eCampus Training
Basic

Groups
Blackboard 9.1 SP13

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Groups Overview

“The Groups tool allows you to create formal **groups** of Students to collaborate on work. **Groups** can be created one at a time or in sets. The Instructor can manually select **Group** members or allow Students to self-enroll. Each **Group** has its own space, or homepage, with links to tools to help Students collaborate. Only the Instructor and the **Group** members can access the **Group** tools.” *(From Blackboard)*

Creating a Group

A **Group** can be created using:

- **Create Single Group** (in the Course Menu or Control Panel)
- **Create Group Sets** (in the Course Menu or Control Panel)

In this example, the **Create Single Group** tool was used. To learn how to use the **Create Group Sets** tool, please see the **Create Group Sets** tutorial.

Select **Groups**, if you have made it available or...

Select **Users and Groups** and select **Groups**.
How to Create Single Group

The **Create Single Group** tool allows you to create one **Group** at a time.

1. **Select Create**

2. **Single Group Manual Enroll**.

**HINT**: If you are sectioning all students in different groups of the same or similar name, use **Create Group Set**.

**NOTE**: **Manual Enroll** allows the Instructor to select which students will be in the group. **Self-Enroll** requires the student enroll themselves in the group.
(Optional) To expand the Create Group page, you can hide the navigational panels by moving the mouse arrow onto the edge of the course menu until the left pointing arrow appears to select.
3. Type a **Name**.
4. Enter a **Description** if desired.
5. Select **No** or **Yes** to make the **Group Available**. (Yes is selected by default.)
**Tool Availability Settings**

2. **Tool Availability**

- Blogs
  - No grading
  - Grade: Points possible: 
- Collaboration
- 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: 
- Tasks
- Commercial Content Tools
- Wikis
  - No grading
  - Grade: Points possible: 

These Tools are available to the **Group**. They are all selected by default. Select (uncheck) any Tool you do not wish the group to use.

**NOTE:** In Version 9.1 and later versions, one can grade a Group’s **Blogs**, **Journals**, and **Wikis**.
NOTE: If for Groups you select Blogs, keep in mind that students can post anonymously. In Blogs, the students have the option to select "Post Entry as Anonymous." When creating a Blog, the instructor does not have the option of turning off "Post Entry as Anonymous."
6. Deselect all unwanted **Tools**.
## Module Personalization Setting

3. **Module Personalization Setting**

   Allow individual group members to personalize group space modules
   - [x] Allow Personalization

4. **Group Options**

   - [ ] Create smart view for this group

5. **Membership**

   - Add Users
   - No users have been added.

6. **Submit**

   Click Submit to proceed. Click Cancel to quit.
   - [ ] Cancel
   - [ ] Submit

Select the check box for **Allow Personalization** to turn on the **Add Personal Module**. This not only allows individual group members to customize the Group homepage theme and banner, but also adds personal modules such as Calculator, Dictionary, Thesaurus, etc., to the Group’s page.
Group Options

Smart Views can automatically be generated in the Grade Center for each group set.

3. Module Personalization Setting
   Allow individual group members to personalize group space modules
   - Allow Personalization

4. Group Options
   - Create smart view for this group

5. Membership
   - Add Users
     No users have been added.

6. Submit
   - Click Submit to proceed. Click Cancel to quit.

   ![Submit Button]

NOTE: Smart views will automatically generate in the Grade Center, but will not be visible in the Grade Center unless they are selected.
Membership

3. **Module Personalization Setting**

   Allow individual group members to personalize group space modules

   - Allow Personalization

4. **Group Options**

   - Create smart view for this group

5. **Membership**

   - [Add Users]

   No users have been added.

6. **Submit**

   Click Submit to proceed. Click Cancel to quit.

   - Cancel
   - Submit

7. Select **Add Users**.

A list of course users will appear.
1. Select the students

2. Select **Submit.**
**How to view a Group’s page**

**Group A** is ready.

1. To view a **Group**’s page, select the desired group.
Group A’s Page

Available Tools

Group Members

Group Properties

Group Tools

File Exchange
Group Discussion Board
Send Email
How to Create Group Sets

In this example, the Create Group Sets tool was used.

Select Groups, if you have made Groups accessible from the Course Menu or...
Select Users and Groups and select Groups.
You can use **Create** for a **Single Group** or a **Group Set**. We will create our groups using **Group Set**.

