

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.

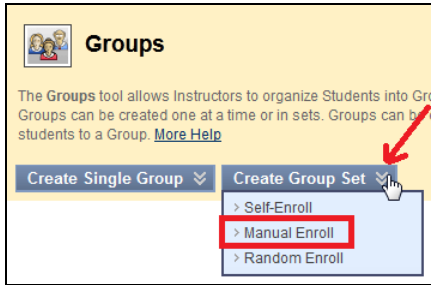
When creating a Blackboard group sets, you are given three options under **Create Group Sets**. **Self Enroll**, **Manual Enroll**, and **Random Enroll**. **Manual Enroll** gives the instructor the ability to select who is enrolled into the group. They are given the course roster and they are able to 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

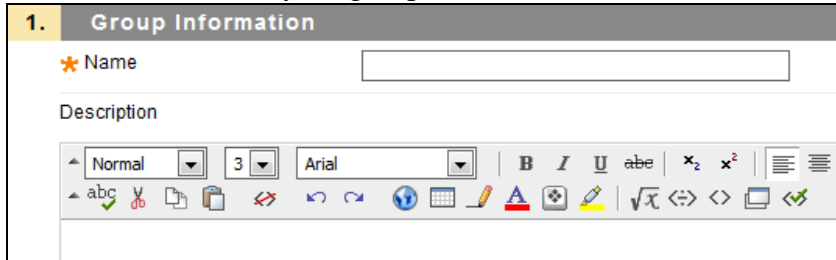
1. Under **Control Panel** on the left side of your screen, click **Users and Groups**, then **Groups**.



2. Click the double arrow next to **Create Group Set** and select **Manual Enroll** from the drop down menu.



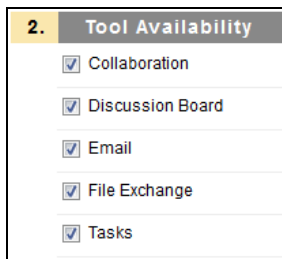
3. Fill in the name of your group in the **Name** field as well as the optional **Description**.



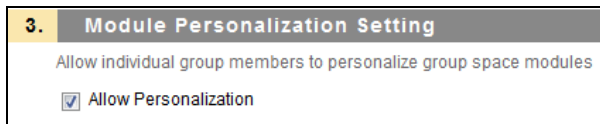
4. If you would like for the group to be available to your students, make sure that the **Group Available** says “Yes”. If you do not want your students to be able to view this group yet, select “No”. By default, “Yes” is selected.



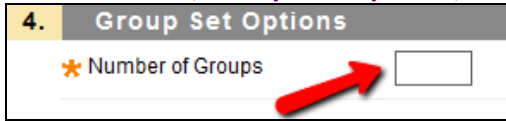
5. Select the tools that you would like to be available within the group.



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 Section 4, **Group Set Options**, enter the number of groups.



4. **Group Set Options**

* Number of Groups

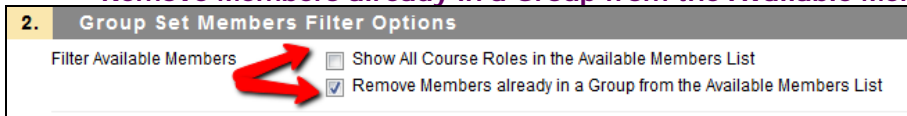
8. Make sure to click **Submit** at the bottom right corner to complete the creation of your group.



Cancel **Submit**

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**

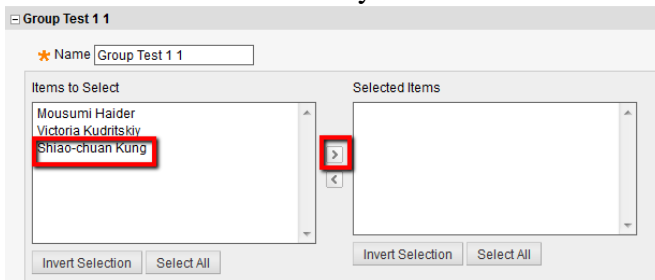


2. **Group Set Members Filter Options**

Filter Available Members Show All Course Roles in the Available Members 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**.



Group Test 1 1

* Name

Items to Select

Mousumi Haider
Victoria Kudritskiy
Shiao-chuan Kung

Selected Items

Invert Selection Select All

Invert Selection Select All

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.

<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Group Set Test 1	Group Set Test	No	Yes
<input type="checkbox"/>	Group Set Test 2	Group Set Test	No	Yes

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.



Add Course Module Add Group Module

- 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.

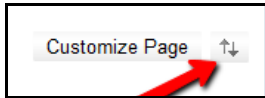


My Calendar

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.



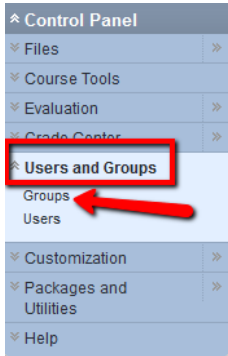
14. You can customize the layout of your group page by selecting the two-arrow icon in the top right hand corner.



