

## Groups in Blackboard User Guide

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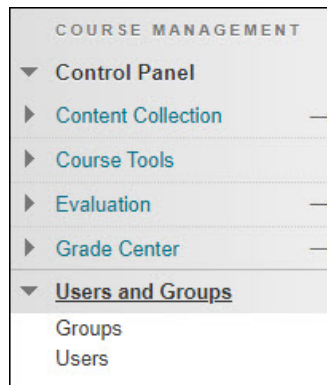
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# Create Groups

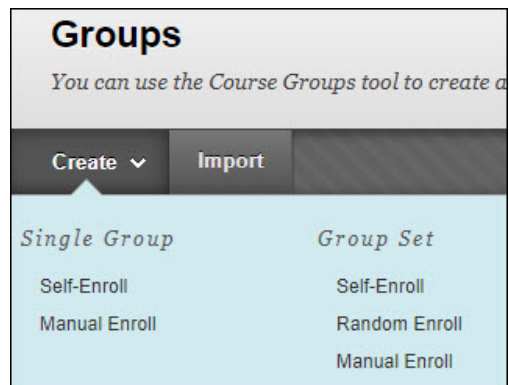
## Group Set with Manual Enroll

Group Set generates several groups at one time and is recommended for setting up multiple groups. Manual Enroll allows you to manually assign each student in your course to a group.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.



2. Click **Create**, then select **Manual Enroll** under **Group Set**.



- Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

**GROUP INFORMATION**

\* Name

Description
 

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Path: p

\* Group is visible to students ☐ No ☒ Yes

- Under **Tool Availability**, uncheck the checkboxes for any course tools you don't want to make available for the group, and select the radio buttons for the settings you want.

**TOOL AVAILABILITY**

☐ Blogs
 

☒ No grading
 ☐ Grade: Points possible:

☒ Discussion Board
 

☒ Allow any group members to create forums.
 ☐ Do not allow student group members to create forums.

☒ Email

☒ File Exchange

☐ Journals
 

☒ No grading
 ☐ Grade: Points possible:

☒ Tasks

☒ Blackboard Collaborate Ultra
 

☒ Allow all group members to create and access session recordings.
 ☐ Do not allow student group members to create or access session recordings.

☐ Content Market Tools

☐ Wikis
 

☒ No grading
 ☐ Grade: Points possible:

**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points Possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

5. Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don't want students to personalize group modules.

