

Create & Manage Groups

You can create formal groups of students to collaborate on work, and create these groups one at a time or in sets. You can manually select group members or allow students to self-enroll. Each group has its own space, or homepage, with links to tools to help students collaborate. Only you and group members can access the group tools.

Two group creation options:

- Create a single group
- Create a Group Set

About Group Enrollment Methods

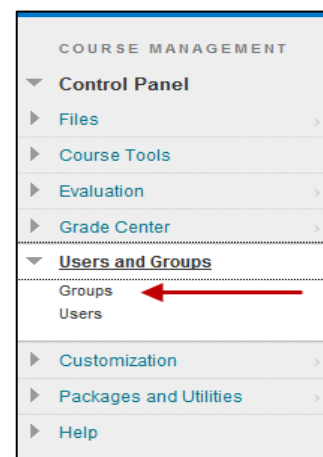
Self-Enroll allows students to add themselves to a group using a **sign-up sheet**.

Manual Enroll allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.

Random Enroll is available for group sets only 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 your course. You can enroll additional students manually.

Accessing Groups

On the Control Panel, expand the Users and Groups section and select **Groups**.



How to Create a Single Group

1. Access the Groups listing page and point to Create **Single Group** on the action bar to access the drop-down list.

2. Select Self-Enroll or Manual Enroll.



3. On the Create Group page, type a **Name** and **optional Description**.

4. Select the **Yes** option to make the Group **Available**. If you **do not** want the group to be **available** at this time, select **No**.

5. Select the **check boxes** for the course tools you want to make available to the group.

6. Select the Grade option and type Points possible for Blogs, Journals, and Wikis, if you want to grade student submissions.

7. Select the check box for Allow Personalization to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.

8. For **self-enroll Sign-up options**, type the **Name of Sign-up Sheet**. Type the Maximum Number of Members. Select any other Sign-up options you want to include.

-OR-


For **manual enroll** Membership section, 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.


9. Click **Submit**.

2. **Tool Availability**

☒ Blogs

☐ No marking
☒ Grade: Points possible: 10.0

☒ Show participants in "needs grading" status  after every 1 Entries

Add Rubric 

Name	Type	Date Last Edited	Show Rubric to Students
<input checked="" type="checkbox"/> Calendar			
<input checked="" type="checkbox"/> Collaboration			
<input checked="" type="checkbox"/> Discussion Board <div> <input checked="" type="radio"/> Allow any group members to create forums <input type="radio"/> Do not allow student group members to create forums </div>			
<input checked="" type="checkbox"/> Email			
<input checked="" type="checkbox"/> File Exchange			
<input checked="" type="checkbox"/> Journals <div> <input checked="" type="radio"/> No marking <input type="radio"/> Grade: Points possible: </div>			
<input checked="" type="checkbox"/> Tasks			
<input checked="" type="checkbox"/> Wikis <div> <input checked="" type="radio"/> No marking <input type="radio"/> Grade: Points possible: </div>			

How to Create a Group Set

1. Access the Groups listing page and point to Create Group Set on the action bar to access the drop-down list.
2. Select **Self-Enroll**, **Manual Enroll**, or **Random Enroll**.
3. On the Create Random Enrollment Group Set page, type a Name and optional Description.

4. Select the **Yes** option to make the Group **Available**. If you **do not** want the group set to be **available** at the present time, select **No**.
5. Select the check boxes for course tools you want to make available to the group set.
6. Select the **Grade option** and type Points possible **for Blogs, Journals, and Wikis**, if you want to grade student submissions.
7. Select the check box for Allow Personalization to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.
8. For self-enroll Sign-up options, type the Name of Sign-up Sheet. Type the Maximum Number of Members. Select any other Sign-up options you want to include.
-OR-
For manual enroll Group Set Options section, type the Number of Groups to create.
-OR-
For random enroll Membership section, 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.
9. Click **Submit**.

For more help on using Blackboard 9.1 go to: <http://tinyurl.com/csng4wk>
Or visit the Blackboard On Demand site at <http://ondemand.blackboard.com/>