

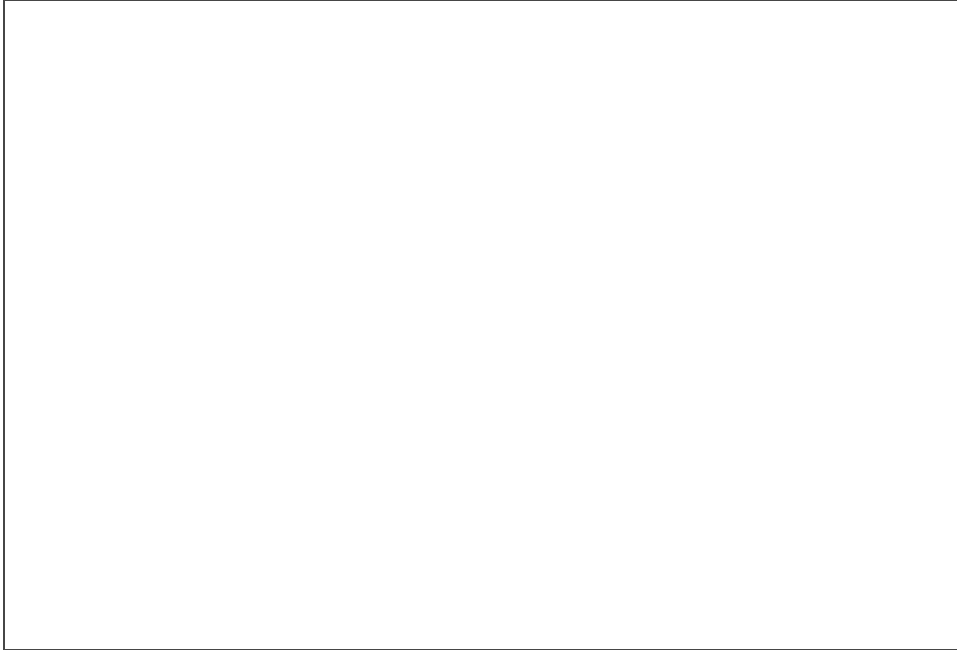
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Groups in Blackboard

How to Create Groups in Blackboard

This lesson demonstrates how to create groups in Blackboard. The information is first presented in video format with written instructions to follow.

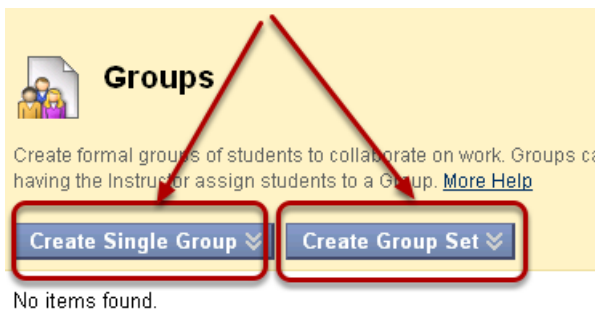


Follow these steps to add a group to your course

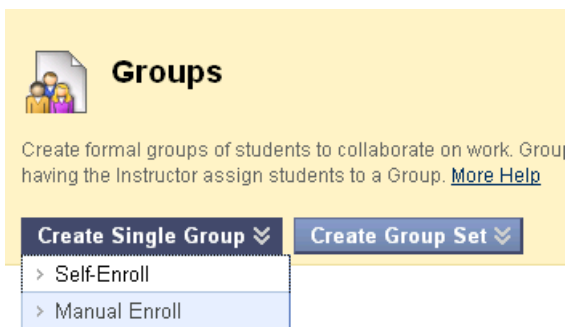
1. Go to the Control Panel, expand the User and Groups option, and click on "Groups"



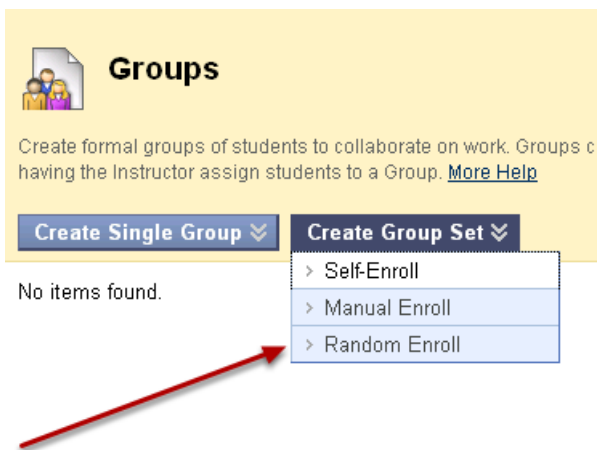
2. Decide whether you want to create one group, or a number of groups at the same time



