

# **Creating Groups**

#### Beginner

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## About Course Group Membership

Faculty can create a single Group or multiple Groups in which students can be enrolled manually, automatically, or by allowing the students to enroll themselves. These enrollments can be changed at any time. Faculty can add a Tool link to their course menu for Groups. These Groups can also be accessed through the default Tools link in the course menu.

- **Manual Enrollment** involves the faculty selecting each member one at a time from a list of all the students in the Course.
- **Random Enrollment** is best suited for multiple Groups, where the faculty allows the system to divide up all the members of the Course among all the Groups based on **Number of Students per Group** or **Number of Groups**. For example, if there are 24 students enrolled in a Course, and the faculty wanted four students per Group, the system would create six Groups. If the faculty wanted four Groups, the system would randomly enroll six students per Group.
- Self Enrollment allows the students themselves to become members of Groups by using Sign-Up Sheets that Instructors create for each Course Group.

Each Group has its own space, or homepage, in the course with links to tools to help students collaborate. Only the instructor and the Group members can access the Group tools. For instance, each Group can have a private Discussion Board that is only accessible to a Group's members.

## **Creating a Group**

To create a Group:

1. Login to Blackboard Learn.

<u>CLEMS#N</u>	🛓 My Places 🧰 Home 🕜 Help 📲 Logout	
My Institution Courses	Community Content Collection System Admin	
My Institution Notifications Date	shboard	Personalize Page 🗘
Tools         □           > ● Announcements         ●           > ■ Calendar         >           > ● Tasks         >           > ○ M Krades         >           > ■ Send Email         ●           ● User Directory         >           > ● Arterses Pook         >	My Announcements         Image: Comparison of the set of	My Courses  Courses you are teaching: Blackboard Learn 101 Business Writing Teaching in an Online World
	My Calendar     Image: Calendar events       No calendar events have been posted for the next 7 days.       imore calendar events.       My Organizations       You are not currently participating in any organizations.	On Demand Help and Learning Catalog  Catalog Learn more about Blackboard Learn through our On Demand Learning Center. The On Demand Learning Center includes short, interactive wide lessons called Quick Tutorials and short documents, called Getting Started Guides, designed to get you familiar with a feature in 15 minutes.
	roo are no conency parocipality in any organizations.	My Tasks  My Tasks: No tasks due. more tasks

2. Click the **Courses** tab.

	🕯 My Places 🧰 Home 🕑 Help 📲 Logout
My Institution Courses	Community Content Collection System Admin
Course Search	Course List
Go	Courses you are teaching:           Immersh.de.102: Blackboard Learn 101           Instructor: Melissa Lockhart;
	MEMARSH-DE101: Business Writing     Instructor: Melissa Lockhart;
	memarsh-de-101: Teaching in an Online World     Instructor: Melissa Lockhart;
and the basis and and and and and a second	an a second de la constant de la const

- 3. Click the course to open from the **Course List** module.
- 4. The course entry page will be displayed. From the **Control Panel**, click the chevron to expand **Users and Groups**.

	🕯 My Places 🏦 Home 🥝 Help 📲 Logout	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Home Page	Edit Mode is: ON
* Business Writing * (MEMARSH- DE101)	Home Page ⊠	
1 Home Page	Add Course Module	Customize Page 🗘
Course Intro     Learning Modules	My Announcements 💠 🖻 🖾	My Calendar 🔶 🖂 🗄
Discussions     Groups	No course announcements have been posted in the last 7 days.	No calendar events have been posted for the next 7 days.
1 Tools	more announcements	To Do e 🖉
1 Module 2 🛛 📰 🛛 🖾	What's New 🖉 🗖 🔯	Edit Notification Settings
	Edit Notification Settings Actions ¥	What's Past Due Actions ¥
COURSE MANAGEMENT	▼Assignments (1)	¥ All Items (0)
* Control Panel	¥Content (1) 🛛	What's Due Actions ¥
Content Collection	▼Courses/Organizations (1) 🛛	Select Date: 06/08/2010 🔳 Go
Course Tools Evaluation	¥ Tests (5)	* Today (0)
Grade Center		Nothing Due Today
Users and Groups		▼Tomorrow (0)
Groups		¥This Week (0) ⊠
Users		Future (0)

5. Click Groups. The Groups page is displayed.

### Creating a Single Group with Self-Enroll

The Self Enroll option allows you to create a single Group with a Sign-Up Sheet. Then students can choose which Group they want to enroll in.

To create a Single Group with Self-Enroll:

1. Hover your mouse over the Create action link and select Self-Enroll under Single Group.

		All Groups (Arch)	en anuers
Groups			
	ollaboration among students by s sense of online community. <u>Mor</u>	setting up groups. Groups allow students to establish a closer virtual relationship with memb re Help	ers of the
Create 🗸 Impor	t		Group Settings
Single Group	Group Set		
Self-Enroll	Random Enroll		
Manual Enroll	Self-Enroll		
	Manual Enroll		
		No items found.	

