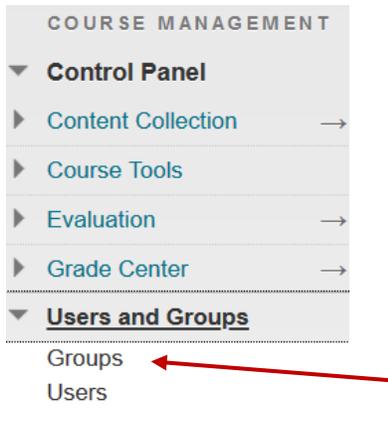


BLACKBOARD- Creating Groups and Group Assignments

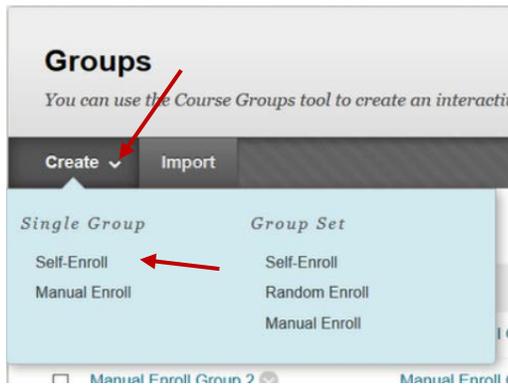
Before you can create a Group Assignment, you need to create a group to put your student's into.

CREATING GROUPS

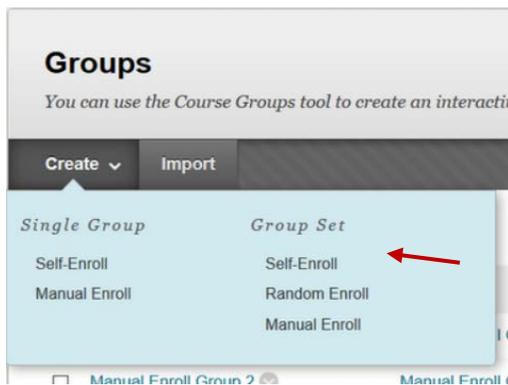
1. To create a group, go under Course Management/Users and Groups/Groups.



2. Then click on Create. You can choose either Single Group/Self-Enroll/Manual Enroll.



Or create Group Sets/Self-Enroll/Random Enroll/Manual Enroll.



GROUP SET Manual Enroll

As both of these items are very similar, for this example, we are going to create a Group Set/Manual Enroll.

GROUP INFORMATION

Give your group a name and if necessary, you could provide a description.

Name

Manual Enroll Group

Description

Rich text editor toolbar with options for Paragraph, Arial, Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Table, Formula, Mashups, Text Color, Background Color, and Source.

Path: p

Group is visible to students

No Yes

Leave the group visible to students so students can see what groups they have been enrolled in.

TOOL AVAILABILITY

Every time you create a group; you have a list of tools you can choose from to make available to your students. By default, all of these tools will be available to the students within your groups.

TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- Discussion Board
 - Allow any group members to create fo
 - Do not allow student group members t
- Email
- File Exchange
- Journals
 - No grading
 - Grade: Points possible:
- Tasks
- Academic Materials
- Content Market Tools
- Wikis
 - No grading
 - Grade: Points possible:

If there is any tool you don't want available, click on the check box to remove.

GROUP SET OPTIONS

Because you are creating a group set, Blackboard is going to ask you the number of **Groups** that you would like to create. In this case, let's create 3 Groups.

GROUP SET OPTIONS

* Number of Groups

Create smart view for each group in set.

When you are done, click Submit.

Cancel

Submit

Blackboard automatically creates three different groups indicated with numbers, 1, 2 and 3.

Filter Available Members

Hide members already in another group

Randomize Enrollments

Collapse All

Manual Enroll Group 1

* Name

Add Users

No users have been added.

Delete Group

Manual Enroll Group 2

* Name

Add Users

No users have been added.

Delete Group

Manual Enroll Group 3

* Name

Add Users

No users have been added.

