

Competencies

After reading this document, you will be able to:

- ◆ Create custom groups, multiple groups and groups with sign-up sheets.

Group Manager

The *Group Manager* tool allows empty groups to be created that can later be populated and used by group members.

There are three options for creating groups in *Group Manager*:

- ◆ Create custom groups
- ◆ Create multiple groups
- ◆ Create groups with sign-up sheets

Your location: **Group Manager**

Create Groups

How would you like to add members to the groups?

- Create custom group
(Create a single group and choose the members you want to add to it.)
- Create multiple groups
(Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)
- Create groups with sign-up sheets
(Allow Students to select the groups they want to join by using sign-up sheets.)

Figure 1: Using Groups - Create Groups – three options

To Create Custom Groups:

- 7 From the *Group Manager* screen, click **Create Groups**.
- 8 Select *Create custom group* and click **Continue**.
- 9 In the *Group name* text box, enter a name.
- 10 In the *Group description* text box, enter a description.
- 11 Under *Membership Information*, click **Add Members**.

Figure 2: Group Manager – Create Custom Group

- 12 To add one or more multiple members, select each member and click **Add Selected**. The members are added.



Note The same member can be added to multiple groups.

- 13 Click **Save**.

To Create Multiple Groups:

- 1 From the *Group Manager* screen, click **Create Groups**.
- 2 Select *Create multiple groups* and click **Continue**.
- 3 Under *Group Information*, in the *Word or phrase all group names start with* text box, enter the word or phrase the group names are to begin with.
- 4 In the *Default description* text box, enter a default description for the groups.
- 5 Under *How Should the Groups Be Created?*, specify how the groups are to be created.
 - a To create empty groups and add section members later:
 - Select *Create empty groups*, and add members later.
 - In the *Number of groups* text box, enter the number of groups to create.
 - b To create full groups in which students and auditors who are currently enrolled in the course are randomly distributed:
 - Select *Create full groups*, and randomly distribute students.

How Should the Groups Be Created?

Create empty groups, and add members later
Number of groups:

Create full groups, and randomly distribute Students

Students
There are **10** Students currently enrolled in this class, including the demo Students.

Include the demo Student in one of the groups
(Including the demo Student allows the Section Instructor to experience the full course by using the Student View tab.)

Set Up Groups

By number of groups:

By number of Students per group:

What Should Be Done with Any Extra Members?

Distribute extra members among the groups.

Put extra members in their own group.

Leave extra members to be added manually to groups.

Figure 3: Using Groups – How Should the Groups Be Created?

- 6 Under *Set Up Groups*, specify either the number of groups, or the number of students per group.
 - If the number of groups has been defined the students will be randomly distributed to those groups.
 - If the number of students in each group has been defined then the groups will be populated based upon that parameter.
- 7 Under *What Should Be Done with Any Extra Members*, select whether extra students should be randomly distributed among the groups, put in their own group, or left to be manually added to groups later.



Tip Include the demo student in one of the groups. Under the students, select *Include the demo student in one of the groups*. If this option is selected, from the Student View tab, the instructor will be able to view assignments that are assigned to groups in which the demo student is a member. This gives the opportunity to test the appearance and usability of group assignments.

- 8 Click **Continue**.
- 9 If full groups were created and group members are to be moved between the groups, click **Shuffle Members**.
- 10 Click **Save**. If a group contains more than 10 members, to view all group members, click **View All Members**.



Tip Instructors will not be able to see that students have signed up for a group without logging out and logging back in to the Blackboard Learning System.

To Create Groups with Sign-Up Sheets:

- 1 From the *Group Manager* screen, click **Create Groups**.
- 2 Select *Create groups with sign-up sheets* and click **Continue**.
- 3 Under *Group Settings*, in the *Number of groups* text box, enter the number. This is the number of groups that will appear on the sign-up sheet.
- 4 In the *Word or phrase all group names start with* text box, enter the word or phrase.
- 5 In the *Default description*, enter a description.
- 6 Enter the *Maximum Students per group*.
- 7 Students who have not yet signed up for a group can be allowed to see the names of group members on the sign-up sheet. If this is the instructor's preference, select the checkbox in front of *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.

Your location: [Group Manager](#) > **Create Groups with Sign-Up Sheets**

Create Groups with Sign-Up Sheets

Group Settings

All group names will start with the same word or phrase, followed by a unique number. Enter the word or phrase that will be used in all group names in the text box below. For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

*Number of groups:

*Word or phrase all group names start with:

Default description:

*Maximum Students per group:

Student view: Allow Students who have not yet joined a group to see the names of group members. After Students join a group, they will see a list of group members.

Figure 4: Using Groups – Create Groups with Sign-Up Sheets

- 8 Under *Sign-Up Sheet Settings*, in the *Sign-up sheet title* text box, enter a title. The title will appear as a link to the sign-up sheet.
- 9 In the *Sign-up sheet instructions* text box, enter the instructions.
- 10 From the *Place the sign-up sheet link on* drop-down list, select the location where the link is to appear.
- 11 Click **Continue**.

Sign-Up Sheet Settings

Students join a group by clicking a sign-up sheet, which is placed in a folder.

*Sign-up sheet title:

Sign-up sheet instructions:

Place the sign-up sheet link on:
 the Students will go to choose the group they want to join.

Figure 5: Using Groups – Sign-Up Sheet Settings

12 Click **Save**.