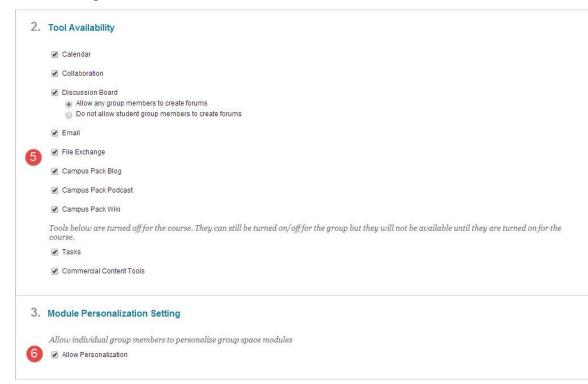
2. The Create Self-Enrollment Group page is displayed.

			着 My Paces 🧰 Home 😧 Heb 📲 Logout	
1	My Institution	Courses	Community Content Collection System Admin	
	Business Writing ME	MARSH-DE101	Groups > Create Self-Enrollment Group Edit Mode is: ON Edit Mode is:	?
‡ ‡ †	Business Writing (MEMARSH- DE101) Home Page Course Intro Learning Modules		Create Self-Enrollment Group Self-Enrollment Groups allow students to join a Group by adding their names to a sign-up sheet. Sign-up sheets can be made available or the Groups page and can limit the number of people allowed to join the Group. Self-Enrollment Groups can be made one at a time or mad in sets. <u>More Help</u>	
1	Discussions	×	* Indicates a required field. Cancel Subm	it
1 1	Groups Tools		1. Group Information	
1	Help	$\boxtimes$	* Name Group 1	
1	Module 2 🗷 💷		Description Visual Editor is: ON	
	COURSE MANAG * Control Panel Content Collection Course Tools Evaluation Grade Center Users and Groups	SEMENT	Normal ▼ 3 ▼ Arial ▼ B I U else   $x_1 x^2$   $\equiv \equiv \equiv   \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv $	
	Groups Users			
	Customization Packages and	>> >>		
	Utilities ∀ Help		▲ Path: body ===0	
	Quick Unenrol		* Group Available 💿 No 💿 Yes 💿 Sign-up Sheet Only 🔶 3	
1.	a same and and	and some	والمحمول والمحمد فينتج والمحمد فالمحمد فالمحمد المحمدات فيرتمون والمحمد والمحمد فالمحمد في والمحمد والمحمد	

- 3. Enter a **Name** and **Description** for the Group.
- 4. Then select the **Group Availability**.
  - a. Select **No** to hide the Group. If you are creating a Group to use in the Grade Center in a Smart View, you may not want to have the Groups visible to students.
  - b. Select **Yes** to make the Group available.



c. Select **Sign-up Sheet Only** to create a Sign-up Sheet for the Group that allow students to sign-up for the Group.



- 5. Select which **Tools** will be available to members of the Group. Tools that can be made available to a Group include:
  - a. Calendar Users within the group can view important dates in a calendar format.
  - b. **Collaboration** Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
  - c. Discussion Board Users within the Group can create and manage their own Forums.
  - d. Email Users within the Group can email individual members or the entire Group.
  - e. **File Exchange** Users within the Group and the Instructor can upload files to the Group space and organize them through the creation of folders.
  - f. **Campus Pack Blog** Users within the Group can edit their group's Campus Pack Blog. All students within the course can view a group's blog. The Instructor can view and edit a group's Blog and select the Grading option for Campus Pack Blogs.
  - g. **Campus Pack Podcast** Users within the Group can edit their group's Campus Pack Podcast. All students within the course can view a group's Podcast. The Instructor can view and edit a group's Podcast and select the Grading option for Campus Pack Podcasts.
  - h. **Campus Pack Wiki** Users within the Group can edit their group's Wiki. All students within the course can view a group's Wiki. The Instructor can view and edit a group's Wiki and select the Grading option for Campus Pack Wikis.
  - i. Tasks Users within the Group can create Tasks that are distributed to all Group members.



6. Selecting **Allow Personalization** permits individuals in the Group to customize the Group space by adding personal modules such as What's New, Alerts or Dictionary.