Delete Group

Add Group

ADDING USERS TO GROUPS

Now you can add users to your group/s and choose the users you want to add in Group 1. When you're done, click submit.

Click on the **Add Users** button.

Manual Enroll Group 1

* Name



No users have been added.

Search: Go Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	 teststudent	Test	Student	Student
<input checked="" type="checkbox"/>	 studentkelly	Kelly	Student	Student
<input type="checkbox"/>	 bowlesp	Phil	Bowles	Student
<input type="checkbox"/>	 jensenc	Carrie	Jensen	Student
<input type="checkbox"/>	 greniera	Alain	Grenier	Student
<input type="checkbox"/>	 dennisona	Anthony	Dennison	Student

Displaying 1 to 6 of 6 items

Add Users **2**

Scroll down to Group #2 and add users. You will notice that students you included in Group #1 are no longer part of the list and can't be selected for Group #2.

<input type="checkbox"/>	Username
<input checked="" type="checkbox"/>	 bowlesp
<input checked="" type="checkbox"/>	 jensenc
<input type="checkbox"/>	 greniera
<input type="checkbox"/>	 dennisona

Scroll down to Group #3 and add last two users.

<input checked="" type="checkbox"/>	Username
<input checked="" type="checkbox"/>	 greniera
<input checked="" type="checkbox"/>	 dennisona

When you are done adding users to Groups, click submit on the bottom right. You have now created three separate groups with two students each.

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input type="checkbox"/>	Manual Enroll Group 1	Manual Enroll Group	2	No	Yes
<input type="checkbox"/>	Manual Enroll Group 2	Manual Enroll Group	2	No	Yes
<input type="checkbox"/>	Manual Enroll Group 3	Manual Enroll Group	2	No	Yes

GROUP SET Random Enroll

You could have also created **Random Enroll**. Everything is the same as last time. Leave everything as default.

GROUP INFORMATION

* Name
Random Enroll

Description

T **T** **I** **T** Paragraph Arial 3

But this time under Membership, rather than indicating the amount of groups, it asks us to determine the number of groups by the number of students per group or by the number of groups.

If you wanted to ensure you had 2 students per group, select 2.

* Determine Number of Groups by

Number of Students per Group

Number of Groups

If there are any remaining numbers (*perhaps you have an odd number in class*) Blackboard asks what to do with those students with the following three options below. Leave it at the default and click submit bottom right.

* 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.

Blackboard has now created three randomly enrolled groups with two students to be in each group.

<input type="checkbox"/>	Random Enroll 1	Random Enroll	2
<input type="checkbox"/>	Random Enroll 2	Random Enroll	2
<input type="checkbox"/>	Random Enroll 3	Random Enroll	2

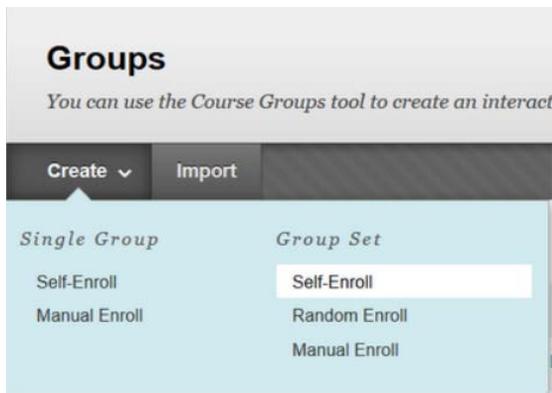
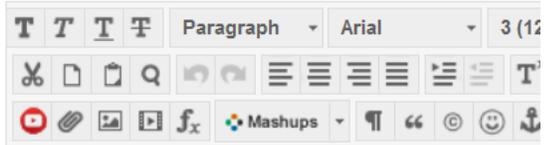
GROUP SET Self Enroll

