this group

9. Click the 'Add Users' button to open a list of course members. Next, select from the list and click Submit to close the window.

5. Membership

[Add Users]

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Select from the list of course members

Add Users

Search: Any ▾ Not Blank ▾ [   ] [Go] ☐ Show all course roles

	Username	First Name	Last Name	Role
☑	test3_student	test3	student	Student
☑	test2_student	test2	student	Student
☑	test1_student	test1	student	Student

Click Submit → **Submit**

10. The group members are displayed. Click the 'Remove All Users' button to remove all users from the group, or click the 'X' next to a particular user to remove individual users.

5. Membership

[Add Users] [Remove All Users]

Username	First Name	Last Name	Role	
test1_student	test1	student	Student	✖
test2_student	test2	student	Student	✖
test3_student	test3	student	Student	✖

11. Click Submit.

Submit

12. The new group has been created.

☐	Name	Group Set	Enrolled Members	Self-Enroll	Available
☐	Final Project Group A	-	3	No	Yes
☐	Group 1	-	3	No	Yes

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Click on the group name to view its members and access the group tools:

Group 1

Add Course Module   Add Group Module

Click here to edit group properties

Group Tools

Collaboration
File Exchange
Group Blog
Group Discussion Board
Send Email

Group tools: separate from course tools

Group Properties

Group Description

Group Members

test1 student
test2 student
test3 student

Group Assignments

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Creating a Self-Enrollment Group:

1. If the Groups tool has not yet been added to your course menu, follow steps 1-3 of *Creating a Manual Enrollment Group*.
2. Once added to the course menu, click on the link to access the Groups tool.
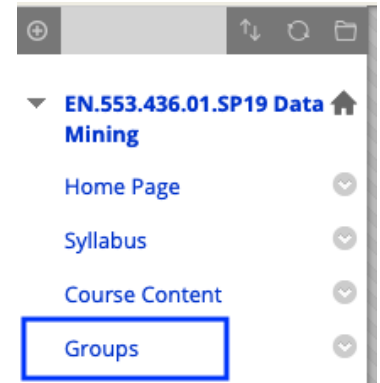
3. Click the 'Create' button at the top and select 'Self Enroll' under the Single Group area.
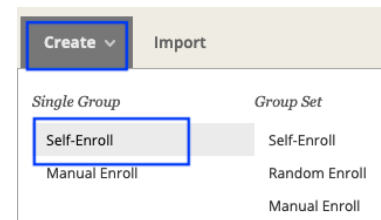
4. Give the group a name, a description (optional), and make it available to students or not.
   Note: Selecting the 'Sign-up Sheet Only' option will allow students to sign up for the group, but the group will remain unavailable after they sign up.

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5. Select which group tools you would like the group to be able to use and optionally enable grading for those that can be graded. **Note:** These are tools specific to this group, not to be confused with tools used by the whole class. For example, the group's discussion board will be separate from the course discussion board.

TOOL AVAILABILITY

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

☑ 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 can still be turn the course.

☑ Content Market Tools   **This refers to publisher content purchased by the university**

6. Allow personalization of group modules or not. This allows students to add Blackboard-created modules (such as Calculator, Dictionary, etc.) to the group page.

3. Module Personalization Setting

Allow individual group members to personalize group space modules

☑ Allow Personalization

7. Give the sign-up sheet a name and provide instructions, if desired. Decide on the maximum number of group members, whether to display member names, and whether to display the sign-up sheet in the Groups area. Click Submit.

8. Optionally create a Smart View in the Grade Center for this group.

4. Group Options

☑ Create smart view for this group

9. Click Submit.

Submit

4. Sign-up options

✱ Name of Sign-up Sheet   [Group 2 Sign-up]

Sign-up Sheet Instructions

[Text editor toolbar]

Path: p

Maximum Number of Members   [3]

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, Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to link, which provides the ability to limit the availability of the sign-up sheet.

☑ Allow Students to sign-up from the Groups listing page

10. The new group has been created.

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Click on the group name to access the group tools:

Group 2 ⌄

Add Course Module   Add Group Module

Click here to edit group properties

Group Properties

Group Description
Group Members ⌄

No members listed yet because it is a 'self-enroll' group

Group Tools

File Exchange
Group Blog
Group Discussion Board
Send Email

Group tools, separate from course tools

Group Assignments

Note: To sign-up for the group, the student would login and access the **Groups** area of the course and click the 'Sign Up' button. Any groups that he/she is already a member of are also listed on this page.
Student View:

Groups

Create Group

Final Project Group A

Group 1

Group 2

Sign Up

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Creating a Random Enrollment Group:

1. If the Groups tool has not yet been added to your course menu, follow steps 1-3 of *Creating a Manual Enrollment Group*.

