

Creating Single Groups

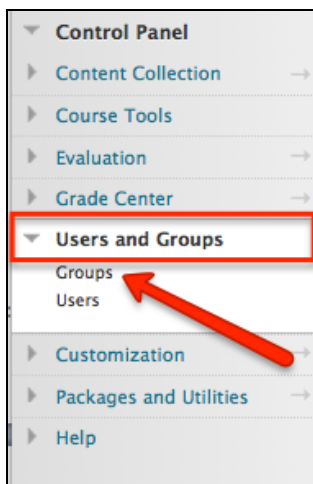
What are Blackboard groups?

Blackboard groups can facilitate collaborative work by giving a subset of student's tools such as email, online discussion, and file exchange. 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.

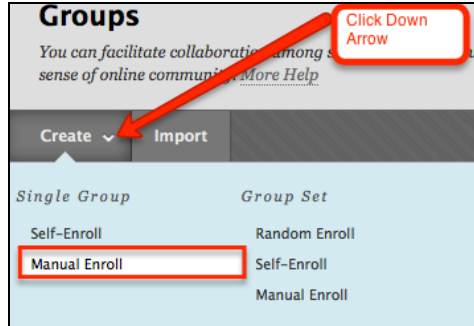
When creating a Blackboard group, you are given two options under **Create Single Group**. **Manual Enroll** and **Self Enroll**. **Manual Enroll** gives the instructor the ability to select who is enrolled into the group. They are given the course roster and they are able to select users as they wish. 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 down arrow next to **Create** and select **Manual Enroll** from the **Single Group** menu.



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

A screenshot of the '1. Group Information' form. It has a 'Name' field with a red asterisk and a text input box. Below it is a 'Description' field with a rich text editor toolbar. The toolbar includes options for Paragraph, Arial font, 3 (12pt) size, and various text formatting icons like bold, italic, underline, and link.

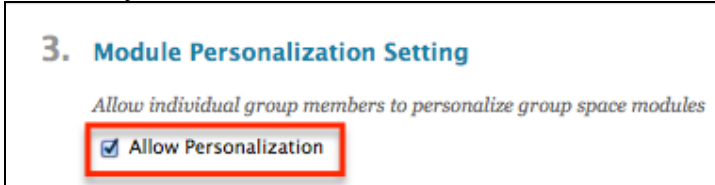
4. If you would like for the group to be available to your students, make sure that the **Group is visible to students** says “Yes”. If you do not want your students to be able to view this group yet, select “No”. By default, “Yes” is selected.

A screenshot of the 'Group is visible to students' section. It features a red asterisk followed by the text 'Group is visible to students' and two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is selected.

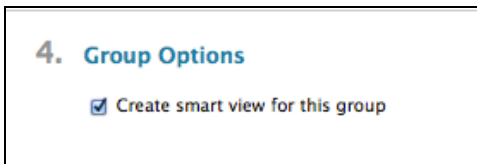
5. Select the tools that you would like to be available within the group. Please note that **Blogs, Journals, and Wiki's** can have the option of being graded.

A screenshot of the '2. Tool Availability' form. It lists several tools with checkboxes and radio buttons for grading options. The tools listed are: Blogs (checked), Calendar (checked), Discussion Board (checked), Email (checked), File Exchange (checked), Journals (checked), Wikis (checked), Collaboration (checked), Tasks (checked), and Commercial Content Tools (checked). For Blogs, Journals, and Wikis, there are radio buttons for 'No grading' (selected) and 'Grade : Points possible :' followed by a text input box. A note at the bottom states: 'Tools below 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.'

