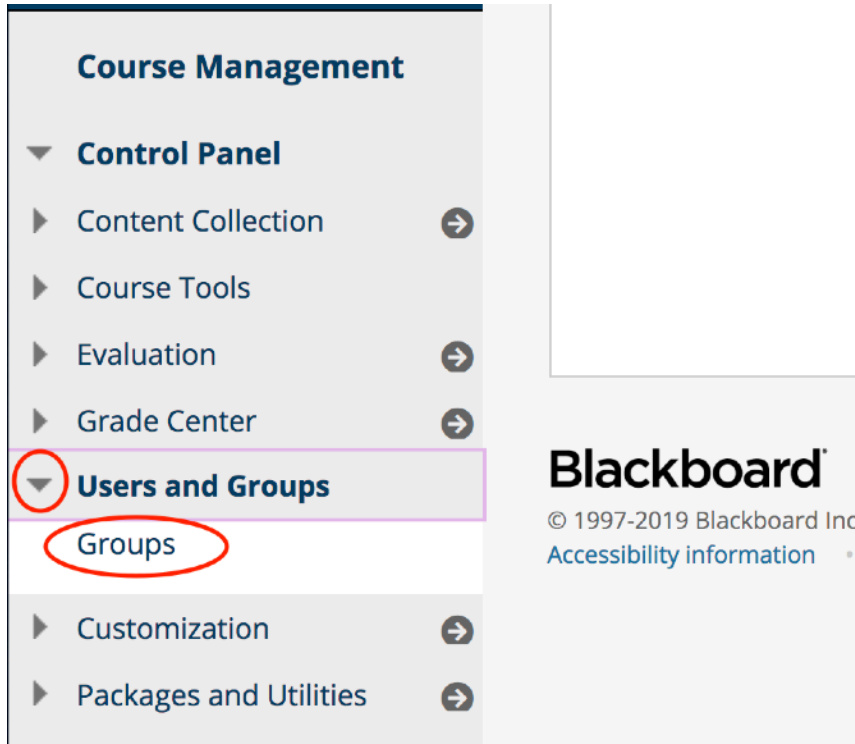


# Working with Groups

How to create groups in Blackboard

# Adding Groups



The image shows a screenshot of the Blackboard Course Management interface. On the left is a navigation menu with the following items:

- Course Management
- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups** (highlighted with a purple box)
- Customization
- Packages and Utilities

Under the 'Users and Groups' menu item, the 'Groups' option is highlighted with a red oval. To the right of the menu, the Blackboard logo is visible, along with the text '© 1997-2019 Blackboard Inc' and 'Accessibility information'.

# Groups

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

**Create** ▾

Import

## *Single Group*

Self-Enroll

Manual Enroll

## *Group Set*

Self-Enroll

**Random Enroll**

Manual Enroll

Select Create → Random Enroll

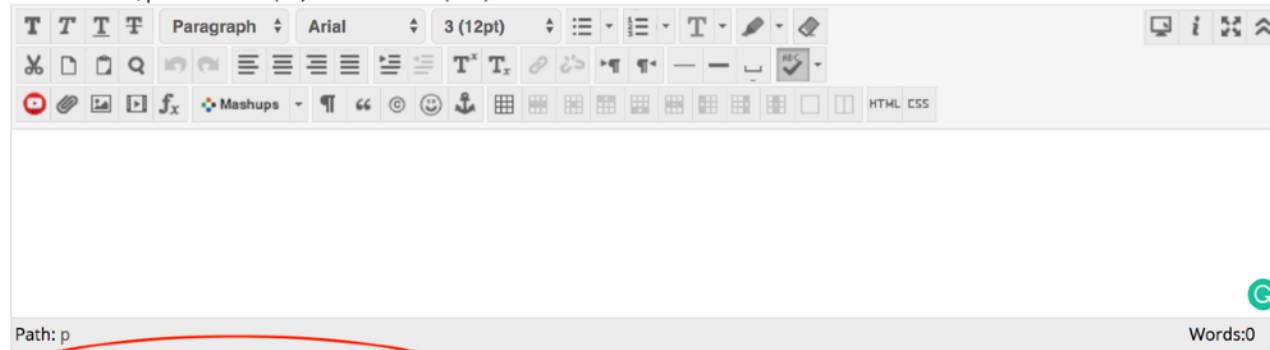
## GROUP INFORMATION

\* Name

Sample Group

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



A screenshot of a rich text editor interface. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), bulleted and numbered lists, indentation, link and unlink, undo, redo, and a 'REC' button. Below the toolbar is a large empty text area. At the bottom of the editor, there is a status bar showing 'Path: p' on the left and 'Words:0' on the right. A green circular icon with a white 'G' is located in the bottom right corner of the text area.