2. Click the 'Create' button at the top and select 'Random Enroll' under the Group Set area.

3. Give the group a name, a description (optional), and make it available to students or not.

4. Select which group tools you would like the group to be able to use. **Note:** These are tools specific to this group, not to be confused with tools used by the whole class. For example, the group's discussion board will be separate from the course discussion board.

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2. 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 : [   ]

Tools below are turned off for the course. They can still be t~~ on for the course.

- ☐ Commercial Content Tools ————— This refers to publisher content purchased by the university.

5. Allow personalization of group modules or not. This allows students to add Blackboard-created modules (such as Calculator, Dictionary, etc.) to the group page.

3. Module Personalization Setting

Allow individual group members to personalize group space modules

- ☑ Allow Personalization

6. Optionally create a Smart View in the Grade Center for each group in this set.

4. Group Set Options

- ☑ Create smart view for each group in set.

7. Determine how group members are to be distributed to the number of groups and how to enroll any remaining members. Click Submit.

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4. Membership

Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.

✱ Determine Number of Groups by
- ○ Number of Students per Group [ ]
- ◉ Number of Groups [2]

✱ 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

5. Submit

Click Submit to proceed. Click Cancel to quit.

[Cancel] [Submit]

8. The new groups have been created.

	Name	Group Set	Enrolled Members	Self-Enroll	Available
☐	Final Project Group A	-	3	No	Yes
☐	Group 1	-	3	No	Yes
☐	Group 2	-	0	Yes	Yes
☐	Random Enrollment Group 1	Random Enrollment Group	3	No	Yes
☐	Random Enrollment Group 2	Random Enrollment Group	2	No	Yes

Click on the group name to view its members and access the group tools:

Random Enrollment Group 1 ⌄

Add Course Module   Add Group Module

▾ Group Properties

Group Description

Group Members ⌄
- test1 student
- test2 student
- test3 student

▾ Group Tools

Group Discussion Board
Group Tasks
Group Wiki
Send Email

▾ Group Assignments

Click here to edit group properties

Randomly selected group members

Group tools, separate from course tools

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Batch Enroll Users into Groups:

It is possible to batch enroll several users at once into groups.

(This assumes you are starting with a spreadsheet of student information from ISIS.)

1. Create a new spreadsheet with the following Columns
   a. Group Name
   b. JHED-ID
   c. Blank or ISIS ID (optional)
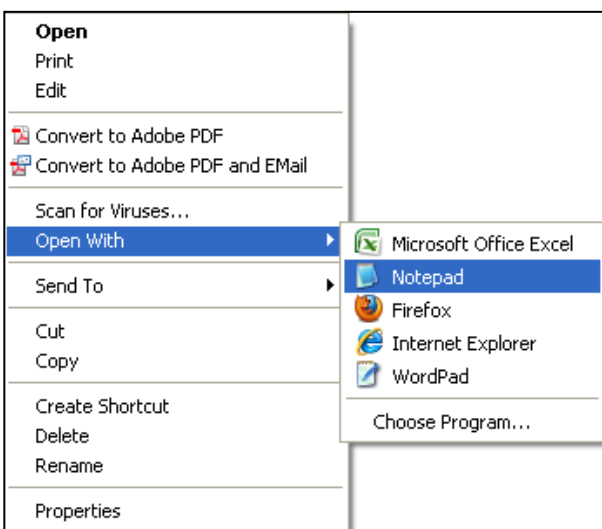   d. First Name (optional)
   e. Last Name (optional)

Any spaces in the group name need to be replaced with _gc_

So if you have "Group A" in your course, the entry should be written "Group_gc_A"

If you want a student to be a member of multiple groups, you will need to use an entry for each group:

	A	B	C	D	E
1	Group_gc_A	JHED-ID		Test	User
2	Group_gc_B	JHED-ID		Test	User
3	Group_gc_C	JHED-ID		Test	User

2. When you are ready to save the file, choose File > Save As > Other Formats and save it as a .csv file. You can name it anything you want, as long as it has the .csv file extension.

