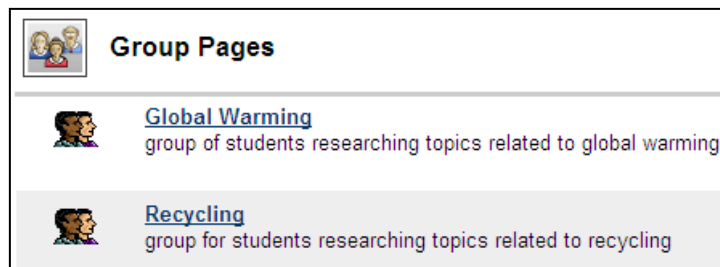
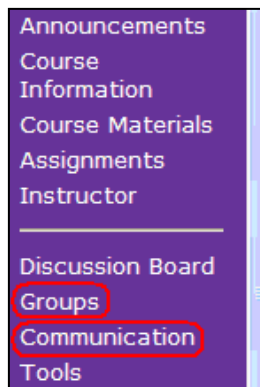


Managing Groups in Blackboard

What are Blackboard groups?

Blackboard groups can facilitate collaborative work by giving a subset of students tools for emailing, online discussion, and exchanging files. These tools are separate from the course tools; they are only available to the members of a particular group. Groups may be useful for teaching assistants and the small section of students that they work with. You may also want to create groups for students working on a project or researching a common topic.

Once you create groups, students can access the group pages by clicking on **Groups** or **Communication** on the navigation menu. Everyone will see the names of the groups that have been created, but students will only have access to tools for groups of which they are members.

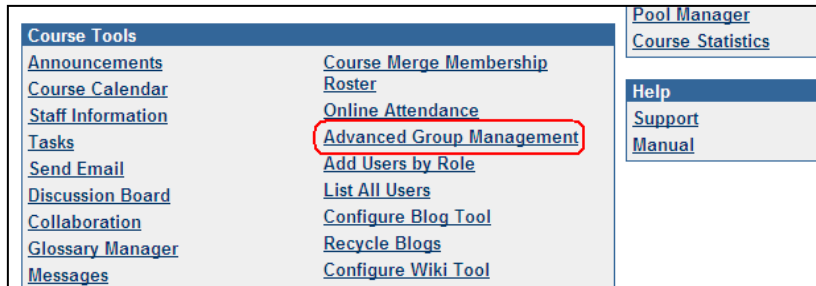


How are groups created?

Creating groups in Blackboard involves two steps: adding the groups and assigning members to them. **NOTE:** Two Blackboard tools can be used to create groups: **Manage Groups** or **Advanced Group Management**. We recommend that you use **Advanced Group Management** because the process involves fewer steps and the tool can be used to randomly assign members to a group. This document contains instructions for using **Advanced Group Management**.

Adding Groups

1. Go to the **Control Panel** of the course where you want to create groups.
2. Click on **Advanced Group Management** under **Course Tools**.



3. Click on **Add Group**.
4. Add group information:
 - 1) Give the group a name.
 - 2) Add a description (optional). We recommend that you list the names of the students in the group so that you can easily see the group members when you view the list of groups.
 - 3) Check off the tools you want to enable for this group.
 - 4) Choose whether to make the group visible to its members at this point.

A screenshot of the 'Group Management' form. The 'Group Information' section is active. The 'Group Name' field contains 'Global Warming'. The 'Description' field contains 'group of students working on research papers related to global warming'. On the right, there are four checked checkboxes: 'Enable Group Discussion Board Function', 'Enable Group Virtual Classroom Function', 'Enable Group File Exchange Function', and 'Enable Group E-mail Function'. Below these is a radio button for 'Make group visible now:' with 'Yes' selected. There are 'Cancel' and 'Submit' buttons.

5. Click on the **Submit** button. The group you have just created appears at the bottom of the list. Green checkmarks indicate whether it is available to the students and what functions are available to the group members.

Manually Adding Members to a Single Group

1. Check the box next to the name of the group to which you want to add members.

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input checked="" type="checkbox"/>	Global Warming	✓	✓	✓	✓	✓	0
<input type="checkbox"/>	Select All						
	Add Group		Modify Group		Remove Group		View/Assign Users

2. Click on **View/Assign Users**. You will see a **User Assignment** page with red crosses next to the names of people who are currently not members of this group.
3. Click on **Modify**.
4. Check the boxes next to the names of the students you want to include in this group.

Users	Role	Groups Globa..
Student, Gertrude	ST	<input checked="" type="checkbox"/>
Student, Hunter	ST	<input checked="" type="checkbox"/>

5. Click on the **Submit** button.
6. Click on the **OK** button to return to the group management window. You will see that the **User Count** has been updated with the number of members of the group.

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input type="checkbox"/>	Global Warming	✓	✓	✓	✓	✓	2
<input type="checkbox"/>	Select All						

Randomly Assigning Members to Several Groups

1. Check the boxes next to the names of the groups to which you want to add members.
2. Click on **View/Assign Users**. You will see a **User Assignment** page with red crosses next to the names of people who are currently not members of this group.

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input checked="" type="checkbox"/>	Global Warming	✓	✓	✓	✓	✓	0
<input checked="" type="checkbox"/>	Recycling	✓	✓	✓	✓	✓	0
<input type="checkbox"/>	Select All						

3. Click on **Randomize**. **NOTE:** If you have previously used the randomize function on these groups, Blackboard will not allow you to randomly assign members again. If you want another random selection, click on **Modify** to uncheck the members assigned to these groups and then use the **Randomize** function.

- Blackboard has automatically entered numbers for the number of students in each group. You can change them if you want but keep in mind that the sum needs to equal the total number of students in the class. If you want members to overlap in different groups, check the **Allow overlap** checkbox.

Total number of students in the course: 4
Please provide the number of students to be assigned in each group.

Global Warming : **2** Submit

Recycling :

Allow overlaps

Cancel Submit

Note: For non overlap selection, the sum of all the group users should be equal to total number of students in the course.

- Click on the **Submit** button.
- Click on the **OK** button to return to the group management window. You will see that the **User Count** has been updated with the number of members of the group.

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input type="checkbox"/>	Global Warming	✓	✓	✓	✓	✓	2
<input type="checkbox"/>	Recycling	✓	✓	✓	✓	✓	2
<input type="checkbox"/>	Select All						

Add Group Modify Group Remove Group View/Assign Users

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358.