

Creating Groups Using the Group Manager Tool

Before creating groups, you must first choose which type of group will best meet your instructional needs.

Blackboard offers the following types of groups:

Custom Group

- You can create a single group
- You can individually assign members to groups
- You Can create unique group names and/or descriptions

Multiple Groups

- You can create more than one group
- You can have members randomly assigned to groups or individually assign members

Groups with Sign-up Sheets

- You can create single or multiple groups in which students can assign themselves to groups
- You can choose whether or not you want to allow students signing up to see who is already in a group

Please note: To create groups where students are randomly assigned, your student rosters must first be loaded into Blackboard.

To create a group, while on the **Teach Tab**, choose **Group Manager** then **Create Groups**. You will be prompted to choose the type of group. Once you have chosen the type of group, click **Continue**.

For instructions on how to create the group you have chosen please see below:

To Create a Custom Group:

The screenshot displays the 'Create Custom Group' form in Blackboard. The 'Settings' section includes a required 'Group name' field and an optional 'Group description' field. The 'Membership Information' section features an 'Add Members' button and a message indicating the group is empty. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Save and Create Another Group'. A red asterisk and the text 'Required field' are positioned to the left of the 'Save' button. Red arrows highlight the workflow: one arrow points from the 'Add Members' button to the 'Save' button, and another arrow points from the 'Save' button to the 'Save and Create Another Group' button.

*Click on **Add Members** to add students to your group.

*Click **Save** when finished.

*To automatically generate another group, choose **Save** and **Create Another Group**.

To Create Multiple Groups:

Group Information

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.

*Word or phrase all group names start with:

Default description:

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 2 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.

*You have the option of adding students after the group is created, but the number of groups must be specified.

*You can generate groups based on a specific number of groups or by the number of students per group.

*If there are an odd number of students in your course, you can choose how "Extra Members" are assigned.

*To see the groups as a student would, be sure to add the Demo Student to a group.

*Click **Continue** then **Save**.

To Create Groups Using 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.

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: - Select -

This is where the Students will go to choose the group they want to join.

*Specify the number of groups to be generated as well as the maximum amount of students allowed in each group.

*Decide whether you want students who have not yet joined a group to see the group members' names.

*Decide what to call your sign-up sheet and where you want students to access the link from.

*Do note that students cannot manage their group memberships once they have chosen a group (i.e. change groups, etc).

*Click **Continue** then **Save**.

Please note: You can also create group activities such as discussion topics for your groups using the Create Group Activity feature at the bottom of the Group Manager page.