

Group Sets

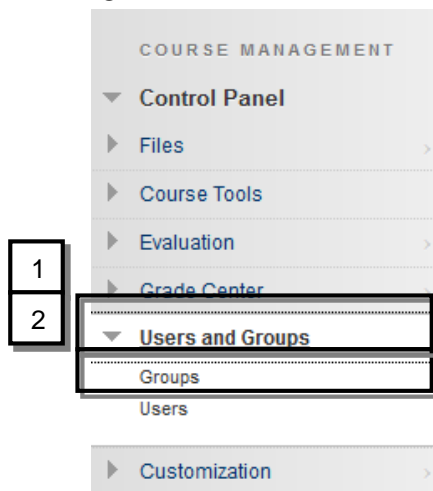
Group Set

A Group Set is several collaborative groups created at the same time. The Group Set has a random enrollment option, which automatically distributes users in the course equally among the number of groups created. When making the group set, it will append a number to each group. If a Group Set called **Group Set – Research Project** is created with three groups, the groups will be named Research Project 1, Research Project 2, etc.

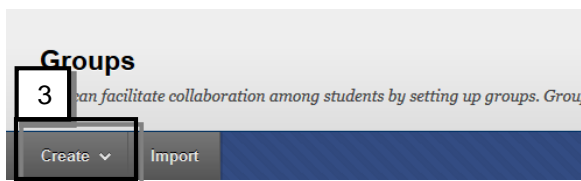
Enrollment Options

- **Manual Enrollment** involves the instructor selecting members one at a time from a list of all the students in the course
- **Random Enrollment** is best suited for Group Sets. The Blackboard system distributes users among different groups, based on criteria chosen by the instructor.
- **Self Enrollment** allows the students themselves enroll in a group using sign-up sheets created by the instructor.

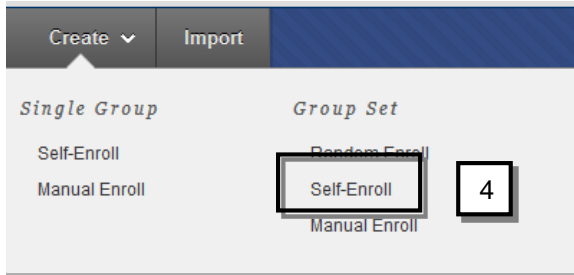
Self-Enroll



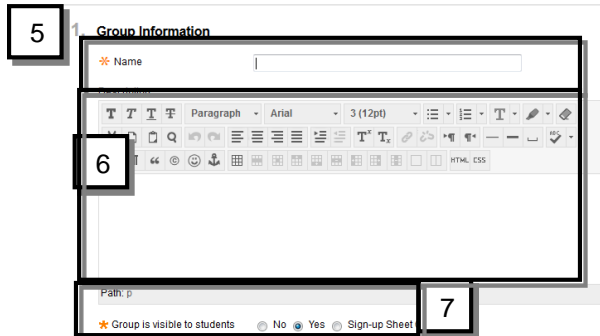
1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.



3. Click **Create**

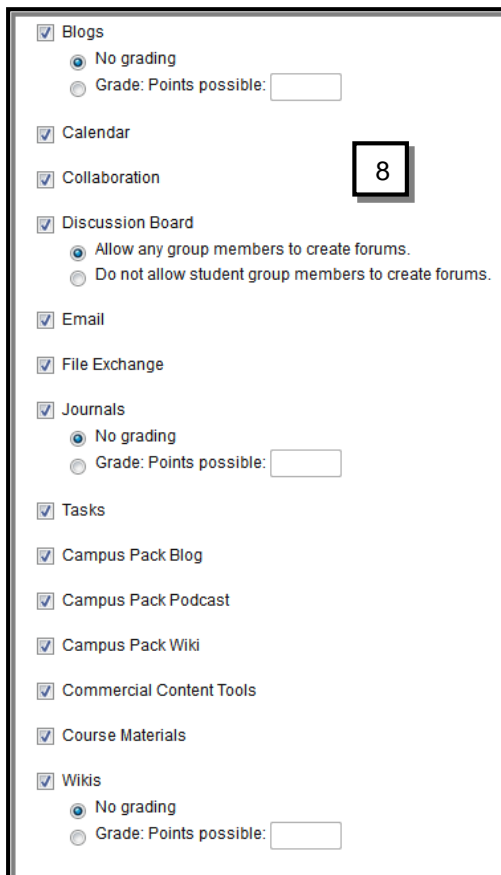




4. Click **Self-Enroll**.



5. The **Create Self-Enrollment Group page** opens. **Name the Group.** (*) means required field).
6. Enter a Group **Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check **Yes** to make the **Group visible**.

2. Tool Availability



8. **Uncheck the checkboxes**  to de-select the Tools available to the Group. **Click Allow Personalization.**  Allowing individual group members to personalize group space modules is a great tool for engaging students.

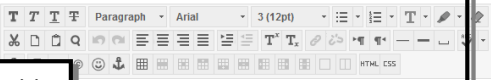
3. Module Personalization Setting

Allow individual group members to personalize group modules

9 ☒ Allow Personalization

4. Sign-up options

10 * Name of Sign-up Sheet

11 

12 Maximum Number of Members

9. **Name** the signup sheet.
10. Add **Signup Sheet Instructions**.
11. Set the **Maximum Number of Group Members**.
12. Click **Submit**.