**HINT:** The **Group Sets** tool allows you to create multiple related **Groups**.
These are the **Group Set** options.
To expand the **Create Group** page, you can hide the navigational panels if desired.
There are three ways to populate Group Set groups:

- **Random Enroll**: The instructor decides how many students can be in a Group or how many Groups there are. Students are enrolled randomly.
- **Self-Enroll**: The students enroll themselves in a Group. The instructor can set the maximum numbers of users allowed in a Group.
- **Manual Enroll**: The instructor chooses which students will be in each Group.

The first example will show a **Self-Enroll Group Set**.
Creating a Self-Enroll Set

1. Select **Self-Enroll**.
2. **Name** the Group.

3. Add a **Description** if desired.

**NOTE:** (a group number will automatically be placed at the end of the group name, e.g., **Self-Enroll Group 1**)
**Yes** is selected by default. Selecting **Yes**
- allows the students to sign up for a group and
- makes the group available
If **No** is selected, the group is not available to students and when made available later, the instructor has to enroll the students.
If **Sign-up Sheet Only** is selected, the students can sign up for a group but the group will not be available. The group will be available only after the instructor edits the group's settings (on the **Edit Self-Enrollment Group** page) by selecting **Yes** next to **Group Available**.
Scroll down to section 2.

These are the **Tools** available to the Groups. All are selected by default. Deselect any unwanted **Tools**.

**NOTE**: Only in Version 9.1 and later versions it is possible to grade Group **Blogs**, **Journals** and **Wikis**.
2. Tool Availability

- Blogs
  - No grading
  - Grade: Points possible: 

- Collaboration

- 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: 

- Tasks

- Commercial Content Tools

- Wikis
  - No grading
  - Grade: Points possible: 

**NOTE:** In Group Blogs, students can post Anonymous Entries and Comments. Changing permission must be done in the Edit Blog.
4. **Sign-up options**

Name of Sign-up Sheet

Sign-up Sheet Instructions

Path: p

Maximum Number of Members

Allow Students to see names of other members in a group before they sign-up

Show Members

The sign-up sheet can appear on the Groups listing page or be added as a link from other areas, such as a Content Area, Content Folder, Learning Module, or Lesson Plan. Adaptive release rules can be applied to the content page link, which provides the ability to limit the availability of the sign-up sheet.

4. **Name** the **Sign-up Sheet**.
5. Type the **Sign-up Sheet Instructions** if desired.
6. **Optional**: Type the **Maximum Number of Members** per Group.

7. Select **Show Members** if you want the students to see who is in a Group before signing up.

8. The default setting allows students to sign up through the Groups listing page, but sign up can be linked to another area of the course.
9. Type the desired **Number of Groups**.
10. Select **Submit**.
The three groups are ready for the students to enroll themselves in.
Signing Up to Join a Group

Student’s View

1. To sign up for a Group, the student selects Groups.
2. The student selects **View Sign-up Sheet to Join a Group**.
3. The student selects **Sign Up** to enroll in a **Group**.
Creating a Manual Enroll Group Set

This next example will show how to create a **Manual Enroll Group Set**.

1. From the **Groups** page, select **Create Group Set** then **Manual Enroll**.
2. **Name** the **Group Set**.

3. Provide a **Descriptions** if desired.

4. Keep the setting **Yes** for **Group Available** so students can join the group you have assigned.
4. Scroll down and deselect unwanted **Tools**.

**NOTE:** You have the option of grading **Blogs**, **Journals** and **Wikis**. If **Grade** is selected (and points given), then a column will automatically appear in the Grade Center for that Tool.
5. Enter the **Number of Groups** desired.

6. Select **Submit**.
Students are manually enrolled (by the instructor) in the different groups. However, **Randomize Enrollments** is available to enroll all users into groups.

**NOTE:** a student can only be in one Group belonging to a **Group Set**.
To select several students at a time, select the first one, then, holding down the **Shift key** on the keyboard, and select the last one.

**HINT:** To select multiple users that are not in a row:
- Select the first student
- Hold down the **Ctrl** button on the keyboard
- Continue selecting students
- Release the **Ctrl** button when finished
To move the selected names to **Selected Items**, select the right pointing Arrow.
Notice that these students are in **Group 1** and not available for **Group 2**.
Scroll down and populate **Group 2** with the remaining students and, select **Submit**.
The two **Manual Enroll Group Sets** are ready for the students to use.
Creating a Random Enroll Group Set

The last example will be a Random Enroll Group Set.

1. From the Groups page, select Create Group Set, then Random Enroll.

**NOTE:** With Random Enroll, eCampus randomly enrolls students in different (Random Enroll) Groups.
2. **Name** the **Group Set**.
3. Type a **Description** if desired.
4. Scroll down and deselect unwanted **Tools**.