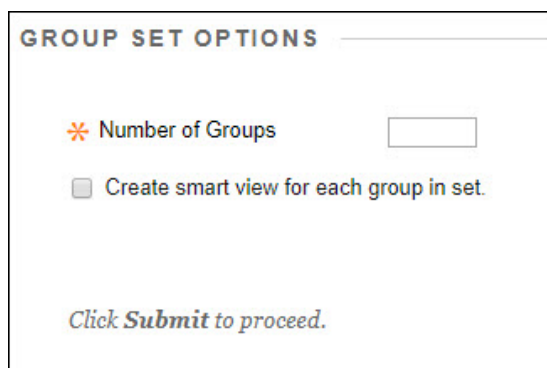


**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

☒ Allow Personalization

6. Under **Group Set Options**, enter the **Number of Groups** you want to create, then click **Submit**.



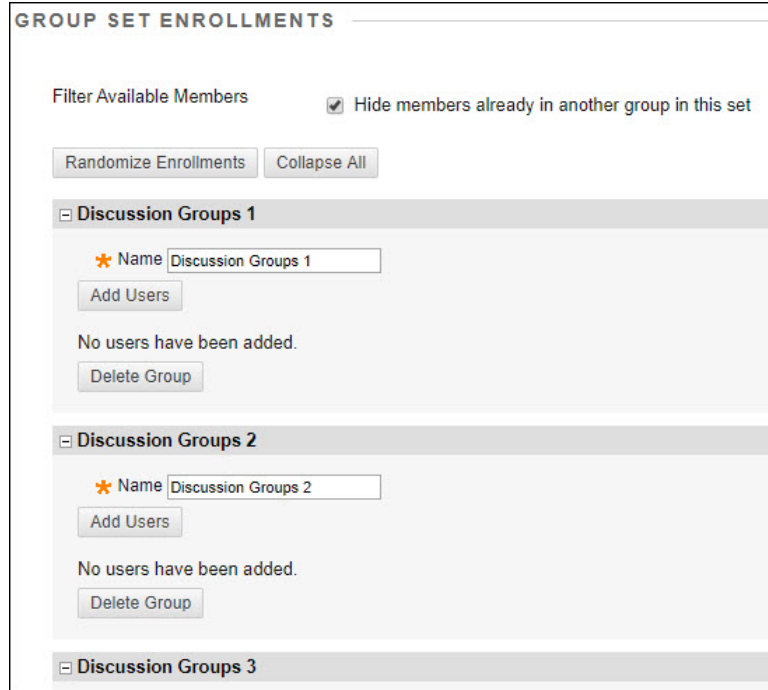
**GROUP SET OPTIONS**

\* Number of Groups

☐ Create smart view for each group in set.

*Click **Submit** to proceed.*

7. Under **Group Set Enrollments**, click **Add Users** under the **Name** of the group you want to enroll students in.



**NOTE** You can enroll students later: (1) Go to the **Groups** page. Click the chevron next to the **Group Set** and select **Edit Group Set Membership**. Then click **Add Users** and continue with **Step 7**.





**OR**

(2) Go to the **Groups** page. Click the chevron next to the group **Name** and select **Edit Group**. Then scroll down to the **Membership** section, click **Add Users**, and continue with **Step 8**.

8. Select the checkbox next to the student(s) you want to enroll in the group.

### Add Users

Search: Any Not Blank   ☐ Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	 demo1	Diana	Prince	Student
<input checked="" type="checkbox"/>	 demo4	Clark	Kent	Student
<input type="checkbox"/>	 demo2	Demo	Two	Student
<input type="checkbox"/>	 demo3	Sheldon	Cooper	Student

**NOTE** You can also use the **Search** criteria to find and select students to enroll.

9. Click **Submit** to add the users and close the **Add Users** window. The names appear in the group section.

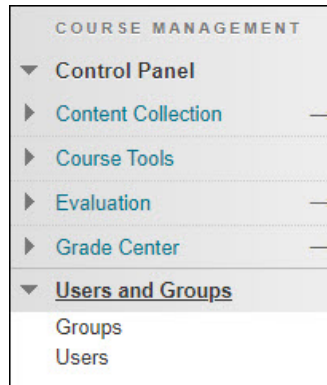
**NOTE** To remove users, select the **X** in their name row.

10. Repeat **Steps 7–9** to add students to another group.
11. Click **Submit**.
12. For instructions to give students access to their group, refer to the **Create Student Access to Groups** section starting on page 22.

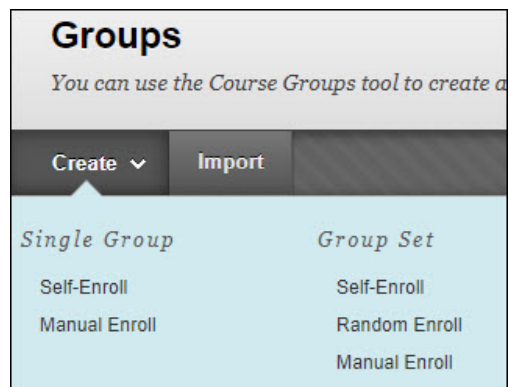
## Group Set with Self-Enroll

Group Set generates several groups at one time and is recommended for setting up multiple groups. Self-Enroll allows students to add themselves to a group with a sign-up sheet. Students cannot remove themselves from a group.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.



2. Click **Create**, then select **Self-Enroll** under **Group Set**.



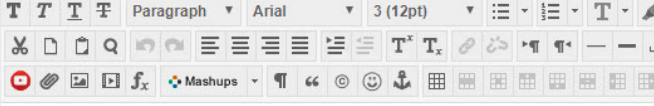


- Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

**GROUP INFORMATION**

\* Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p

\* Group is visible to students ☒ No ☒ Yes ☐ Sign-up Sheet Only

- Under **Tool Availability**, uncheck the checkboxes for any course tools you don't want to make available for the group, and select the radio buttons for the settings you want.