	🛔 My Places 🏦 Home 🕢 Help 📲 Logout
My Institution Courses	Community Content Collection System Admin
	4. Sign-up options
1	Name of Sign-up Group 1
	Sign-up Sheet Instructions Visual Editor is: OI
	^ Normal ▼ 3 ▼ Arial ▼   B I ∐ ebe  X, X   E E E     E E 使 使 ^ aby & D @ ↔ ♡ ♀ ④ □ ♪ ▲ ℓ   √K ↔ ◇ □ ↔
2	Group 1 will be working on a video podcast that will guide new students to the various biildings on campus.
	Sign-up for this group if you have a video camera or video software on your laptop.
	=\$==
3	Maximum Number of 2
(4)	Allow Students to see name of other members in a group before they sign-up
	The sign-up sheet can be displayed on the Groups area page or added as a link from any Content page. Adaptive release rules can be applied to the content page link which would provide the ability to limit the availability of the sign-up sheet.
5	Allow Students to sign-up from the Groups Area
	5. Submit
	Cancel Submit

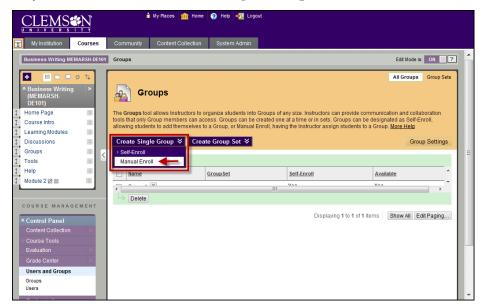
- 7. Enter a **Name for the Sign-up Sheet**. Be sure the name is descriptive so that users will understand the nature of the Sign-up Sheet.
- 8. Use the Text Box to enter a **Description** of the Sign-up Sheet and any instructions for signing up. This information is optional, but can help users understand expectations and any limitations to signing up.
- 9. Enter the **Maximum Number of Members for the Group**. Once this number has been reached, other users will not be able to join the Group.
- 10. Allow users to see the others who have already signed up by selecting Show Members.
- 11. Allow users to access the Sign-up Sheet from the Groups Area page by selecting Allow Students to Sign-up from the Groups Area.
- 12. Then click **Submit**. The Groups page is displayed with the new Group listed.



#### Creating a Single Group with Manual Enroll

To create a Single Group with Manual Enroll:

1. Hover your mouse over the Create Single Group action link and select Manual Enroll.



2. The Create Group page is displayed.

			🕯 My Places   🏦 Home   🕢 Help   📲 Lagout	
I	My Institution	Courses	Community Content Collection System Admin	
	Business Writing ME	MARSH-DE101	Groups > Create Group	Edit Mode is: ON 💓 🖓
Ť	Business Writing (MEMARSH- DE101) Home Page		Create Group Create a formal group of students to collaborate on work. <u>More Help</u>	
1 1 1 1	Course Intro Learning Modules Discussions Groups		<ul> <li>Indicates a required field.</li> <li>Group Information</li> </ul>	Cancel Submit
1	Tools Help Module 2 🖉 📰		* Name     Group 1     Oescription     Vi     Normal ▼ 3 ▼ Anal ▼ B I U also × x <sup>2</sup>   E = =   E : E ∉ *     * alsy & D □ ↔ ∽ ~ ④ □ J △ ∅ √ √ ↔ ◇ □ ↔	sual Editor is: ON 🕅
	COURSE MANAG * Control Panel Contort Collection COURSE MANAG		This is the work space for Group 1 to meet about their projects.	
	* Control Panel Content Collection Users and Groups Groups Users			
	Customization Packages and Utilities © Help		*  Path: <u>body</u> ==≎==	
	······································		* Group Available 💿 No 💿 Yes 🗲 3	

- 3. Enter a Name and Description for the Group.
- 4. Then select the Group Availability.



- a. Select **No** to hide the Group. If you are creating a Group to use in the Grade Center in a Smart View, you may not want to have the Groups visible to students.
- b. Select **Yes** to make the Group available.

2.	Tool Availability
	Calendar
	Collaboration
	Discussion Board     On Allow any group members to create forums     Do not allow student group members to create forums
	🖉 Email
5	File Exchange
-	Campus Pack Blog
	Campus Pack Podcast
	🕢 Campus Pack Wiki
	Tools below are turned off for the course. They can still be turned on/off for the group but they will not be available until they are turned on for the course.
	Tasks
	Commercial Content Tools
3.	Module Personalization Setting
	Allow individual group members to personalize group space modules
6	✓ Allow Personalization

- 5. Select which **Tools** will be available to members of the Group. Tools that can be made available to a Group include:
  - a. **Collaboration** Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
  - b. Discussion Board Users within the Group can create and manage their own Forums.
  - c. Email Users within the Group can email individual members or the entire Group.
  - d. **File Exchange** Users within the Group and the Instructor can upload files to the Group space and organize them through the creation of folders.
  - e. **Journals** All members of a Group can view each other's entries, but the Group Journal can only be viewed by the Group and the Instructor. Instructors can select the Grading option for Journals.
  - f. Tasks Users within the Group can create Tasks that are distributed to all Group members.
  - g. Wikis Users within the Group can edit their Group Wiki. All students within the course can view a Group Wiki. The Instructor can view and edit a Group Wiki and select the Grading option for Group Wikis.