3. If you elect to create one group, decide if you want to assign students to the group, or let them self-enroll

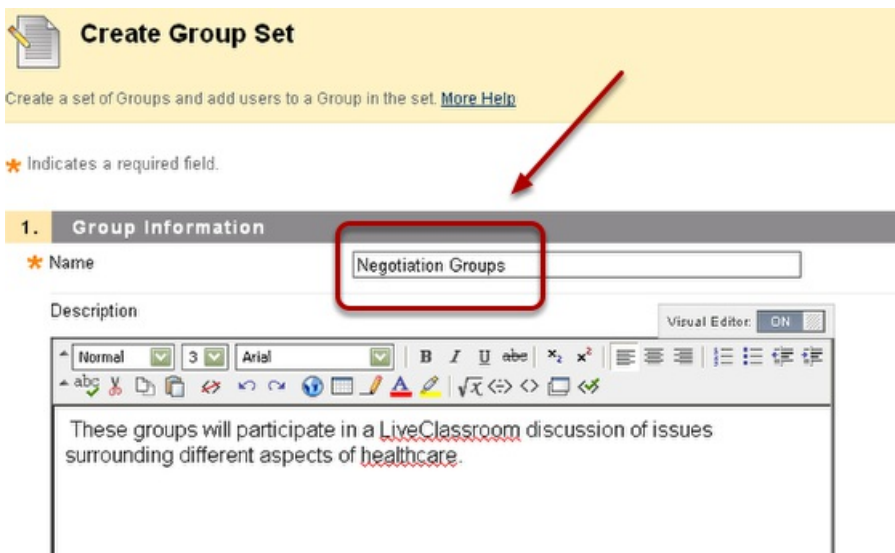


4. Similarly when creating a number of groups, you must decide how you want to students to be assigned to the different groups



5. When creating multiple groups, you can also have the Blackboard randomly assign the students to the different groups

6. Select how you want the students to be enrolled in your group(s), and then give the group or the set of groups, a name. Add a description if you like.



7. Make the Group(s) available, then choose what tools you want to make available to the group(s).

* Group Available No Yes

2. Tool Availability

- Blogs
- Collaboration
- Discussion Board
- Email
- File Exchange
- Journals
- Tasks

8. If a group member saves a file to the File Exchange tool within their group area, each of the members will have access to that file. The file then can be updated by any member of the group until it is complete. A group member then can attach the file to an Assignment and submit it. **The submission will be associated automatically with each member of the group.**

9. Allow group members to customize their group space or not, as well as determine the number of groups you want. Then "Submit"

3. Module Personalization Setting
Allow individual group members to personalize group space modules
 Allow Personalization

4. Group Set Options
* Number of Groups

5. Submit

Cancel

10. Review the existing group set information, then determine whether you want BB to apply any kind of filter to the student selection process

Edit Group Set Enrollments

1. Group Set Information

Name: Negotiation Groups

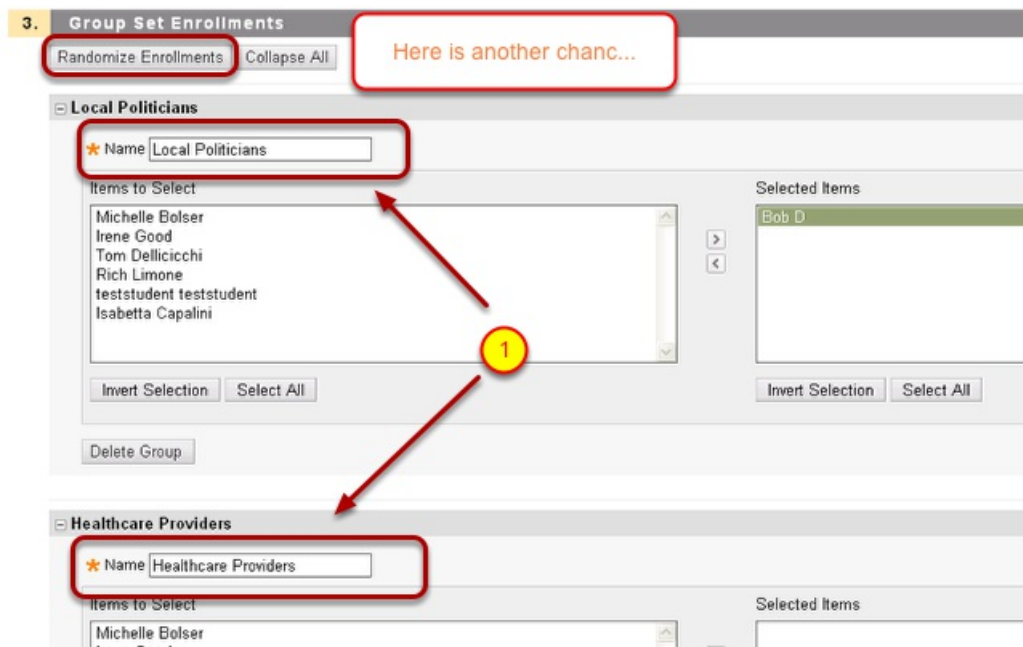
Description: These groups will participate in a LiveClassroom discussion of issues surrounding different aspects of healthcare.