Go to create/Self-Enroll

* Name

Self Enroll Group

Description



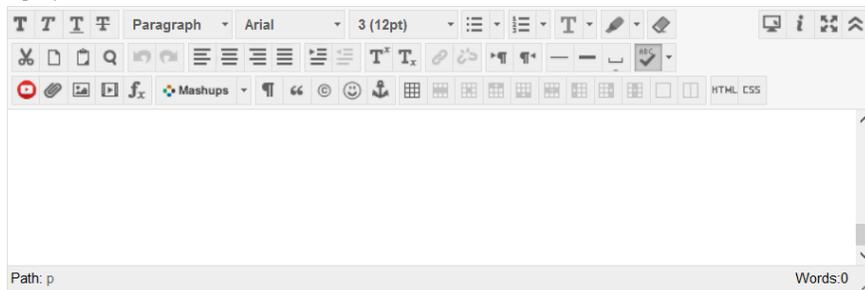
In this case, because students have to sign up for the group, instead of membership option, they have sign-up options.

Give the sign-up sheet a name and provide instructions below the name.

* Name of Sign-up Sheet

Group Example

Sign-up Sheet Instructions



Maximum Number of Members

And the max number of members that you are going to allow Blackboard to enroll in the group.

If you click this checkbox, you can allow students to see who signed up inside each group

the sign-up sheet can appear on the module, or lesson plan. You can apply the sign-up sheet.

Allow students to sign-up from the group

You can indicate the number of groups, and click Submit on the bottom right.

GROUP SET OPTIONS

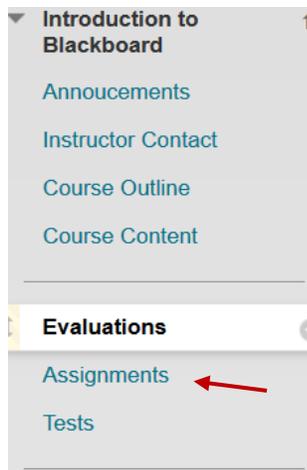
* Number of Groups

You now have, three Manually Enrolled Groups, three Ramon Enrolled Groups and three Self Enrolled Groups.

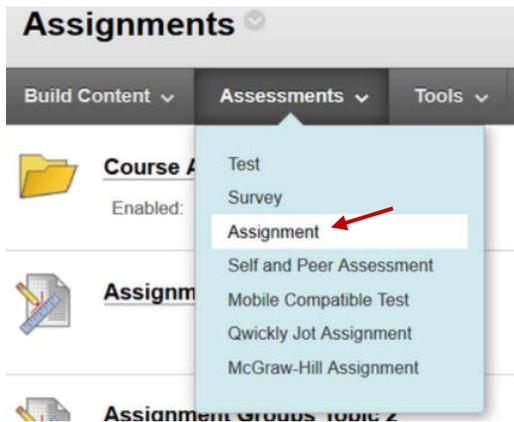
CREATING GROUP ASSIGNMENTS

You are now ready to create assignments for your different groups.

Click on Assignments.



Then click on Assessments/Assignment



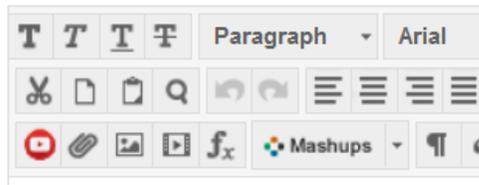
For this first example, we will create 3 assignments with 3 different topics to provide to your students. Here is first assignment, topic one

ASSIGNMENT INFORMATION

* Name and Color

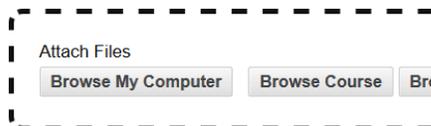
Assignment for Groups Topic 1 |

Instructions



If you have files to attach scroll down to Assignment files and click Browse My Computer.

ASSIGNMENT FILES



Enter a due date

DUE DATES

Submissions are accepted after this date, but are marked

Due Date

08/20/2020 11:59 PM

Enter dates as mm/dd/yyyy. Time may be entered in any ir

And you must enter points possible under Grading.

GRADING

* Points Possible

30

Associated Rubrics

Add Rubric

Name

Type

Under Submission Details, this is where you're going to tell Blackboard that this is to be a Group Submission. And that you'd like to select Manual Enroll Group 1 for this assignment.