**NOTE:** You have the option of grading Blogs, Journals and Wikis. If Grade is selected (and points given), a column will automatically appear in the Grade Center for that Tool.
There are two ways to determine how the students will be distributed
- **Number of Students in a Group** or
- **Number of Groups**

5. Select your desired method.
6. Select which option to use for excess students.
7. Select Submit.
The Random Enroll Groups are ready for the students.
Creating a Group Assignment

**NOTE**: You must create your Groups *before* you create a group assignment.

Once you create an **Assignment**, you can assign it to a **Group**. A grading column will be added to the Grade Center.

When one member of the Group submits the assignment, it is submitted for all members of the Group.
1. Create an assignment in a content area as you normally would.

2. When you get to item 6, **Recipients**, select **Groups of Students**. After **Groups of Students** is selected, you will see your Groups.
3. Select the desired **Group**.
4. Once a **Group** is selected, select the right pointing arrow.
5. Select **Submit**.
The **Group A** assignment is ready.
**Student View**

![Image of a dialog box asking if the work is being submitted for the entire group.]

**NOTE:** When one group member submits an assignment, the member will see the following pop-up message:

"Work is being submitted for the entire group. Continue?"
In this example, James submitted the assignment. As a result, the ‘**Needs Grading**’ icon appears for All group members.

**NOTE:** Entering a grade in the Grade Center will only add a grade to a single group member.

To give one grade for a group, select the **Grade Cell Option** button.
Select the Group Attempt.

NOTE: When you grade the Group assignment with Inline Grading, everybody in the Group will automatically be given the same grade.
If needed, different grades can be assigned to group members. Enter the new grade and then select the check sign (✓) to override the original grade.
Select Exit to return to the Full Grade Center.
Students now have different grades for a group assignment.
Creating a Group Discussion Board

When an instructor creates a group, the instructor determines
- the Tools that will be available, (e.g., Discussion Board, Email, etc.), and
- the group's members.

Once a group is created, the group's members manage the group. For example, if the Discussion Board Tool is made available, any student (belonging to the group) can
- create a Discussion Board forum, and
- modify existing forums

**Note:** Groups are essentially managed by students.
To create a **Group Discussion Board**, one must first create a Group.

A **Group** can be created using:

- **Create Single Group** (in the Course Menu or Control Panel)
- **Create Group Sets** (in the Course Menu or Control Panel)

Please view the **Create Single Group** and the **Create Group Sets** tutorials for a detailed explanation of creating groups.

In this example, we are going to create a **Single Group**.

1. Select **Groups**.
2. Select **Create Single Group**.
3. Select the desired option.

**NOTE:** We are going to use **Manual Enroll**.
4. **Name** the **Group**.
5. In the **Description** text box, type the desired information. Then scroll down.
NOTE: The Group is available by default.
Notice that all **Tools** are selected by default.

6. Deselect the unwanted Group **Tools**.

**NOTE:** You have the option of grading **Blogs**, **Journals** and **Wikis**. If **Grade** is selected (and points given), a column will automatically appear in the Grade Center for that Tool.
In our example, we deselected all Tools except Discussion Board. In most cases, Email and File Exchange are also selected.
If **Allow Personalization** is checked, the Group’s members can add modules to the **Group Home Page**. Students can also change the Group homepage color scheme and group banner.
3. **Module Personalization Setting**

   *Allow individual group members to personalize group space modules*

   - Allow Personalization

4. **Membership**

   - **Items to Select**
     - Chi. Admin(Instructor)
     - Chi. Jerry(Instructor)
     - Chi. Student
     - Cook, Catherine
     - Lo, Siam
     - McKay, Ashley
     - Miller, Barney
     - Solor, Chris
     - Turner, Michael
     - Watson, Justin
     - Whitten, Jodie
   
   - **Selected Items**

5. **Submit**

7. Select the desired group members.

8. Once the group members are selected, select the right pointing arrow.
4. **Membership**

- **Items to Select**
  - Chi, Admin (Instructor)
  - Chi, June (Instructor)
  - Chi, Student
  - Turner, Michael
  - Watson, Justin
  - Whitten, Jodie

- **Selected Items**
  - Cook, Catherine
  - Le, Sam
  - McKay, Ashley
  - Miller, Barney
  - Soto, Chris

5. **Submit**

*Click Submit to proceed. Click Cancel to quit.*

   ![Submit button](button.png)

9. Select **Submit**.
To view a Group’s **Home Page**, select the group’s link.
Group A **Home Page**
Student View of Group A Home Page
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