Blackboard 9.1 Groups

Why use groups in Blackboard?
Instructors can create groups of students within their Blackboard course to allow students to collaborate on projects, assignments or any other course work.

How do I get started using groups?
This documentation includes information on:

- Creating Single groups
- Creating Group Sets (creating multiple groups at once)
- Enrollment options available in groups
- Editing groups

Groups are created from the Groups page accessed from the Control Panel under Users and Groups.

There are two options to create groups:
- Create Single group (one group at a time)
- Create Group Set (multiple groups at once)
How to Create a Single Group

1. On the Control Panel, select Groups in the Users and Groups section.
2. On the Groups listing page, point to Create Single Group on the Action Bar to access the drop-down list.
3. Select Self-Enroll or Manual Enroll. (See below for information on these options)
4. On the Create Group page, type a Name and optional Description.
5. Select Yes to make the Group Available or select Sign-up Sheet Only.
6. Select the Tools available to the Group by selecting the appropriate check boxes.
7. Select the Grade option and type Points possible for Blogs, Journals, and Wikis, if Student submissions will be graded.
8. Select the check box for Allow Personalization to allow individual Group members to add Personal Modules to the Group Homepage.
9. Select the Sign-up options for Self-Enroll, including titling the Sign-up Sheet. Select the Maximum Number of Members. Select any other Sign-up options you want to include. OR In the Membership section for Manual Enroll, select the Students from the Items to Select box and click the right-pointing arrow to add the selected names to the Selected Items box.
Click Submit.

How to Create a Group Set

1. On the Control Panel, select Groups in the Users and Groups section. Alternatively, use the Groups link on the Course Menu, if you have made it available.
2. On the Groups listing page, point to Create Group Set on the Action Bar to access the drop-down list.
3. Select Self-Enroll, Manual Enroll or Random Enroll. (See below for information on these options)
4. On the Create Enrollment Group Set page, type a Name and optional Description.
5. Select Yes to make the Group Available or select Sign-up Sheet Only.
6. Select the Tools available to the Group by selecting the appropriate check boxes.
7. Select the Grade option and type Points possible for Blogs, Journals, and Wikis, if Student submissions will be graded.
8. Select the check box for Allow Personalization to allow individual Group members to add Personal Modules to the Group Homepage.
9. Select the Sign-up options for Self-Enroll, including titling the Sign-up Sheet. Select the Maximum Number of Members. Select any other Sign-up options you want to include. OR In the Group Set Options section for Manual Enroll, type the Number of Groups to create. OR In the Membership section for Random Enroll, type the Number of Students per Group to create or the Number of Groups. Select an option to determine how to enroll any remaining members in the Groups.
10. Click Submit.
Enrollment options

Self-Enroll

Self-enrollment allows Students to add themselves to a Group using a sign-up sheet. 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, folder, Learning Module, or Lesson Plan. When creating a Group using sign-up sheets, the Group can be immediately available to use or made available after all members have signed up.

Manual Enroll

For Manual Enroll, the Instructor assigns each Student in the Course to a Group.

Random Enroll

Random Enroll is available for Group Sets 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 the Course. Additional Students can be enrolled 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. The Group names can be edited after they are created.

Editing Groups

On the Groups listing page, click a Group's Action Link and select one of the following options from the contextual menu.

- **Open**: This option opens the Group Homepage, where Course or Group Modules can be added. Also, click Customize Page on the Action Bar to change the color theme of the page. If Allow Personalization was enabled, the Students also have access to these options.
- **Edit**: This option opens the Edit Group page. Edit any of the initial options chosen when the Group was created, with the exception of changing the Grade option for graded Blogs, Journals, and Wikis.
- **Email**: This option allows users to select the entire Group or select members in the Group to send a message to.
- **Delete**: If a Group is no longer needed and Delete is selected from the contextual menu, a Delete Confirmation page appears. If grade columns exist in the Grade Center for the Group, such as for a graded Group Blog, Group Journal, or Group Wiki, the columns can be retained. On the Delete Confirmation page, do not select the check boxes for any columns that need to be preserved.