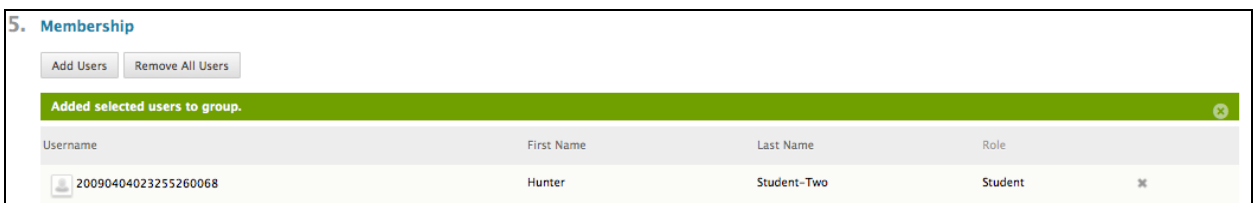
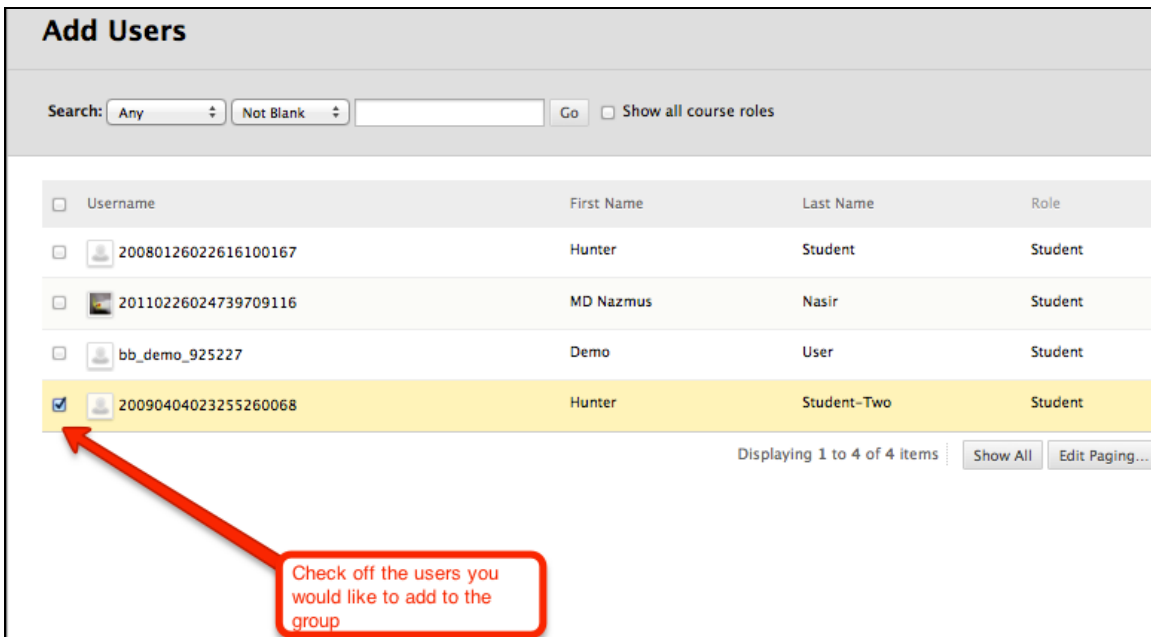
6. The **Module Personalization Setting** allows students to add and remove modules to the group space. This is turned on by default. If you do not want your students to have this ability, uncheck the box next to “Allow Personalization”.



7. The **Group Options** section allows you to create a smart view in the grade center for this group. You can use this option if you use group assignments.



8. The **Membership** section allows you to choose which users you would like to be included in that group. Click the **Add Users** button. Then click the checkbox next to the users name. After all users are selected click the **Submit** button.



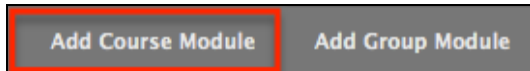
9. Make sure to click **Submit** at the bottom right corner to complete the creation of your group.



10. 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.

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input type="checkbox"/>	10 Minute presentation groups	-	1	No	Yes
<input type="checkbox"/>	Builders	-	2	No	No

11. 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** at the top of the screen allows users to add modules from the Course blackboard site, such as **To Do**.



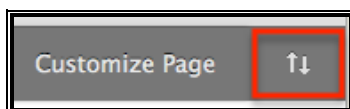
- a) If you should like to remove a module that has been added to the group, click the X at the right top corner of module. This will not delete the module from your course, only the group.



12. **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.



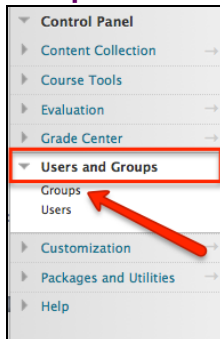
13. You can customize the layout of your group page by selecting the two-arrow icon in the top right hand corner.



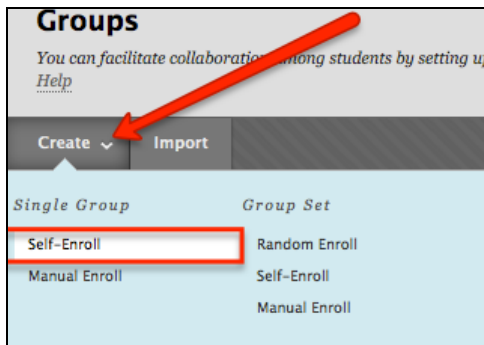
Self-Enroll

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.