**TOOL AVAILABILITY**

☐ Blogs

☒ No grading  
☐ Grade: Points possible:

☒ Discussion Board

☒ Allow any group members to create forums.  
☐ Do not allow student group members to create forums.

☒ Email

☒ File Exchange

☐ Journals

☒ No grading  
☐ Grade: Points possible:

☒ Tasks

☒ Blackboard Collaborate Ultra

☒ Allow all group members to create and access session recordings.  
☐ Do not allow student group members to create or access session recordings.

☐ Content Market Tools

☐ Wikis

☒ No grading  
☐ Grade: Points possible:

**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points Possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

- Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don't want students to personalize group modules.

**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*


☒ Allow Personalization

- Under **Sign-Up Options**, enter the **Name of Sign-up Sheet** and the **Sign-up Sheet Instructions**. (Let students know they cannot unenroll themselves from groups.)
- Enter the **Maximum Number of Members**.

**SIGN-UP OPTIONS**

✱ Name of Sign-up Sheet

Sign-up Sheet Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Use the sign-up sheet to enroll in your group. You cannot unenroll yourself from the group once you sign up.

Path: p Words: 20

Maximum Number of Members

*Allow students to see names of other members in a group before they sign up.*

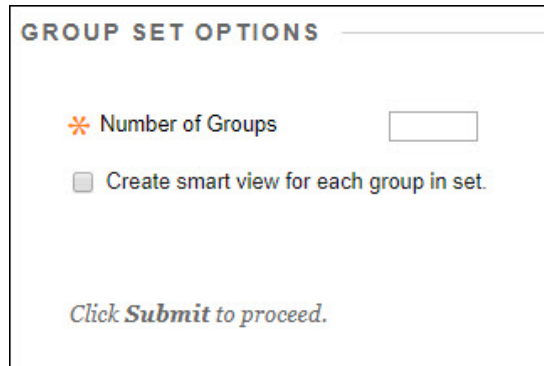
☐ Show Members

*The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.*

☒ Allow students to sign-up from the groups listing page.

**NOTE** Select **Show Members** if you want students to see the names of other group members before they sign up.

- Under **Group Set Options**, enter the **Number of Groups** you want to create, then click **Submit**.



**GROUP SET OPTIONS**

\* Number of Groups

☐ Create smart view for each group in set.

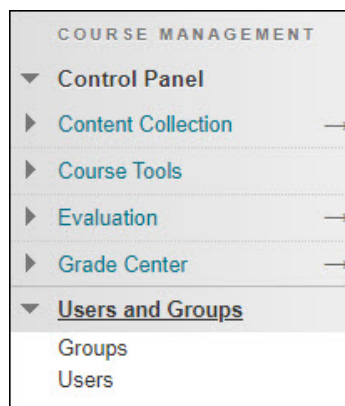
*Click **Submit** to proceed.*

- For instructions to give students access to their group, refer to the **Course Menu Tool Link** section on page 23 or to the **Content Area Tool Link** section on page 24.

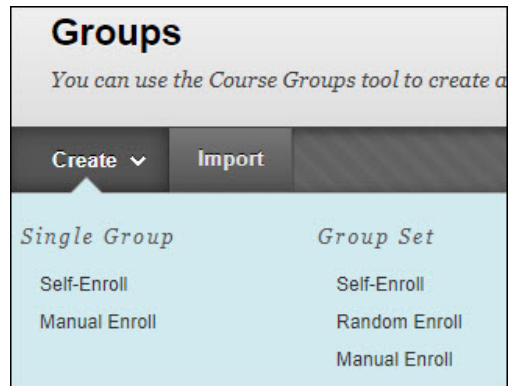
## Group Set with Random Enroll

Group Set generates several groups at one time and is recommended for setting up multiple groups. Random enrollment automatically distributes students into groups based on settings for maximum members per group or total number of groups. It applies to students currently enrolled in your course. You can enroll additional students manually.

