Creating and Managing Groups

Using the Blackboard Groups Tool

Introduction

This document will take you through how to create and manage groups in Blackboard 9.1.

Groups can be used for a number of purposes; adaptive release, assignment control, dealing with large numbers of students, or for tutor groups and activities.

Creating Groups

To begin, you must have the Leader role in the Blackboard area to be able to create or manage groups.

In the control panel click on 'Users and Groups', and then 'Groups'.
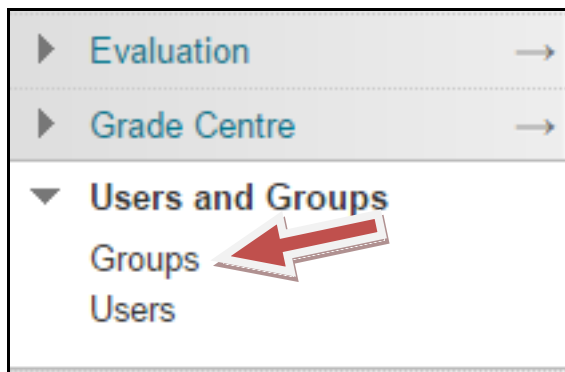
You can create groups one-by-one, or in a batch. To create them one-by-one select 'Single Group', or to create a set of groups select 'Group Set'.

Create Single Group

You can choose to make the single group 'self-enrol' which would allow the students to choose themselves if they would like to join the group, or 'manual enrol', which only allows the tutor to decide which students are members of a group.

For this example, we will create a manual group. Click on 'Create' and under 'Single Group' choose 'Manual Enrol'

Add a group name, description to give the students context and choose if the group is going to be available to the students yet.


Decide which **tools** you would like this group to have access to. Please note, only the students added to this group will have access to this groups' tools.

An example when deciding which tools to give access to, is if you wish for a group to have their own discussion forum for instance, you would simply check the box next to 'Discussion Board' and uncheck any other boxes.

Under '**Membership**' you can click on 'Add users' to add student to the group.
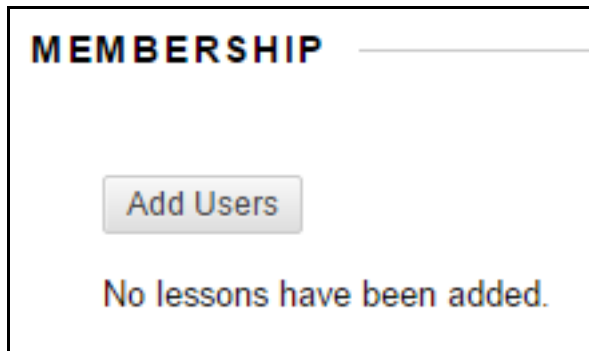
Just click on the boxes to the left of the usernames of the students that you want to add, before selecting 'Submit'.

You can then remove a student that you have just added by clicking on the 'x' next to their name, or remove all the student by clicking on the 'Remove Users' button.

Click 'Submit' when you have finished.

To Create a Group Set

There are 3 options for creating a batch of groups;

- **Self-Enrol** – allows students to choose which group to join
- **Manual Enrol** – allows the tutor to put students into set groups
- **Random Enrol** – allows Blackboard to randomly place students in one of the groups

Self-enrol is useful if you want students to select groups that they wish to work in – be it with like-minded students, or on a pre-determined topic that the tutor sets. It is also useful if you want students to select which workshop or seminar they wish to attend, or to arrange a tutorial.

Manual enrol is useful if you already know which groups the students will be in – this may be tutor groups, days of lectures or learning sets.
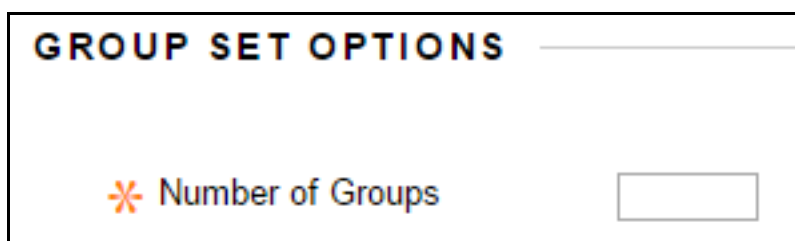
Random enrol is useful if you would really like to mix things up, so you won't get the blame for the group selection!

For this example, we will create two manually enrolled groups. Select 'Create', and under 'Group Set' select 'Manual Enrol'.

Give the Groups a generic name to summarise the groups e.g. 'Tutor Group'
As with the above 'Create Single Group' example, decide which tools you would like the groups to have access to.

In this case you will also have the option to enter the number of groups you wish to create.

Select 'Submit' and you will see the 'Edit Group Set Enrolments' page. This allows you to add the users to the group using the 'Add Users' button for each group.

You can increase or reduce the number of groups in the set by using the 'Add Group' or 'Delete Group' buttons.

Click '**Submit**' once you are finished.

You will be returned to the **groups page** where you can see the groups you have created. Click on a group to view the members and tools they have group access to. Select the grey arrow next to a group title to access the group's menu. Choose 'Edit' from the menu to change settings and membership.