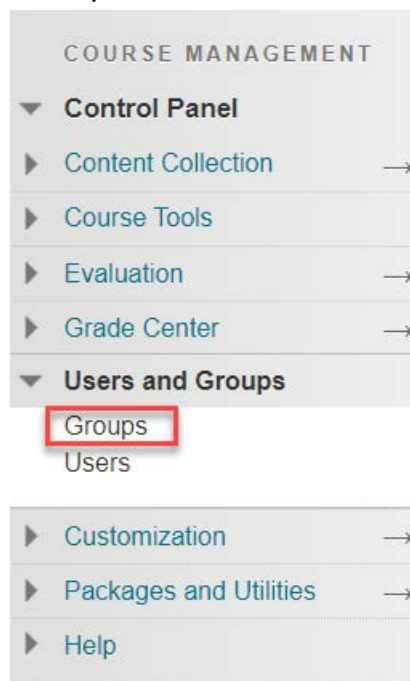


Groups in Blackboard

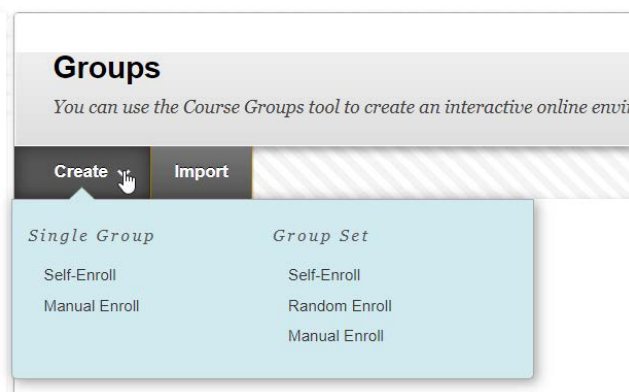
Instructors can create groups of students within courses. Groups usually consist of a small number of students for study groups or projects. These groups have their own collaboration areas in the course so that they can communicate and share files.

Creating Groups

1. In the left-hand navigation, go to Course Management and select “Groups” under the Users and Groups drop-down menu.



2. On the Groups page, select *Create*.



3. In the Single Group list, select Self-Enroll or Manual Enroll.
 1. In Self-Enroll – students self-select groups.
 2. In Manual Enroll – you (the instructor) set the groups.
4. Type a name and optional description. Make the group visible to students.

Create Self-Enrollment Group

Self-enrollment allows students to add themselves to a group using a sign-up sheet. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Description

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

* Group is visible to students No Yes Sign-up Sheet Only

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

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
- Content Market Tools

6. If you want to grade student submissions for blogs, wikis, and journals, select the Grade option and type Points possible.
7. Select the check box for Allow Personalization to let students add personal modules to the group homepage. Modules are only visible to the group member who added them.

MODULE PERSONALIZATION SETTING ---

Allow individual group members to personalize group modules.

Allow Personalization

8. Optionally, select the check box to create a smart view for this group.

GROUP OPTIONS ---

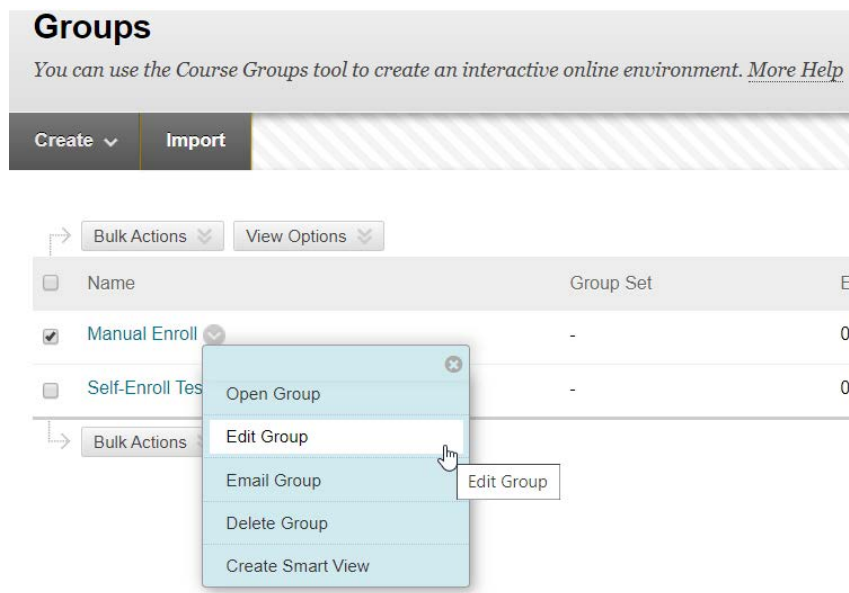
Create smart view for this group

Enroll students in a course group

1. If you chose Self-Enroll, type a name and provide instructions. You might tell students that they can't unenroll themselves from groups. Type the Maximum Number of Members and select any other options you want to include.

-OR-

If you chose Manual Enroll, you will need to “edit” the group and use the “Membership” function within the settings.



MEMBERSHIP

Add Users

No users have been added.

Your selected group members appear in the bottom area with a number showing the total count. To remove users, select the X next to their names.

MEMBERSHIP

Add Users Remove All Users

Username	First Name	Last Name	Role	
			Student	X
			Student	X
			Student	X

Maximum Number of Members 3

2. Select Submit.

The newly created group appears on the Groups listing page.

Group discussions

Course groups can have their own discussion boards. Group discussion boards are available only to users who are members of the group. Group discussion boards are separate from the regular course discussion board. Members of a group can create and manage their own forums. Instructors can choose to grade group discussions, but each member is graded individually.

Group 1 - The Role of Social Justice in Education ▾

Add Course Module Add Group Module

▼ **Group Properties**

Group Description
Read the Major Themes Group Presentation Description for more details.

Group Members ▾




▼ **Group Tools**

- File Exchange
- Group Blog
- Group Discussion Board**
- Group Journal
- Group Tasks

Discussion Board

Discussions are a good way to encourage students to think critically about your coursework and interact with each other for your course in general. [More Help](#)

Create Forum

 Delete			
<input type="checkbox"/>	Forum	Description	Total Posts
<input type="checkbox"/>	Group 1 - The Role of Social Justice in Education 		0
 Delete			