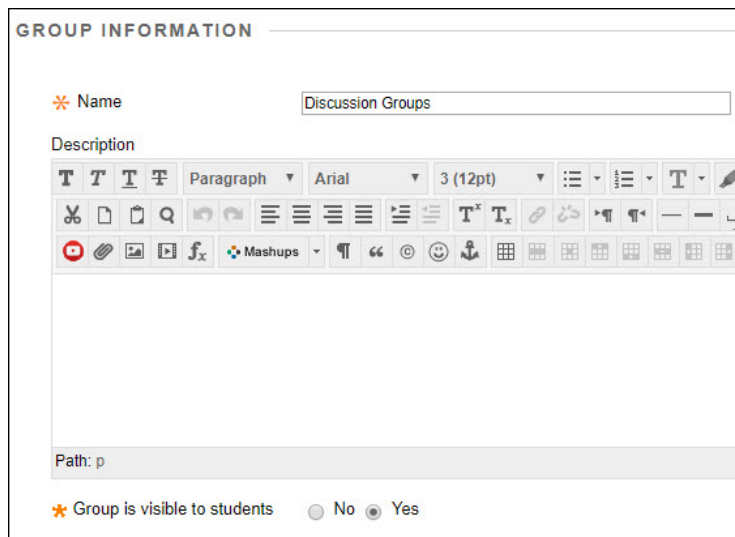
- In the course **Control Panel**, click **Users and Groups** and select **Groups**. The **Groups** page opens.



2. Click **Create**, then select **Random Enroll** under **Group Set**.



3. Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.



**GROUP INFORMATION**

\* Name

Description

**Rich Text Editor:** Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, Grid, etc.

Path: p

\* Group is visible to students ☐ No ☒ Yes

- Under **Tool Availability**, uncheck the checkboxes for any course tools you don't want to make available for the group, and select the radio buttons for the settings you want.

**TOOL AVAILABILITY**

☐ Blogs
 

☐ No grading
 ☐ Grade: Points possible:

☒ Discussion Board
 

☒ Allow any group members to create forums.
 ☐ Do not allow student group members to create forums.

☒ Email

☒ File Exchange

☐ Journals
 

☐ No grading
 ☐ Grade: Points possible:

☒ Tasks

☒ Blackboard Collaborate Ultra
 

☒ Allow all group members to create and access session recordings.
 ☐ Do not allow student group members to create or access session recordings.

☐ Content Market Tools

☐ Wikis
 

☐ No grading
 ☐ Grade: Points possible:

**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points Possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

- Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don't want students to personalize group modules.

**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

☒ Allow Personalization

6. Under **Membership**, select an option for **Determine Number of Groups by** and enter the **Number of Students per Group** or the **Number of Groups**.
7. Select an option to **Determine how to enroll any remaining members in the groups**.

**MEMBERSHIP**

*Automatic distribution applies only to students who are currently enrolled in your course. Additional students may be enrolled manually.*

★ Determine Number of Groups by

★ Determine how to enroll any remaining members

☒ Number of Students per Group

☐ Number of Groups

☒ Distribute the remaining members amongst the groups.

☐ Put the remaining members in their own group.

☐ Manually add the remaining members to groups.

8. Click **Submit**.
9. For instructions to give students access to their group, refer to the **Create Student Access to Groups** section starting on page 22.

## Single Group with Manual Enroll

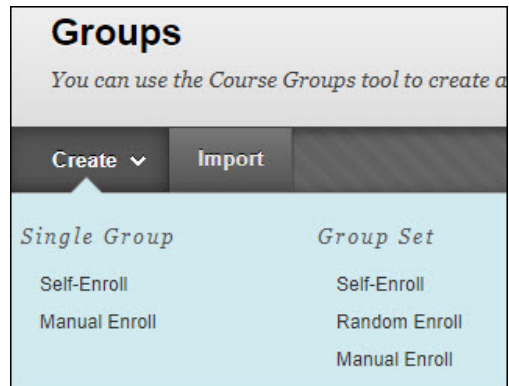
Single Group allows you to create groups one at a time. Manual Enroll allows you to manually assign each student in your course to a group.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.