3. Locate the file and right-click on it – select 'Open With' and choose 'Notepad.' (Mac Users can use TextEdit)
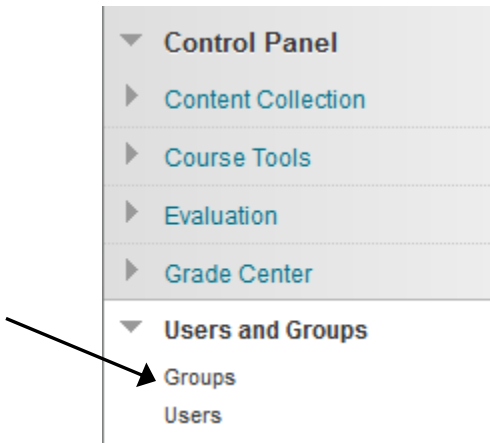
Open
Print
Edit

Convert to Adobe PDF
Convert to Adobe PDF and EMail

Scan for Viruses…
Open With   ▶   Microsoft Office Excel
                              Notepad
Send To   ▶   Firefox
                              Internet Explorer
Cut   WordPad
Copy
                              Choose Program…
Create Shortcut
Delete
Rename

Properties

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The file should look something like this:

```
Group_gc_A,JHED-ID,,Test,User
Group_gc_B,JHED-ID,,Test,User
Group_gc_C,JHED-ID,,Test,User
```

4. When you are ready to sort your users into their respective groups, go to the course or organization and navigate to the Control Panel > Users and Groups > Groups

5. Click the 'Import' Button in the upper left of the active frame.
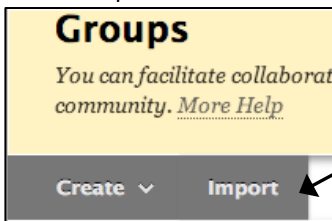
6. In the 'Import Group Members' section, click the 'Browse My Computer' button and browse for your .CSV file

Once you have chosen the proper file, click Open. Since this process accepts only .csv files, you do not need to set a delimiter.

Note: You do not need to also click the 'Import Groups' button. This is for creating groups only, not for adding users to groups.

7. Select which tools you want to be available in each group.

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3. Tool Availablity

Select the group tools you want available for all groups created by your import file. Previous tool availability settings are overwritten.

- ☑ Wikis
- ☐ Commercial Content Tools
- ☑ Blogs
- ☐ Collaboration
- ☑ Email
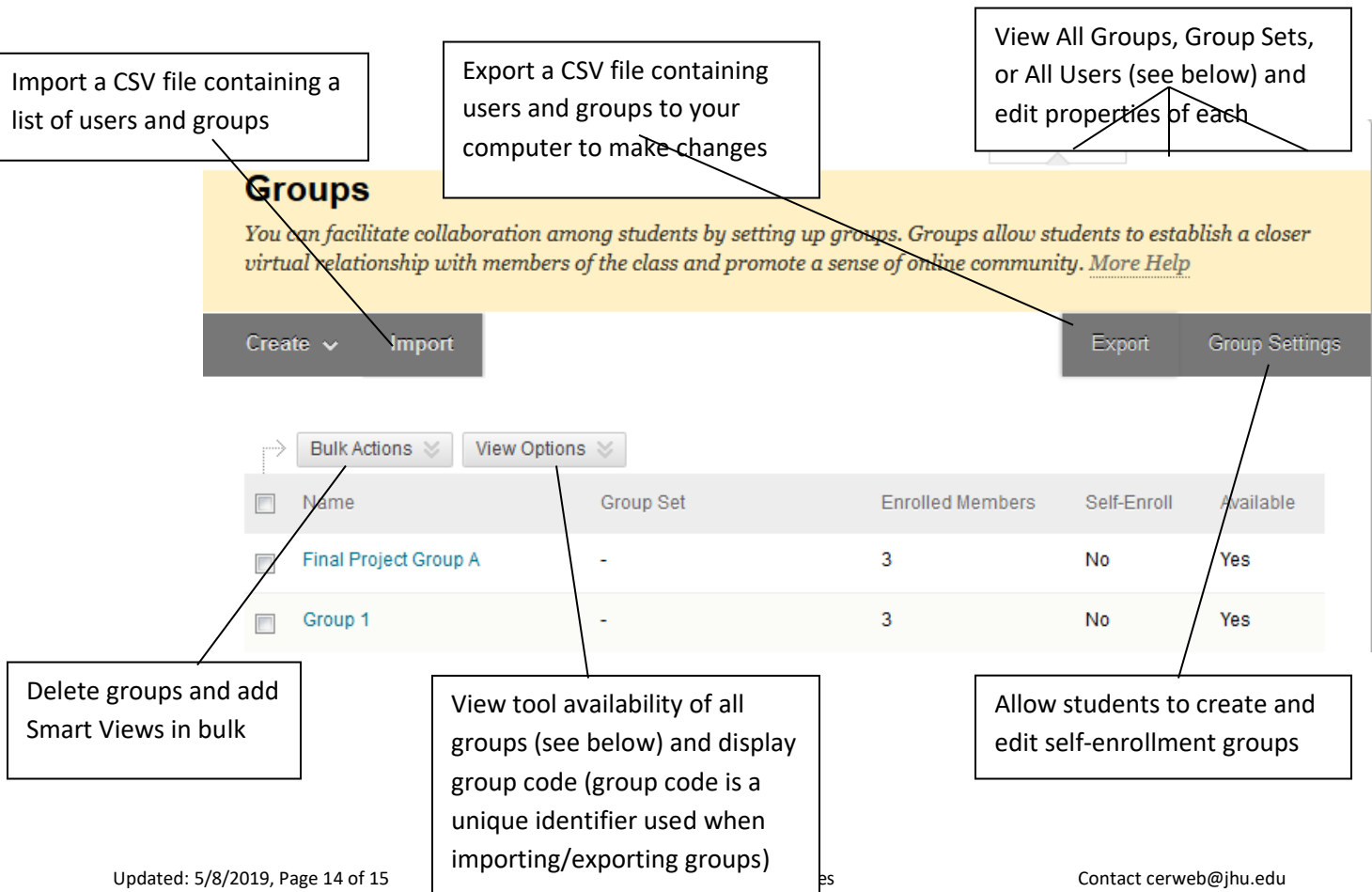- ☑ Discussion Board
- ☑ File Exchange
- ☐ Journals
- ☑ Tasks