Manual Enroll Group

1 COURSE MANAGEMENT

2 **Control Panel**

- Files
- Course Tools
- Evaluation
- Grade Center
- Users and Groups**
- Groups
- Users
- Customization

Groups

3 You can facilitate collaboration among students by setting up groups. Group

Create Import

1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.

3. Click **Create**

4

4. Click **Manual Enroll**.

5



6

7

5. The **Create Manual Enrollment Group** page opens. **Name the Group.** (*) means required field).
6. Enter a Group **Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check **Yes** to make the **Group visible**.

2. Tool Availability

8

8. **Uncheck the checkboxes**  to de-select the Tools available to the Group. Click **Allow Personalization**.  Allowing individual group members to personalize group space modules is a great tool for engaging students.

3. Module Personalization Setting

Allow individual group members to personalize group modules

9 ☒ Allow Personalization

5. Membership

10

No users have been added.

9. Click **Add Users** to add users to the group.

11

Add Users - Mozilla Firefox

https://blackboard.uivtc.edu/webapps/bb-group-mgmt-LEARN/jsp/groupmgmt/courseUserGroupSearch.jsp?run5

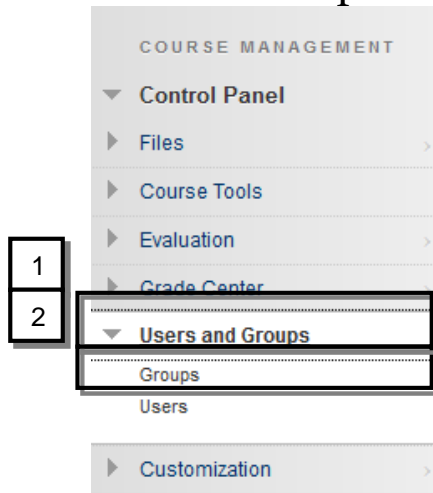
Add Users

by Not Blank Go ☐ Show all users regardless of role

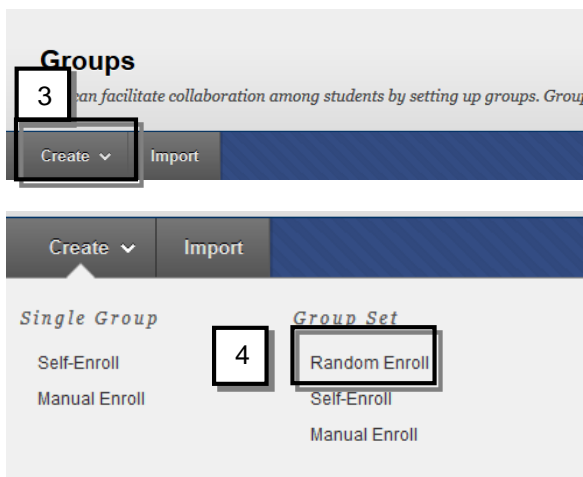
Username	Full Name
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]
<input type="checkbox"/> [username]	[Full Name]

10. The Add Users page opens. Select users by clicking the **checkboxes**.
11. Click **Submit**.

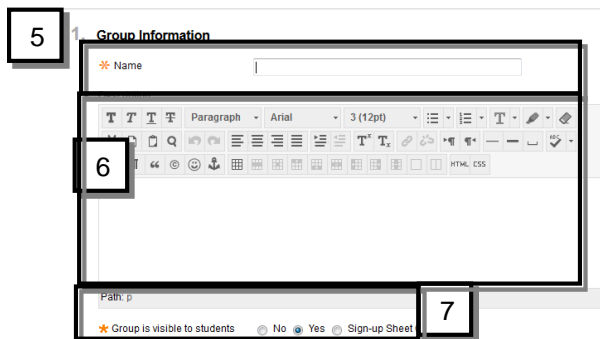
Random Enroll Group



1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.



3. Click **Create**
4. Click **Random Enroll**.



5. The **Create Manual Enrollment Group** page opens. **Name the Group.** (*) means required field).
6. Enter a Group **Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check **Yes** to make the **Group visible**.

2. Tool Availability

☒ Blogs
☒ No grading
☐ Grade: Points possible:

8

☒ Calendar

☒ 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

☒ Campus Pack Blog

☒ Campus Pack Podcast

☒ Campus Pack Wiki

☒ Commercial Content Tools

☒ Course Materials

☒ Wikis
☒ No grading
☐ Grade: Points possible:

8. *Uncheck* the **checkboxes** ☒ to de-select the Tools available to the Group.
9. Click **Allow Personalization**. ☒
 Allowing individual group members to personalize group space modules is a great tool for engaging students.

3. Module Personalization Setting

9

Allow individual group members to personalize group modules

☒ Allow Personalization

5. Membership

Automatic distribution applies only to students who are currently enrolled in your course. Add

10

★ Determine Number of Groups by

☒ Number of Students per Group
☐ Number of Groups

11

★ 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.

10. **Determine Number of Groups** by
 - Number of Students per group
 - Number of groups
11. 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.
12. Click **Submit**.