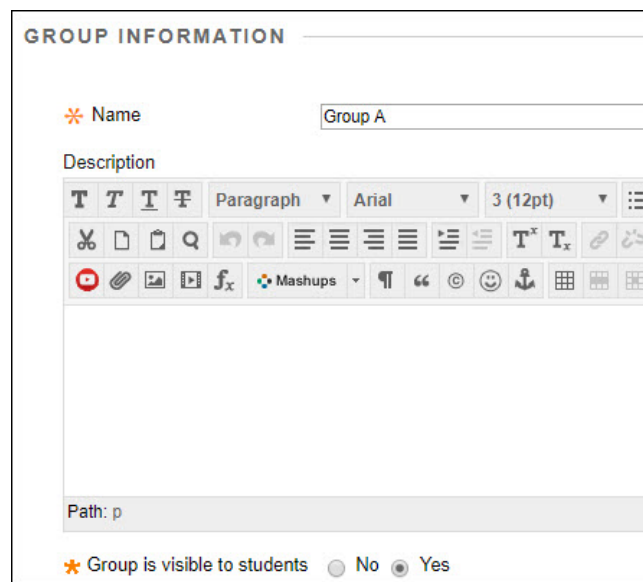
**COURSE MANAGEMENT**

- ▼ Control Panel
- ▶ Content Collection →
- ▶ Course Tools
- ▶ Evaluation →
- ▶ Grade Center →
- ▼ Users and Groups
  - Groups
  - Users

2. Click **Create**, then select **Manual Enroll** under **Single Group**.

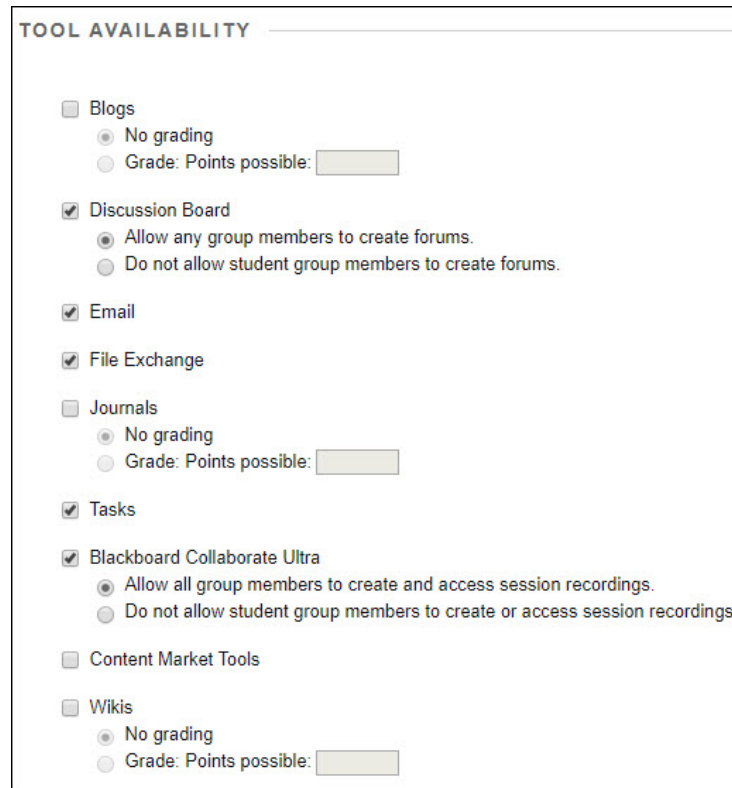


3. Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.



The screenshot shows the 'GROUP INFORMATION' form. It has a 'Name' field with a red asterisk icon, containing the text 'Group A'. Below it is a 'Description' field with a rich text editor toolbar. The toolbar includes icons for bold, italic, underline, strikethrough, paragraph, list, link, unlink, image, video, audio, and other formatting options. Below the description field is a 'Path' field with the text 'p'. At the bottom, there is a radio button group for 'Group is visible to students', with 'Yes' selected.

4. Under **Tool Availability**, uncheck the checkboxes for any course tools you don't want to make available for the group, and select the radio buttons for the settings you want.