Submission Details

If any students are enrolled in more than one group receiving It may be necessary to provide these students with an overall

Assignment Type

Individual Submission

Group Submission

Items to Select

Manual Enroll Group 1	Select
Manual Enroll Group 1	
Manual Enroll Group 2	
Manual Enroll Group 2	
Manual Enroll Group 3	
Manual Enroll Group 3	
Random Enroll 1	

Invert Selection Select All Invert

Then scroll down to the bottom of the page and click submit on the right.

You have now created your first assignment for Group 1.



You're now going to do the same thing for Groups 2 and 3.

You now have 3 different assignments for 3 different groups.



Assignment Groups Topic 3



Assignment Groups Topic 2



Assignment for Groups Topic 1

STUDENTS PROSPECTIVE

Students will only see the assignment that they have been attached to within that group.

SUBMITTING ASSIGNMENTS

Assignments are submitted as normal for the student by clicking on the assignment/Browsing the computer and attaching their homework file. This will automatically submit this work for the entire group.

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach Files

[Browse My Computer](#) [Browse Course](#) [Browse Cloud Storage](#)

Attached files

File Name

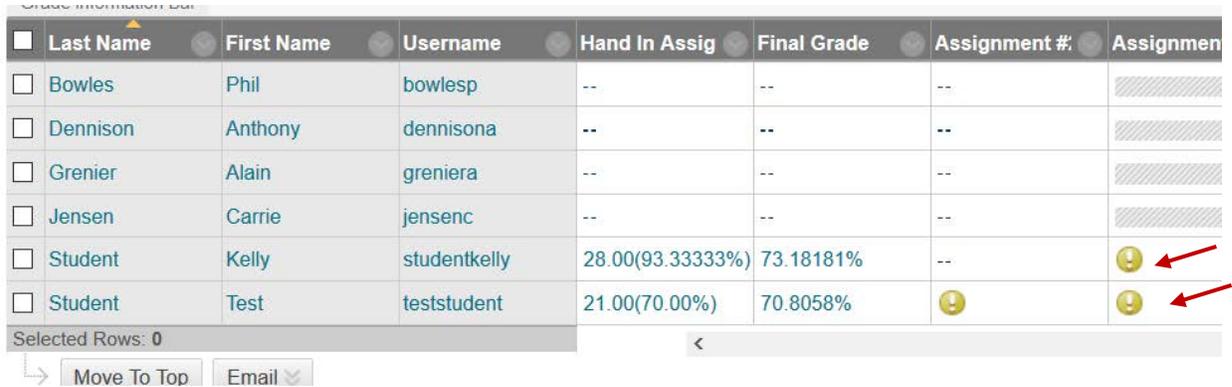
Link Title

 What is SafeAssign.docx

What is SafeAssign.doc

FACULTIES PROSPECTIVE

You can go to Grade center/Full Grade Center and here you will see a submission for both Kelly and Test student from this Group 1 assignment.



<input type="checkbox"/>	Last Name	First Name	Username	Hand In Assig	Final Grade	Assignment #	Assignment
<input type="checkbox"/>	Bowles	Phil	bowlesp	--	--	--	
<input type="checkbox"/>	Dennison	Anthony	dennisona	--	--	--	
<input type="checkbox"/>	Grenier	Alain	greniera	--	--	--	
<input type="checkbox"/>	Jensen	Carrie	jensenc	--	--	--	
<input type="checkbox"/>	Student	Kelly	studentkelly	28.00(93.33333%)	73.18181%	--	!
<input type="checkbox"/>	Student	Test	teststudent	21.00(70.00%)	70.8058%	!	!

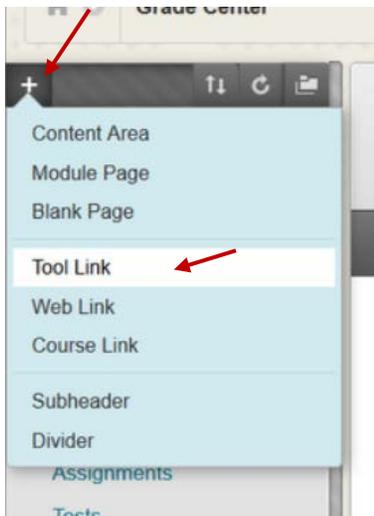
Selected Rows: 0

Move To Top | Email

You can open or mark either of these assignments. As soon as you provide a grade, it will automatically be assigned to both students.