2. Group Set Members Filter Options

Filter Available Members

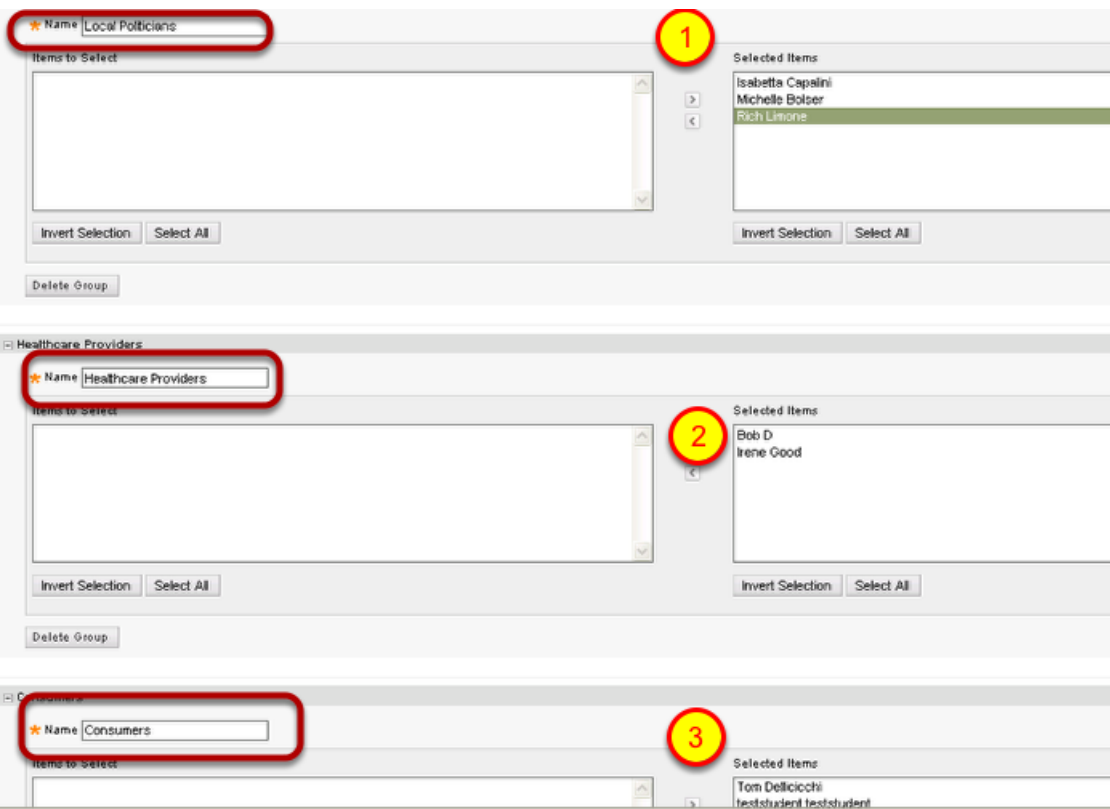
- Show All Course Roles in the Available Members List
- Remove Members already in a Group from the Available Members List

11. Assign students into the three groups, which you can name according to the roles they will adopt



12. Even though you decided to manually enroll students, BB gives you another opportunity to let the system randomize the groups for you.

13. Assign students to their groups



Click "Submit"



14. Your groups are now created

Groups

Create formal groups of students to collaborate on work. Groups are created by the instructor, and can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. [More Help](#)

Create Single Group

Create Group Set

Group Settings

Delete				
<input type="checkbox"/>	Name	Group Set	Self-Enroll	Available
<input type="checkbox"/>	Consumers	Negotiation Groups	No	Yes
<input type="checkbox"/>	Healthcare Providers	Negotiation Groups	No	Yes
<input type="checkbox"/>	Local Politicians	Negotiation Groups	No	Yes

Displaying 1 to 3 of 3 items | Show All | Edit Paging...

Groups within the se...

Consumers
Healthcare Providers
Local Politicians