The screenshot shows the 'TOOL AVAILABILITY' panel with the following settings:

- ☐ Blogs
  - ☐ No grading
  - ☐ Grade: Points possible:
- ☒ Discussion Board
  - ☒ Allow any group members to create forums.
  - ☐ Do not allow student group members to create forums.
- ☒ Email
- ☒ File Exchange
- ☐ Journals
  - ☐ No grading
  - ☐ Grade: Points possible:
- ☒ Tasks
- ☒ Blackboard Collaborate Ultra
  - ☒ Allow all group members to create and access session recordings.
  - ☐ Do not allow student group members to create or access session recordings.
- ☐ Content Market Tools
- ☐ Wikis
  - ☐ No grading
  - ☐ Grade: Points possible:

**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points Possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

5. Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don't want students to personalize group modules.

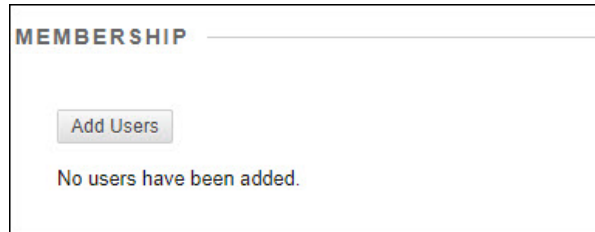


The screenshot shows the 'MODULE PERSONALIZATION SETTING' panel with the following settings:

- Allow individual group members to personalize group modules.*
- ☒ Allow Personalization



6. Under **Membership**, click **Add Users**.



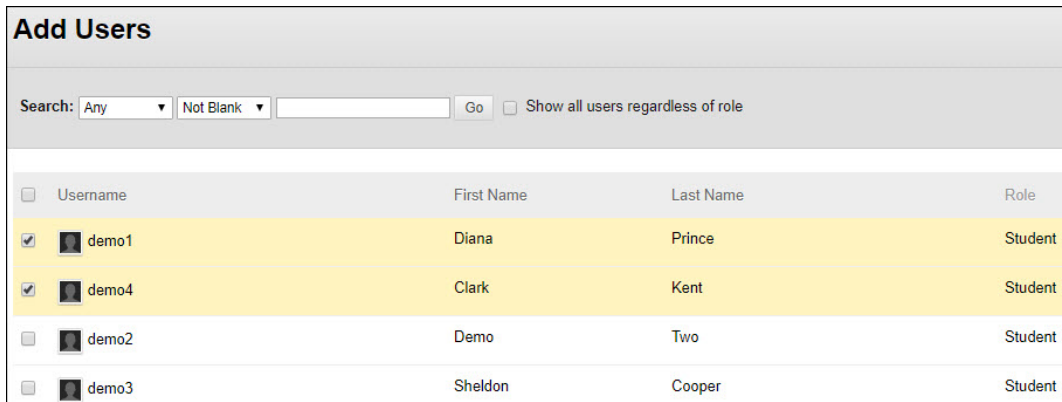
**MEMBERSHIP**

[Add Users](#)

No users have been added.

**NOTE** To add students later, go to the **Groups** page, click the chevron next to the group **Name** and select **Edit Group**. Scroll down to the **Membership** section, click **Add Users**, and continue with **Step 7**.

7. Select the checkbox next to the student(s) you want to enroll in the group.



**Add Users**

Search:     ☐ Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	demo1	Diana	Prince	Student
<input checked="" type="checkbox"/>	demo4	Clark	Kent	Student
<input type="checkbox"/>	demo2	Demo	Two	Student
<input type="checkbox"/>	demo3	Sheldon	Cooper	Student

**NOTE** You can also use the **Search** criteria to find and select students to enroll.

8. Click **Submit** to add the users and close the **Add Users** window. The names appear in the Membership section.

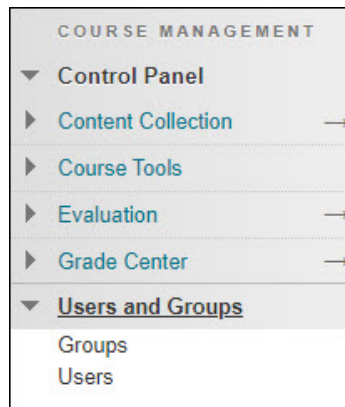
**NOTE** To remove users, select the **X** in their name row.