Membership	
Items to Select	Selected Items
Anne Smith Melissa Lockhart(Instructor) Sally Jones Thomas Jefferson	John Adams James Smith George Washington
Invert Selection Select All	Invert Selection Select All

- 6. Selecting **Allow Personalization** permits individuals in the Group to customize the Group space by adding personal modules such as What's New, Alerts or Dictionary.
- 7. To enroll students manually to each Group, click the students name in the Items to Select list.
- 8. Then click the right arrow to move the student to the **Selected Items** list.
- 9. Once all Groups members have been selected click **Submit**. The Groups page is displayed with the new Group listed.

### **Creating a Group Set**

You can generate several Groups at one time by using Group Sets. In addition to Manual and Self-Enrollment, you can select Random Enrollment for Group Sets. This option populates the Groups automatically you simply choose the number of Groups or members per Group.

#### **Creating a Group Set with Self-Enroll**

The Self Enroll option allows you to create a single Group with a Sign-Up Sheet. Then students can choose which Group they want to enroll in.

To create a Group Set with Self-Enroll:

1. Hover your mouse over the Create Group Set action link and select Self-Enroll.



CLEMS		🛔 My Paces 🧰 Home 🥥 Heb  Lagout
My Institution	Courses	Community Content Collection System Admin
Business Writing ME	MARSH-DE101	Groups Edit Mode is: ON 2
Business Writing (NEMARSH- DE101)     Home Page     Course Intro     Course Intro     Learning Modules     Discussions     Groups     Tools     Help     Module 2      Module 2		All Groups Croup Sets The Groups tool allows Instructors to organize students into Groups of any size. Instructors can provide communication and collaboration tools that only Group members can access. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. More Help Create Single Group  Create Group Set  Self-Enroll Nanual Enroll Nanual Enro
COURSE MANAGE * Control Panel Content Collection Course Tools Evaluation Grade Center Users and Groups Groups Users	SEMENT 2	

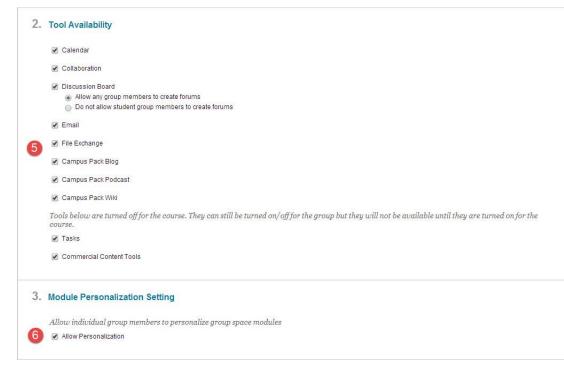
2. The Create Self-Enrollment Group Set page is displayed.

	Community Content Collection System Admin	
Business Writing MEMARSH-DE101		
	Groups > Create Self-Enrollment Group Set	Edit Mode is: ON 📰 🥐
Course Intro	Create Self-Enrollment Group Set Self-Enrollment Groups allow students to join the Group themselves, either by open enrollment or by adding their n that can limit the number of people allowed to join the Group. Self-Enrollment Groups can be made one at a time, o Help	
Learning Modules S Discussions S Groups S	* Indicates a required field.	Cancel Submit
Tools 🛛 🖓	1. Group Information  * Name Project 2	
Module 2 🛛 🗉 🛛 🖾	Description	Visual Editor is: ON
COURSE MANAGEMENT	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	= #
* Control Panel Content Collection	These are the groups for project 2. Project 2 is to create a website.	
Course Tools		
Grade Center		
Users and Groups Groups		
Users		
Customization		
Packages and Utilities		
<ul> <li>Help</li> </ul>	* Path: body	
Quick Unenroll	* Group Available 💿 No 💿 Yes 💿 Sign-up Sheet Only + 3	

- 3. Enter a **Name** and **Description** for the Group. When naming a set of Groups, the name of each Group has a number added to it when they are first created. For example, a Set of Groups named "Intro to Biology" results in Groups named "Intro to Biology 1", "Intro to Biology 2", "Intro to Biology 3", depending on the number of Groups in the set. The Group names can be edited after they are created.
- 4. Then select the Group Availability.
  - a. Select **No** to hide the Group. If you are creating a Group to use in the Grade Center in a Smart View, you may not want to have the Groups visible to students.



- b. Select **Yes** to make the Group available.
- c. Select **Sign-up Sheet Only** to create a Sign-up Sheet for the Group that allow students to sign-up for the Group.



