

## **Blackboard Focused Workshop Group Tools in Blackboard**

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# Getting Started with . . . Groups

Task	What You Need to Know	Steps to Accomplish
Add a Group: Self Enroll		<ol style="list-style-type: none"> <li>1. Point to <b>Create Single Group</b> and select <b>Self-Enroll</b>.</li> <li>2. Select whether the new group is available to students.</li> <li>3. Select the collaboration tools you want to make available to the group.</li> <li>4. Select whether to allow members to add modules to the group home page. Only the person who added the modules can view them.</li> <li>5. Name the sign-up sheet at set its options, including the maximum number of members.</li> <li>6. Click <b>Submit</b>.</li> </ol>
Add a Group: Manual Enroll		<ol style="list-style-type: none"> <li>1. Point to <b>Create Single Group</b> and select <b>Manual Enroll</b>.</li> <li>2. Select whether the new group is available to students.</li> <li>3. Select the collaboration tools you want to make available to the group.</li> <li>4. Select whether to allow members to add modules to the group home page. Only the person who added the modules can view them.</li> <li>5. Select members by moving them from the Items to Select box to the Selected Items Box using the right-facing arrow.</li> <li>6. Click <b>Submit</b>.</li> </ol>
Edit a Group	Instructors can edit the group properties, including tool availability and membership.	From the contextual menu for the the group name select <b>Edit</b> .
Delete a Group	This action is irreversible.	From the contextual menu for the group, select <b>Delete</b> .
Create a Set of Groups		Point to <b>Create Group Set</b> and select <b>Self-Enroll</b> , <b>Manual Enroll</b> , or <b>Random Enroll</b> .
Make Groups Available or Unavailable	Instructors can select whether a group is available to students.	On the Edit Group page, select whether the new group is available to students by clicking the <b>Yes</b> or <b>No</b> for the Group Available option.
Create a Group Assignment	Instructors can create an Assignment and release it to a specific group within a Course. Only the Instructor and the members of that Group have access to the Assignment.	<ol style="list-style-type: none"> <li>1. Access a Content Area.</li> <li>2. Point to <b>Evaluate</b> on the Action Bar and select <b>Create Assignment</b>.</li> <li>3. Provide all of the necessary information.</li> <li>4. Determine the Recipients for the Assignment by clicking the appropriate radio button: <b>Groups of Students</b>.</li> <li>5. Select the desired Groups moving them from the Items to Select box to the Selected Items box using the right-facing arrow.</li> <li>6. Click <b>Submit</b>.</li> </ol>

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## Grading Group Assignments

After receiving and reviewing submissions from Group Assignments, Instructors can grade and offer comments on the submissions. The grade and comments are then returned to the entire group. Group Assignments can be reflected in the Grade Center by adding a column for the Assignment.

1. From the Grade Center, open the Group Assignment to be graded.
2. On the Grade Group Attempt page enter the Group Grade in the space provided.
3. Enter feedback or comments in the text box.
4. Attach a Local File or a Content Collection Item by clicking either Browse for Local File or Browse for Content Collection Item.
5. Click **Submit**. You will be returned to the Grade Details page.
6. Click the **Allow Additional Attempt** button to give the group an extra attempt at the assignment.

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## Grading Group Assignments with Multiple Attempts

If multiple attempts are allowed for a Group Assignment, the Instructor must grade each attempt individually.

Follow the same process for grading a single attempt.

Each attempt can receive a grade, but the final grade delivered to the user is entered from within the Grade Center.

Instructors can choose from the following options:

- Grade of Last Attempt
- Grade of First Attempt
- Highest Grade
- Lowest Grade
- Average of Attempt Grades

## Glossary

Manual Enrollment	Manual enrollment involves the Instructor selecting each member one at a time from a list of all the students in the Course.
Random Enrollment	Random Enrollment is best suited for multiple groups, where the Instructor allows the system to divide up all the members of the Course among all the groups based on criteria chosen by the Instructor.
Self Enrollment	Self Enrollment allows the students themselves to become members of groups by using Sign-Up Sheets that Instructors create for each Course Group.
Group Blog	Users within the group can post to the Blog and add comments. Instructors can enable the Blog tool for use only within the Course Group, or can grant the public access to the Blog.
Collaboration	Users within the group can participate in real-time lessons and discussions.
Group Discussion Board	The Group Discussion Board is an area where Course Group members can post messages and replies. Instructors can use this tool to encourage discussions of course material outside of the classroom. This Discussion Board is available only to Course Group members, not to the entire course.
File Exchange	Students and Instructors can use this tool to upload documents to the Course Group area and organize them through the creation of folders in which their items can be stored. Students can access this material from within the course. Instructors have access to all folders in their course.
Send Email	All members of a Course Group can send email messages to selected members or the entire group. These messages are internal to the Course Group, they are not available to anyone outside the group.
Group Journal	Instructors can assign a private Journal to each user in a group to allow private communication between the Instructor and the User.
Group Tasks	The Group Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status.