9. Click **Submit**.
10. Repeat **Steps 2–9** to create another Single Group with Manual Enroll.
11. For instructions to give students access to their group, refer to the **Create Student Access to Groups** section starting on page 22.

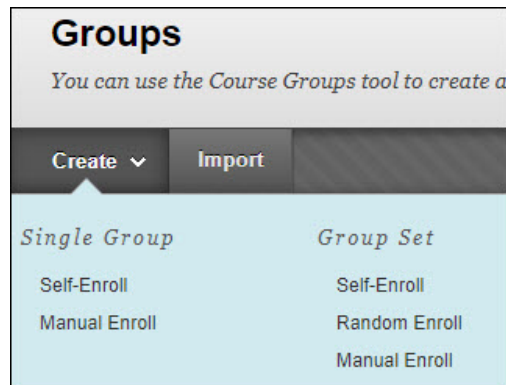
## Single Group with Self-Enroll

Single Group allows you to create groups one at a time. Self-Enroll allows students to add themselves to a group with a sign-up sheet. Students cannot remove themselves from a group.

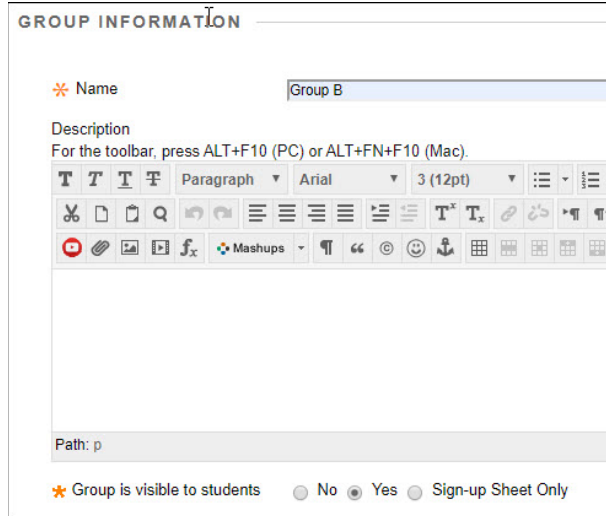
1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.



2. Click **Create**, then select **Self-Enroll** under **Single Group**.



- Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.



**GROUP INFORMATION**

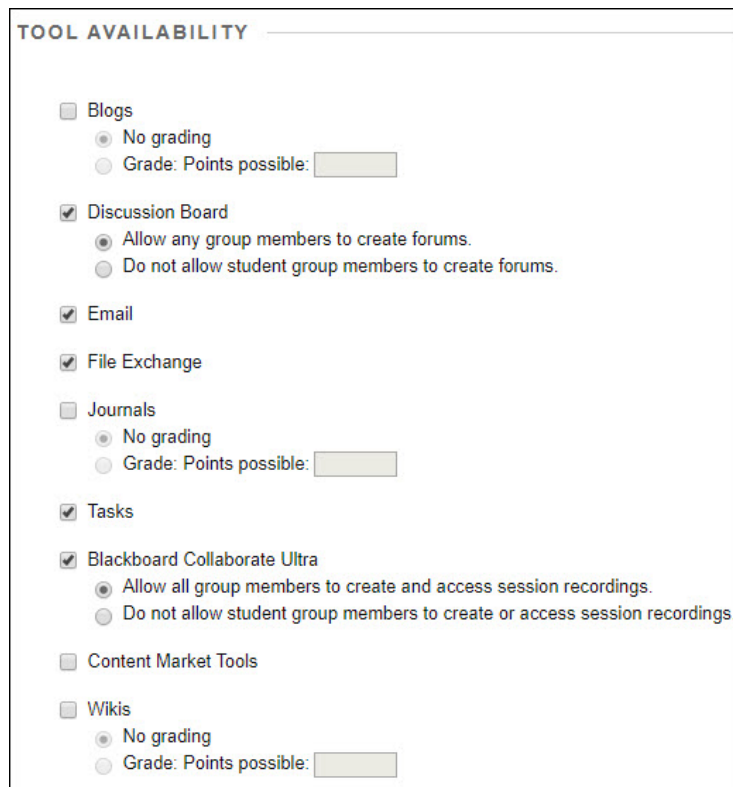
Name: Group B

Description:  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Path: p

Group is visible to students: ☐ No ☒ Yes ☐ Sign-up Sheet Only

- Under **Tool Availability**, uncheck the checkboxes for any course tools you don't want to make available for the group, and select the radio buttons for the settings you want.