- 5. Select which **Tools** will be available to members of the Group. Tools that can be made available to a Group include:
  - a. Calendar Users within the group can view important dates in a calendar format.
  - b. **Collaboration** Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
  - c. Discussion Board Users within the Group can create and manage their own Forums.
  - d. Email Users within the Group can email individual members or the entire Group.
  - e. **File Exchange** Users within the Group and the Instructor can upload files to the Group space and organize them through the creation of folders.
  - f. **Campus Pack Blog** Users within the Group can edit their group's Campus Pack Blog. All students within the course can view a group's blog. The Instructor can view and edit a group's Blog and select the Grading option for Campus Pack Blogs.
  - g. **Campus Pack Podcast** Users within the Group can edit their group's Campus Pack Podcast. All students within the course can view a group's Podcast. The Instructor can view and edit a group's Podcast and select the Grading option for Campus Pack Podcasts.
  - h. **Campus Pack Wiki** Users within the Group can edit their group's Wiki. All students within the course can view a group's Wiki. The Instructor can view and edit a group's Wiki and select the Grading option for Campus Pack Wikis.



- i. Tasks Users within the Group can create Tasks that are distributed to all Group members.
- 6. Selecting **Allow Personalization** permits individuals in the Group to customize the Group space by adding personal modules such as What's New, Alerts or Dictionary.

	🕯 My Places 🏦 Home 🥥 Help 📲 Logaut
My Institution Courses	Community Content Collection System Admin
1	Sign-up options     Sign-up Sheet for Project 2     Sheet
	Sign-up Sheet Instructions ^ Normal ▼ 3 ▼ Arial ▼   B I II alee × x²   手 吾 言   任 任 律 ^ alog 发 D @ ダ ♡ ♀ ④ □ ♪ ▲ 2 ↓ 反 ⇔ ◇ □ ≪
2-	Select the group you want to be a member of for Project 2. This is the website project.
	▲ Path: body
3	Maximum Number of 3
	Allow Students to see name of other members in a group before they sign-up
4	Show Members The sign-up sheet can be displayed on the Groups area page or added as a link from any Content page. Adaptive release rules can be applied to the content page link which would provide the ability to limit the availability of the sign-up sheet.
5	Allow Students to sign-up from the Groups Area
6	5. Group Set Options * Number of Groups 3
	6. Submit

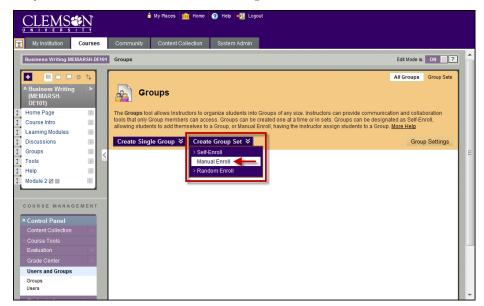
- 7. Enter a **Name for the Sign-up Sheet**. Be sure the name is descriptive so that users will understand the nature of the Sign-up Sheet.
- 8. Use the Text Box to enter a **Description** of the Sign-up Sheet and any instructions for signing up. This information is optional, but can help users understand expectations and any limitations to signing up.
- 9. Enter the **Maximum Number of Members** for the Group. Once this number has been reached, other users will not be able to join the Group.
- 10. Allow users to see the others who have already signed up by selecting Show Members.
- 11. Allow users to access the Sign-up Sheet from the Groups Area page by selecting Allow Students to Sign-up from the Groups Area.
- 12. Enter the **Number of Groups** to create.
- 13. Then click **Submit**. The Groups page is displayed with the new groups listed.



### **Creating a Group Set with Manual Enroll**

To create a Group Set Group with Manual Enroll:

1. Hover your mouse over the Create Group Set action link and select Manual Enroll.



2. The Create Group Set page is displayed.

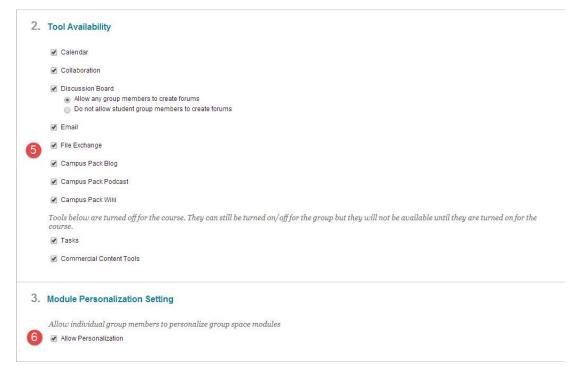
	🛔 My Paces 📊 Home   🕢 Help   - 🌿 Legout
My Institution Courses	Community Content Collection System Admin
Business Writing MEMARSH-DE101	Groups > Create Group Set Edt Mode is; OII 2
Business Writing (MEMARSH- DE101)     Home Page     Set	Create Group Set Create a set of Groups and add users to a Group in the set More Help
1     Course Intro     Image: Course Intro       1     Learning Modules     Image: Course Intro       1     Discussions     Image: Course Intro       1     Groups     Image: Course Intro       1     Tools     Image: Course Intro	Indicates a required field.      Cancel Submit      Group Information      Xname      Project 3
1 Help ♥ 1 Module 2 ℤ ■ ♥ COURSE MANAGEMENT	Description Visual Editor is: ON Normal ▼ 3 ▼ Anal ▼   B / IJ ebe   ×, ×   目 目 目 目 目 目 目 目 目 目 目 目 目 目 目 目 目 目
Control Panel     Control	These are the groups for project 3. Project 3 is the Group Presentation project.
* Control Panel Control Collection Users and Groups Groups	
Customization	
Utilities Help	^ Path: body
Quick Unenroll	