\* Group is visible to students  No  Yes

Name the group (groups will appear with group name plus number so, Sample Group 1, Sample Group 2, etc.

Make sure the group is visible to the students

## 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
- Blackboard Collaborate Ultra
  - Allow all group members to create and access session recordings.
  - Do not allow student group members to create or access session recordings.
- Wikis
  - No grading
  - Grade: Points possible:

*The following tools are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.*

- Academic Materials
  - Content Market Tools
- 

If you only want to have students in the group use discussion boards, check that box only and uncheck the other options.

## MEMBERSHIP

---

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

- ★ Determine Number of Groups by
- Number of Students per Group
  - Number of Groups
- ★ 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.
- 

Click **Submit** to proceed.

Cancel

Submit

Select the number of groups and how many students should be in each group. You can also set what to do with any students that remain after the random group assignment.

Click on submit

## Groups

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Create ▾ Import

Export Group Settings

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Sample Group 1	Sample Group	7	No	Yes
<input type="checkbox"/>	Sample Group 2	Sample Group	7	No	Yes
<input type="checkbox"/>	Sample Group 3	Sample Group	7	No	Yes
<input type="checkbox"/>	Sample Group 4	Sample Group	7	No	Yes
<input type="checkbox"/>	Sample Group 5	Sample Group	7	No	Yes
<input type="checkbox"/>	Sample Group 6	Sample Group	7	No	Yes

Displaying 1 to 6 of 6 items | [Show All](#) [Edit Paging...](#)

Resulting output from the random enroll

## Sample Group 1








Add Course Module

Add Group Module

### Group Properties

Group Description

Group Members

-  Michael Darko
-  Justin Look
-  Keith Mayo
-  Mohamed Nour
-  George Sisley
-  Daniel Stewart
-  Nishita Upadhyaya

### Group Tools

[Group Discussion Board](#)



### Group Assignments



## Discussion Board

Discussions are a good way to encourage students to think critically about your coursework and interact with each others' ideas. You can create discussions around individual course lessons or for your course in general. [More Help](#)

Create Forum

Search

Delete

FORUM

DESCRIPTION

TOTAL POSTS

UNREAD POSTS

REPLIES TO ME

TOTAL PARTICIPANTS

Sample Group 1

0

0

0

0

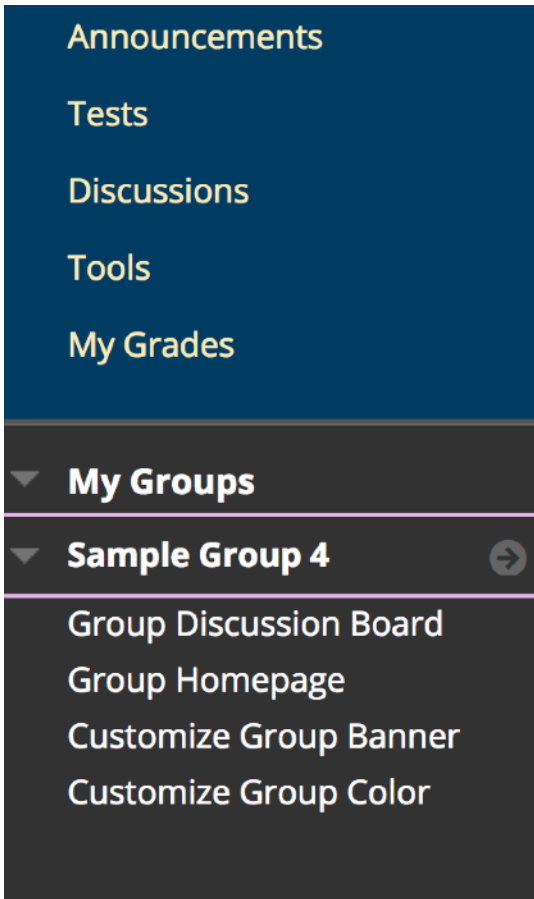
Delete

Displaying 1 to 1 of 1 items

Show All

Edit Paging...

Click on “Create Forum” - From there you will build the discussion the same way that you have in the past.



## Student View

Students will access their groups and the discussions using the my groups options in the course menu