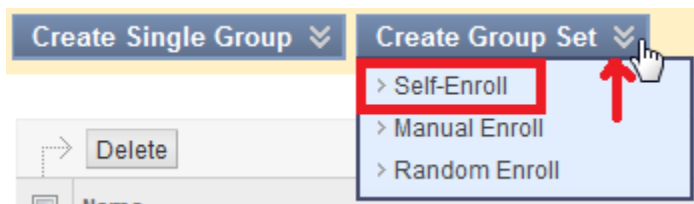
Self-Enroll

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.

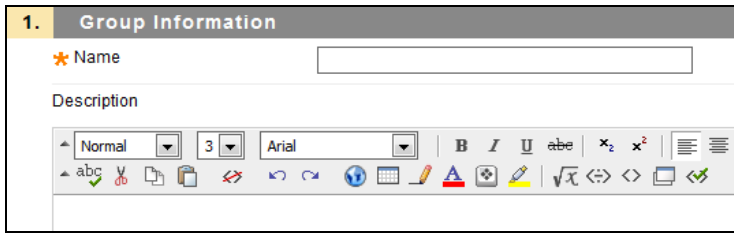
1. Under **Control Panel** on the left side of your screen, click **Users and Groups**, then **Groups**.



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**.

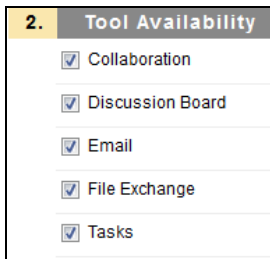


4. **Group Available**

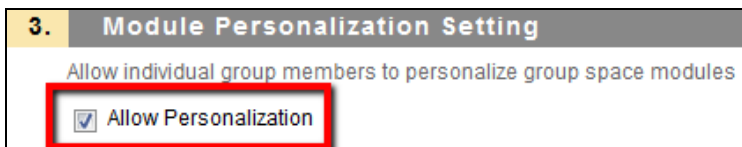
- a) If you would like for the group to be available to your students, make sure that the **Group Available** says “Yes”.
- b) If you do not want your students to be able to view this group yet, select “No”.
- c) “Sign-up Sheet Only” gives you the ability to have a group created, but the students cannot 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.

- 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.

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

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.

<input type="checkbox"/>	Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/>	Group Set Test 1 ▼	Group Set Test	No	Yes
<input type="checkbox"/>	Group Set Test 2 ▼	Group Set Test	No	Yes

↳

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.



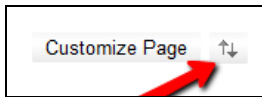
- a) If you should like to remove a module that has been added to the group, click the X at the right top corner of module. This will not delete the module from your course, only the group.



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.

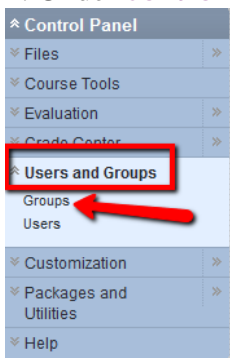


12. You can customize the layout of your group page by selecting the two-arrow icon in the top right hand corner.

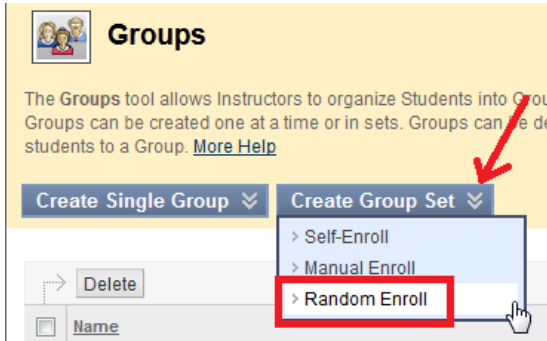


Random Enroll

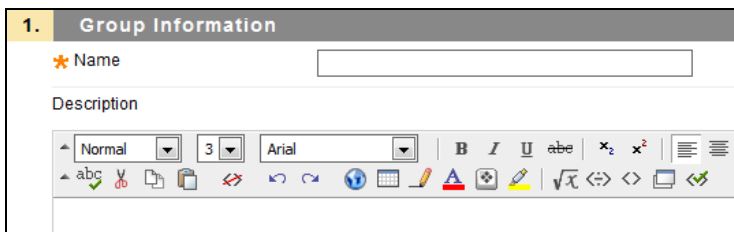
1. Under **Control Panel** on the left side of your screen, click **Users and Groups**, then **Groups**.



2. Click the double arrow next to **Create Group 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**.

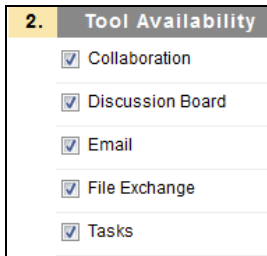


4. Group Available

- 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”.

3. Module Personalization Setting

Allow individual group members to personalize group space modules

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

4. Membership

Automatic distribution applies only to students who are currently enrolled in the course. Additional students may be enrolled manually.

* Determine Number of Groups by

Number of Students per Group

Number of Groups

* 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

8. Click submit

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.

Success: Group Random Test Group Set Created

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

<input type="checkbox"/> Name	GroupSet	Self-Enroll	Available
<input type="checkbox"/> Group Random Test 1	Group Random Test	No	Yes

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.