3. Enter a **Name** and **Description** for the Group. When naming a set of Groups, the name of each Group has a number added to it when they are first created. For example, a Set of Groups named "Intro to Biology" results in Groups named "Intro to Biology 1", "Intro to Biology 2", "Intro to



Biology 3", depending on the number of Groups in the set. The Group names can be edited on the Edit Group Set Enrollments page.

- 4. Then select the Group Availability.
  - a. Select No to hide the Group. If you are creating a Group to use in the Grade Center in a Smart View, you may not want to have the Groups visible to students.
  - b. Select **Yes** to make the Group available.



- 5. Select which **Tools** will be available to members of the Group. Tools that can be made available to a Group include:
  - a. Calendar Users within the group can view important dates in a calendar format.
  - b. **Collaboration** Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
  - c. Discussion Board Users within the Group can create and manage their own Forums.
  - d. **Email** Users within the Group can email individual members or the entire Group.
  - e. **File Exchange** Users within the Group and the Instructor can upload files to the Group space and organize them through the creation of folders.
  - f. **Campus Pack Blog** Users within the Group can edit their group's Campus Pack Blog. All students within the course can view a group's blog. The Instructor can view and edit a group's Blog and select the Grading option for Campus Pack Blogs.
  - g. **Campus Pack Podcast** Users within the Group can edit their group's Campus Pack Podcast. All students within the course can view a group's Podcast. The Instructor can view and edit a group's Podcast and select the Grading option for Campus Pack Podcasts.



- h. **Campus Pack Wiki** Users within the Group can edit their group's Wiki. All students within the course can view a group's Wiki. The Instructor can view and edit a group's Wiki and select the Grading option for Campus Pack Wikis.
- i. Tasks Users within the Group can create Tasks that are distributed to all Group members.
- 6. Selecting **Allow Personalization** permits individuals in the Group to customize the Group space by adding personal modules such as What's New, Alerts or Dictionary.
- 7. Enter the **Number of Groups** to create.
- 8. Then click Submit.

**Note:** At this point the Groups have been created. So if you cancelled the Group setup at this point you would see the Groups that have been created on the Groups page.

( <u>u</u>		N	🕯 My Races 🧰 Home 🕢 Heb 🍕 Logout	
T	My Institution	Courses	Community Content Collection System Admin	
	Business Writing ME	MARSH-DE101	Groups > > Group SetProject 3 > Edit Group Set Enrollments	Edit Mode is: ON
81.	Business Writing		Edit Group Set Enrollments	
000	DE101) Home Page Course Intro	X		Cancel Submit
ţ.	Learning Modules		1. Group Set Information	
	Discussions	×	Name Project 3	
1 1	Groups Tools	× <	Description These are the groups for Project 3. Project 3 is the Group Presentation project.	
0.01	Help Module 2 🗷 🖽	3	2. Group Set Members Filter Options	
	COURSE MANAG		Filter Available Members Show All Course Roles in the Available Members List Remove Members already in a Group from the Available Members List	
*	Control Panel Content Collection	2	3. Group Set Enrollments Randomize Enrollments Collapse All	
<u>i</u>				
8	Evaluation	×	Project 3 1	
8-	Grade Center		3 + Name Project 3 1 (5)	
8	Users and Groups Groups		Items to Select Selected Items	
	Users		Thomas Jefferson	
8	Customization		Anne Smith John Adams	
	Packages and Utilities	*	George Washington	
	Help			
	Quick Unenrol		Invert Selection Select All Invert Selection Select All	
			Delete Group	

- 9. The Edit Group Set Enrollments page is displayed.
- 10. To show all users in the current course, including the instructor and TA's, select **Show All Course Roles in the Available Members List**.
- 11. Select **Remove Members already in a Group from the Available Members List**. This will ensure that you do not put a student in two Groups. If you want to have a member be able to participate in more than one Group, unselect this option.
- 12. Click **Randomize Enrollments** to divide up all the members of the Course among all the Groups based on criteria chosen by the faculty.