8. Click Submit.

Submit
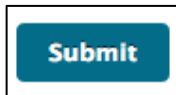
9. You should receive a message that your action has been queued, an email will be sent when the process is complete. This may take a few minutes.

> This action has been queued. An email will be sent when the process is complete.
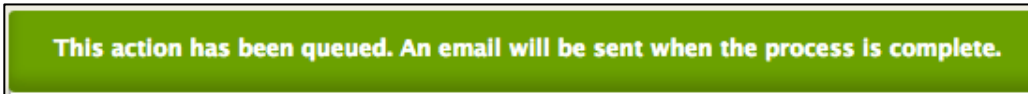
Other Group Features and Options:
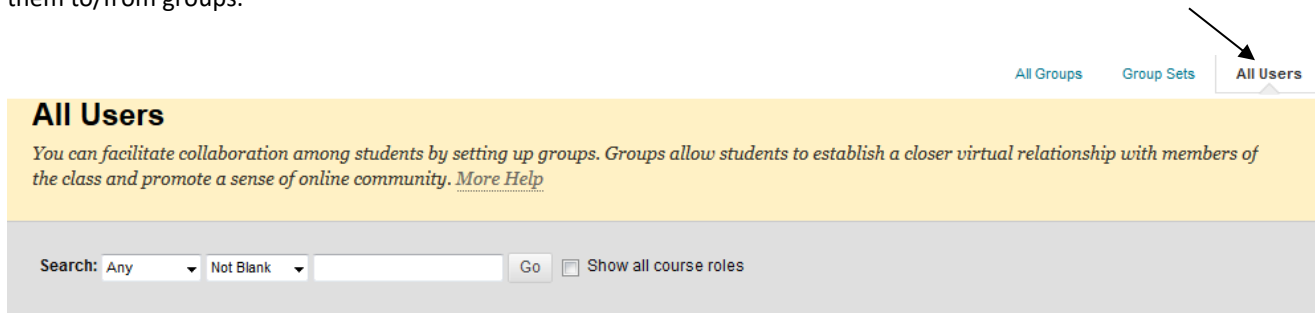
Import a CSV file containing a list of users and groups

Export a CSV file containing users and groups to your computer to make changes

View All Groups, Group Sets, or All Users (see below) and edit properties of each

Groups

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

Create ⌄   Import   Export   Group Settings

Bulk Actions ⌄   View Options ⌄

☐	Name	Group Set	Enrolled Members	Self-Enroll	Available
☐	Final Project Group A	-	3	No	Yes
☐	Group 1	-	3	No	Yes

Delete groups and add Smart Views in bulk

View tool availability of all groups (see below) and display group code (group code is a unique identifier used when importing/exporting groups)

Allow students to create and edit self-enrollment groups

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All Users' View: This view allows an instructor to easily see which groups the users are members of and easily add/remove them to/from groups.

Hover over a row and the 'Add to Group' option will appear

View Options > Show Tool Availability: This view allows an instructor to see all of the tools that have been made available to all groups at once, as well as the ability to add and remove them from each group.

Click a 'check' or 'X' to change the availability of a tool to a particular group.

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