Creating Groups Sets

What are Blackboard groups?
Blackboard groups can facilitate collaborative work by giving a subset of student’s tools such as 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.

When creating a Blackboard group sets, you are given three options under Create Group Sets. Self Enroll, Manual Enroll, and Random Enroll. Manual Enroll gives the instructor the ability to select who is enrolled into the group. They are given the course roster and they are able to select users as they wish. The Self Enroll gives the users the option to Sign up for access to the group. Both options are explained below.

Manual Enroll
1. Under Control Panel on the left side of your screen, click Users and Groups, then Groups.
2. Click the double arrow next to **Create Group Set** and select **Manual Enroll** from the drop down menu.

![Groups](image)

3. Fill in the name of your group in the **Name** field as well as the optional **Description**.

![Group Information](image)

4. If you would like for the group to be available to your students, make sure that the **Group Available** says “Yes”. If you do not want your students to be able to view this group yet, select “No”. By default, “Yes” is selected.

![Group Available](image)

5. Select the tools that you would like to be available within the group.

![Tool Availability](image)

6. The **Module Personalization Setting** allows students to add and remove modules to the group space. This is turned on by default. If you do not want your students to have this ability, uncheck the box next to “Allow Personalization”.

![Module Personalization Setting](image)
7. In Section 4, **Group Set Options**, enter the number of groups.

8. Make sure to click **Submit** at the bottom right corner to complete the creation of your group.

9. This will then bring you to the **Edit Group Sets Enrollment Page**. In section 2 of this page you have the option to either:
   - **Show All Courses in Available Member List**
   - **Remove Members already in a Group from the Available Members List**

10. In section 3 of this page, you will select members to enroll. Click on the name of the user then the arrow in the middle and they will be selected. Then click on **Submit**.

11. You will be returned to the group’s homepage where you will see a list of all of your groups. To enter a group, click on the name of the group.

12. **Add Course Module** at the top of the screen allows you to add modules from the Course blackboard site, such as **My Calendar**. If you selected “yes” for **Allow Personalization** when creating your group, the users in the group will all have the ability to add course modules.

   a) If you should like to remove a module that has been added to the group, click the X at the right top corner of module. This will not delete the module from your course, only the group.
13. **Add Group Module** allows you to add any modules that you did not select when initially creating your group. Also, if you delete a group module and would like it back, you would click there to select it.

14. You can customize the layout of your group page by selecting the two-arrow icon in the top right hand corner.

**Self-Enroll**

Self-Enrollment Groups allow Students to join a Group by adding their names to a sign-up sheet. Sign-up sheets can be made available on the Groups page and can limit the number of people allowed to join the Group.

1. Under **Control Panel** on the left side of your screen, click **Users and Groups**, then **Groups**.

2. Click the double arrow next to **Create Single Group** and select **Self-Enroll** from the drop down menu.
3. Fill in the name of your group in the **Name** field as well as the optional **Description**.

4. **Group Available**
   
a) If you would like for the group to be available to your students, make sure that the **Group Available** says “Yes”.
   
b) If you do not want your students to be able to view this group yet, select “No”.
   
c) “Sign-up Sheet Only” gives you the ability to have a group created, but the students cannot see the group. They will only be able to see the Title and the Description of the Sign-up sheet (which will be provided by the instructor later in the creation process). They will then have the ability to sign-up for it. You, as the instructor will be able to see who signed up for the group. You can go back to edit the group and make it available so it will be available to the students that signed up for it.

5. Select the tools that you would like to be available to your students within the blog.

6. The **Module Personalization Setting** allows students to add and remove modules to the group space. This is turned on by default. If you do not want your students to have this ability, uncheck the box next to “Allow Personalization”.
7. The **Sign-up Options** name will be the name that the students will see when they are signing up for a group. The sign-up sheet instructions are optional, however, they will help the students define which group they are signing up for, so they could be very helpful.

![Sign-up Options](image)

a) You have the ability of giving a maximum number of members for a group. If you do not have a maximum number, you can leave the box empty.

b) The “Show Members” check off box allows the members of the group to be visible to users before they sign up for a group. If you do not want the users names to be seen, you can leave the box unchecked.

c) The Allow Students to sign-up from the Groups listing page option, allows students to click “Groups” and sign up for a group on that list. By default, this option is checked off.

![Sign-up Options](image)

8. Make sure to click **Submit** at the bottom right corner to complete the creation of your group.

![Submit Button](image)

9. You will be returned to the group’s homepage where you will see a list of all of your groups. To enter a group, click on the name of the group.

![Groups List](image)
10. **Add Course Module** at the top of the screen allows you to add modules from the Course blackboard site, such as **My Calendar**. If you selected “yes” for **Allow Personalization** when creating your group, the users in the group will all have the ability to add course modules.

![Add Course Module and Add Group Module buttons](image)

a) If you should like to remove a module that has been added to the group, click the X at the right top corner of module. This will not delete the module from your course, only the group.

![My Calendar module with X button](image)

11. **Add Group Module** allows you to add any modules that you did not select when initially creating your group. Also, if you delete a group module and would like it back, you would click there to select it.

![Add Course Module and Add Group Module buttons](image)

12. You can customize the layout of your group page by selecting the two-arrow icon in the top right hand corner.

![Customize Page button](image)

**Random Enroll**

1. Under **Control Panel** on the left side of your screen, click **Users and Groups**, then **Groups**.

![Control Panel menu with Users and Groups selected](image)
2. Click the double arrow next to Create Group Sets and select Random Enroll from the drop down menu.

3. Fill in the name of your group in the Name field as well as the optional Description.

4. Group Available
   a) If you would like for the group to be available to your students, make sure that the Group Available says “Yes”.
   b) If you do not want your students to be able to view this group yet, select “No”.
   c) “Sign-up Sheet Only” gives you the ability to have a group created, but the students cannot see the group. They will only be able to see the Title and the Description of the Sign-up sheet (which will be provided by the instructor later in the creation process). They will then have the ability to sign-up for it. You, as the instructor will be able to see who signed up for the group. You can go back to edit the group and make it available so it will be available to the students that signed up for it.

5. Select the tools that you would like to be available to your students within the blog.
6. The **Module Personalization Setting** allows students to add and remove modules to the group space. This is turned on by default. If you do not want your students to have this ability, uncheck the box next to “Allow Personalization”.

7. In the **Membership** section you have to do the following:
   - **Determine Number of Groups** by choosing one of the following options:
     - Number of Students per group
     - Number of Groups
   - **Determine How to Enroll Any Remaining Members** by choosing one of the following options:
     - Distribute the remaining members amongst the groups
     - Put the remaining members in their own group
     - Manually add the remaining members to groups

8. Click submit

9. Once you have clicked submit, a green banner will appear at the top of the page to indicate that group was created successfully.

10. Now the newly created group set will appear in your list of groups.

If you have further questions or need assistance, please email training@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-4357.