**Note:** The Groups must be equal for random enrollment to work properly. For example, if you have 5 students in the class and you are creating 3 Groups, 3 students will be assigned(one to each Group). Then you will have to manually assign the remaining two people to a Group.

- 13. At this point you can rename the individual Groups in the set by modifying the Group Name.
- 14. To enroll students manually to each Group, click the students name in the Items to Select list.
- 15. Then click the right arrow to move the student to the Selected Items list.
- 16. To remove excess Groups, click **Delete Group** for the Group to remove.
- 17. To create an additional Group in the Group Set, click Add Group.
- 18. Once all students are enrolled in a Group, click **Submit**. The Groups page is displayed with the new Groups listed.

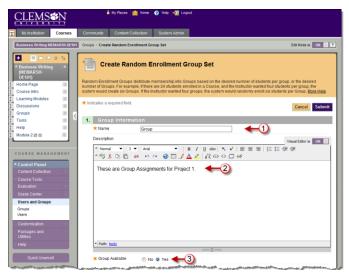
#### **Creating a Group Set with Random Enroll**

To create a Group Set Group with Random Enroll:

1. Hover your mouse over the Create Group Set action link and select Random Enroll.



2. The Create Random Enrollment Group Set page is displayed.





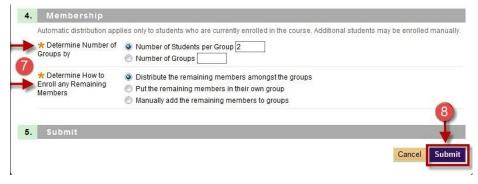
- 3. Enter a **Name** and **Description** for the Group. When naming a set of Groups, the name of each Group has a number added to it when they are first created. For example, a Set of Groups named "Intro to Biology" results in Groups named "Intro to Biology 1", "Intro to Biology 2", and "Intro to Biology 3", depending on the number of Groups in the set.
- 4. Then select the Group Availability.
  - a. Select No to hide the Group.
  - b. Select **Yes** to make the Group available.

2.	Tool Availability							
	Calendar							
	Collaboration							
	Discussion Board     Allow any group members to create forums     Do not allow student group members to create forums							
	🖉 Email							
5	File Exchange							
0	Campus Pack Blog							
	Campus Pack Podcast							
	🕑 Campus Pack Wiki							
	Tools below are turned off for the course. They can still be turned on/off for the group but they will not be available until they are turned on for the course.							
	Tasks							
	Commercial Content Tools							
3.	Module Personalization Setting							
	Allow individual group members to personalize group space modules							
6	Allow Personalization							

- 5. Select which **Tools** will be available to members of the Group. Tools that can be made available to a Group include:
  - a. **Collaboration** Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
  - b. Discussion Board Users within the Group can create and manage their own Forums.
  - c. **Email** Users within the Group can email individual members or the entire Group.
  - d. **File Exchange** Users within the Group and the Instructor can upload files to the Group space and organize them through the creation of folders.
  - e. **Journals** All members of a Group can view each other's entries, but the Group Journal can only be viewed by the Group and the Instructor. Instructors can select the Grading option for Journals.
  - f. Tasks Users within the Group can create Tasks that are distributed to all Group members.



- g. Wikis Users within the Group can edit their Group Wiki. All students within the course can view a Group Wiki. The Instructor can view and edit a Group Wiki and select the Grading option for Group Wikis.
- 6. Selecting **Allow Personalization** permits individuals in the Group to customize the Group space by adding personal modules such as What's New, Alerts or Dictionary.



- 7. Select Group Membership.
  - a. Determine Number of Groups By
    - i. Choose **Number of Students per Group** to divide the enrolled students by a number of students per Group.
    - ii. Choose **Number of Groups** to divide the enrollment students by the number of Groups in the course.
  - b. Determine how to enroll any remaining members
    - i. Choose **Distribute the remaining members amongst the Groups** to enroll remaining members automatically.
    - ii. Choose **Put the remaining members in their own Group** to create a new Group containing the remaining members.
    - iii. Choose **Manually add the remaining members to Groups** to permit the instructor to enroll the remaining members.
- 8. Then click **Submit**. If you selected to **Distribute the remaining members amongst the** Groups or **Put the remaining members in their own Group** in Step 7b, the Groups page is displayed with the new Groups listed. The students are randomly assigned to their respective Groups.
- 9. However, if you selected to **Manually add the remaining members to Groups** in 7b, the Edit Group Set Enrollments page will be displayed.