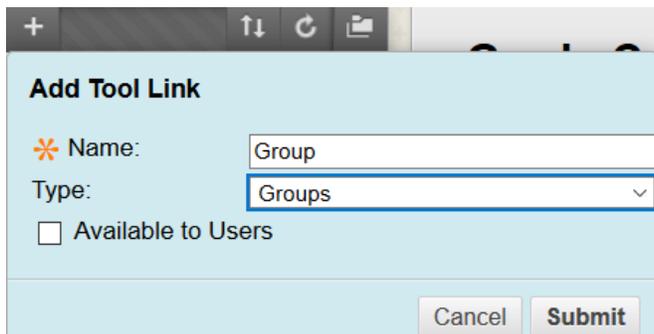
NOTE: If you have created a **Self-Enroll Group**, in order for the students to be able to see the sign-up sheet in this Group, you need to add the Group tool to their menu option.

To do so, click on the plus button on the top left hand side and choose **Tool Link**.



Name it **Group** and choose the type Groups. And make available to users as seen below.

Then click submit.



Add Tool Link

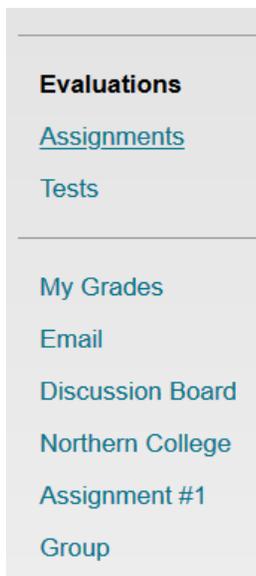
* Name:

Type:

Available to Users

This tool will now show your users, the Groups they are enrolled in, and any sign-up sheets that are available for groups where you would like them to self-enroll.

NOTE: To view this from a student's perspective, this is their menu options. They would click on Group.



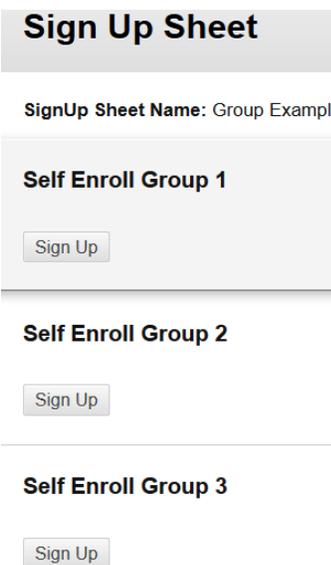
They would now see the groups and sign-up sheets for them to sign up themselves.



Self Enroll Group

[View Sign-up Sheet to Join a Group](#)

If they click on Sign-up Sheet, it allows them to see who signs up and which group they'd like to sign into as a student.



If they have just signed up to be part of group two, this is what they would see:

The screenshot displays a user interface for a group. At the top, there is a header 'Self Enroll Group 2' and a button 'Add Personal Module'. Below this, there are three main sections: 'Group Properties', 'Group Tools', and 'Group Assignments'. The 'Group Properties' section includes 'Group Description', 'Group Members' (with a dropdown arrow), and a list of members starting with 'Anna Sawicki_PreviewUser'. The 'Group Tools' section lists several options: 'File Exchange', 'Group Blog', 'Group Discussion Board', 'Group Journal', 'Group Tasks', 'Group Wiki', and 'Send Email'. The 'Group Assignments' section is currently empty.

NOTE: Any required changes to the group members for any of these groups can only be done through the faculty member.

GROUP TOOLS

When we created all of these Groups, we left all of the tools available to the student. A very handy **Group Tool** is the **File Exchange**. Which will allow students to upload files to share with other members of their group. This is particularly helpful if the students are not on campus and need to work remotely.

Users can also send E-mail to group members.