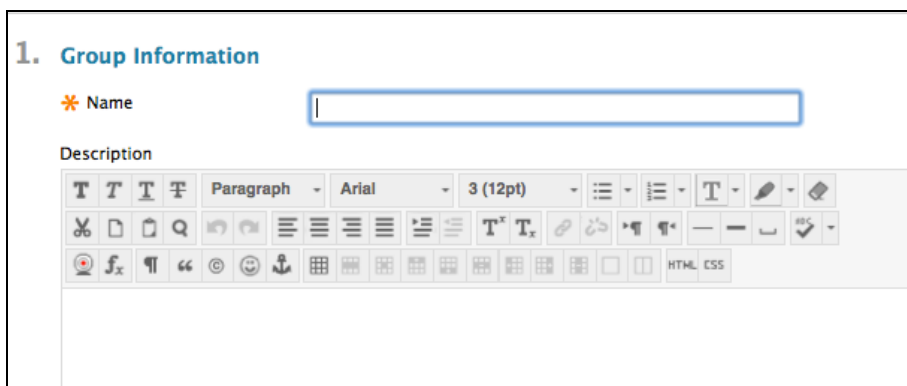
1. Under **Control Panel** on the left side of your screen, click **Users and Groups**, then **Groups**.



2. Click the down arrow next to **Create** 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**.

A screenshot of a form titled '1. Group Information'. It has a 'Name' field with a red asterisk icon and a 'Description' field. The 'Description' field has a rich text editor toolbar with various icons for text formatting, alignment, and insertion. The 'Name' field is currently empty.

4. Group Available

- a) If you would like for the group to be available to your students, make sure that the **Group is visible to students** 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.

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

5. Select the tools that you would like to be available to your students within the blog. Please note that **Blogs, Journals** and **Wiki's** have the option of being graded.

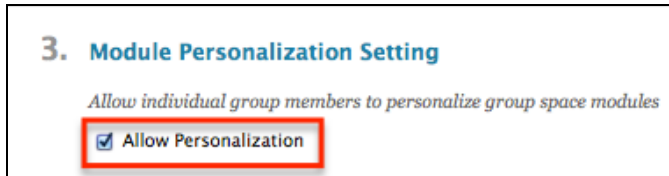
2. Tool Availability

- Blogs
 - No grading
 - Grade : Points possible :
- Calendar
- 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 :
- Wikis
 - No grading
 - Grade : Points possible :

Tools below 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.

- Collaboration
- Tasks
- Commercial Content Tools

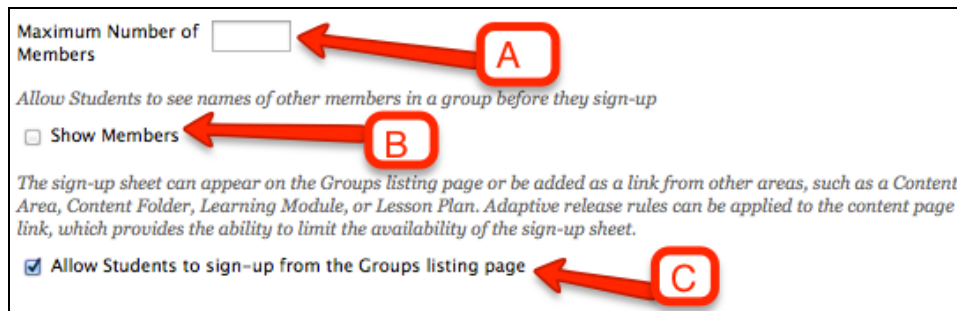
6. The **Module Personalization Setting** allows students to add and remove modules to the group space. This is turned on by default. If you do not want your students to have this ability, uncheck the box next to “Allow Personalization”.



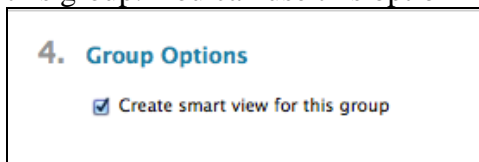
7. The **Sign-up Options** name will be the name that the student’s will see when they are signing up for a group. The sign-up sheet instructions are optional, however, they will help the students define which group they are signing up for, so they could be very helpful.



- a) You have the option to give 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.



8. The **Group Options** section allows you to create a smart view in the grade center for this group. You can use this option if you use group assignments.



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

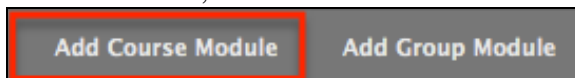


10. You will be returned to the group's homepage where you will see a list of all of your groups. To enter a group, click on the name of the group.

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available
<input type="checkbox"/>	10 Minute presentation groups	-	1	No	Yes
<input type="checkbox"/>	Builders	-	2	No	No
<input type="checkbox"/>	Research project group	-	0	Yes	Yes

11. 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.

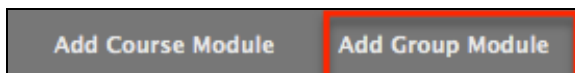
Add Course Module at the top of the screen allows you to add modules from the Course blackboard site, such as **To Do**.



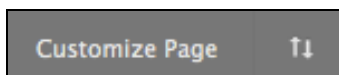
- a) If you should like to remove a module that has been added to the group, click the X at the right top corner of module. This will not delete the module from your course, only the group.



12. **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.



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



If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.