CLEMS	*N	🗴 My Places 🧰 Home 🥑 Help 📲 Logout	
My Institution	Courses	Community Content Collection System Admin	
Business Writing N	MEMARSH-DE101	Groups > > Group Set:Group > Edit Group Set Enrollments	Edit Mode is: ON
* Business Writin (MEMARSH- DE101)		Edit Group Set Enrollments	
1 Home Page	V		Cancel Submit
Course Intro	×		
Learning Modules	1	1. Group Set Information	
1 Discussions		Name Group	
1 Groups	⊠ <	Description These are Group Assignments for Project 1.	
1 Tools			
1 Help		2. Group Set Members Filter Options	
1 Module 2 🗹 🗐	1	Filter Available Members Show All Course Roles in the Available Members	
COURSE MANA	GEMENT		
* Control Panel		3. Group Set Enrollments	
Content Collection	2	Randomize Enrollments Collapse All	
Course Tools	$\sim$		
Evaluation	× 6	Group 1	
Grade Center	×	3 + Name Group 1 (5)	
Users and Groups	s	Items to Select Selected	1 llome
Groups Users		Anne Si	
Customization		🦳 🔤 John Ac	
	~	<b>4</b> →	
Packages and Utilities			
<ul> <li>Help</li> </ul>			
Quick Unenr	roll	Invert Selection Select All Invert Select All	Selection Select All
and the second second			

- 10. To show all users in the current course, including the instructor and TA's, select **Show All Course Roles in the Available Members List**.
- 11. Select **Remove Members already in a Group from the Available Members List**. This will ensure that you do not put a student in two Groups. If you want to have a member be able to participate in more than one Group, unselect this option.
- 12. At this point you can rename the individual Groups in the set by modifying the Group Name.
- 13. Click the students name in the **Items to Select** list, to enroll the remaining students manually to a Group.
- 14. Then click the right arrow to move the student to the **Selected Items** list.
- 15. Once the remaining students are enrolled in a Group, click **Submit**. The Groups page is displayed with the new Groups listed.

## **Group Settings**

Group Settings provide the Instructor with the options of allowing students to create their own Self-Enrollment Group from the Groups page and allowing students to edit the name, description, and maximum number of students able to join the Group.

To modify Group settings:

1. From the Groups Page, click **Group Settings**.



My Institution	Courses	Community Conter	nt Collection System Admin		
Business Writing M	EMARSH-DE10	1 Groups			Edit Mode is: ON 💓 ?
					All Groups Group Sets
* Business Writing (MEMARSH- DE101)	ı ×	Groups			
Home Page	×				provide communication and collaboration
Course Intro	3		mbers can access. Groups can be cr themselves to a Group, or Manual Er		ups can be designated as Self-Enroll, tudents to a Group. More Help
Learning Modules	8				
Discussions	8	Create Single Group	Create Group Set ⇒		Group Settings
Groups	× 1				-
Tools		Delete			
Help	3				
Module 2 🖉 💷		Name Name	GroupSet	Self-Enroll	Available
		Group 1 😵	Group	No	Yes
COURSE MANAG	GEMENT	Group 2 😒	Group	No	Yes
		Group 3 V	Group	No	Yes
* Control Panel					
Content Collection	*	Delete			
✓ Course Tools Evaluation				Displaying	1 to 3 of 3 items Show All Edit Paging
Grade Center					chen a carraging
V Users and Groups					
Customization					
Packages and					

2. The Group Settings page is displayed.

CLEMS	🛔 My Places 🧰 Hame 🕢 Help - Y Logout	
My Institution Courses	Community Content Collection System Admin	
Business Writing MEMARSH-DE101	Groups > Group Settings Edit Mode is; ON 2	^
Business Writing      MEMARSH- DE101)	Group Settings	
Home Page     Course Intro	Group Settings provide the Instructor with the options of allowing students to create their own Self-Enrollment Group from the Groups page and allowing students to edit the name, description, and maximum number of students able to join the Group.	
Learning Modules     Discussions	Cancel Submit	
1 Groups ⊗ 1 Tools ⊗ 1 Help ⊗	Student Created Groups     Permit Students to Create Single Self-Enrolled Groups     This color leves students the ability to create groups from the Groups is to gate. Enrolment in these groups will be done by sign up sheet. Instructors	Ш
1 Module 2 🛛 🗃 🛛 🕅	Will be able to edit all group parameters and enrolments.         Image: Image	
COURSE MANAGEMENT	All Students enrolled in a Student Created Group will be able to edit the name, description and maximum number of students able to join the group.	
* Control Panel Content Collection	<b>(2)</b>	
Course Tools	2. Submit	
Evaluation Grade Center	Cancei Submit	
Users and Groups		
Groups Users		*

- 3. To allow students to create Groups from the Group list page select **Permit Students to Create Single Self-Enrolled Groups**. Enrollment in these Groups will be done by sign-up sheets. Instructors will be able to edit all Group parameters including enrollment.
- 4. To allow students to modify student created Groups, select **Permit students to Edit Student Created Group**. This will allow students enrolled in a Student Created Group to edit the name, description and maximum number of students able to join the Group.
- 5. Click **Submit**. The Groups page is displayed.