**TOOL AVAILABILITY**

☐ Blogs  
☒ No grading  
☐ Grade: Points possible:

☒ Discussion Board  
☒ Allow any group members to create forums.  
☐ Do not allow student group members to create forums.

☒ Email

☒ File Exchange

☐ Journals  
☒ No grading  
☐ Grade: Points possible:

☒ Tasks

☒ Blackboard Collaborate Ultra  
☒ Allow all group members to create and access session recordings.  
☐ Do not allow student group members to create or access session recordings.

☐ Content Market Tools

☐ Wikis  
☒ No grading  
☐ Grade: Points possible:

**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points Possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

- Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don't want students to personalize group modules.

**MODULE PERSONALIZATION SETTING**

*Allow individual group members to personalize group modules.*

☒ Allow Personalization

- Under **Sign-Up Options**, enter the **Name of Sign-up Sheet** and the **Sign-up Sheet Instructions**. (Let students know they cannot unenroll themselves from groups.)
- Enter the **Maximum Number of Members**.

**SIGN-UP OPTIONS**

✱ Name of Sign-up Sheet

Sign-up Sheet Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

T T T T Paragraph Arial 3 (12pt)

[Icons: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent Left, Indent Right, Decrease Indent, Increase Indent, Link, Unlink, Table, Table of Contents, Print, etc.]

[Icons: Undo, Redo, Find, Replace, Insert Image, Insert Video, Insert Audio, Insert Link, Insert Unlink, Insert Table, Insert Table of Contents, Insert Table of Figures, Insert Table of Equations, Insert Table of Lists, Insert Table of Figures, Insert Table of Equations, Insert Table of Lists, etc.]

Use the sign-up sheet to enroll in your group. You cannot unenroll yourself from the group once you sign up.

Path: p Words: 20

Maximum Number of Members

*Allow students to see names of other members in a group before they sign up.*

☐ Show Members

*The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.*

☒ Allow students to sign-up from the groups listing page.

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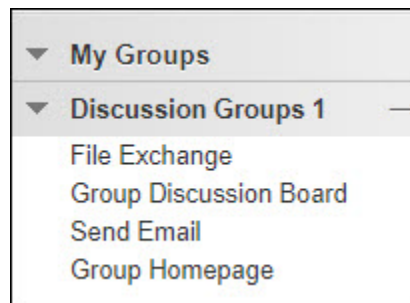
**NOTE** Select **Show Members** if you want students to see the names of other group members before they sign up.

8. Click **Submit**.
9. Repeat **Steps 2–8** to create another Single Group with Self-Enroll.
10. For instructions to give students access to their group, refer to the **Course Menu Tool Link** section on page 23, or to the **Course Area Groups Link** section on page 24.

## Create Student Access to Groups

### My Groups

After you create groups and add users, each student's group appears by default under **My Groups** in the Course Menu. Students click the name of their group under My Groups to access their group's tools and homepage.



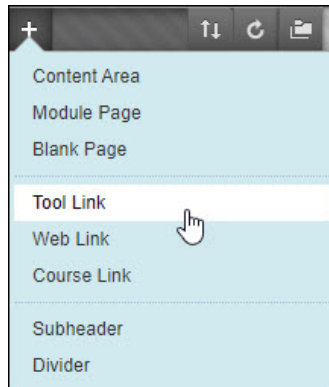
**NOTE** You will not see the **My Groups** link as the instructor unless you enroll your preview user in one of the groups, and then use Student Preview mode to access the group. If you don't have a preview user (username\_previewuser), you can create one by entering Student Preview, then click **Exit Preview** and select the **Keep the preview user and all data radio** button.

**IMPORTANT** My Groups does **not** list sign-up sheets; therefore, self-enroll group students will not see their group in My Groups until they access their group sign-up sheet from a **Course Menu Tool Link** (refer to page 23) or from a **Content Area Tool Link** (refer to page 24) and sign up for a group.

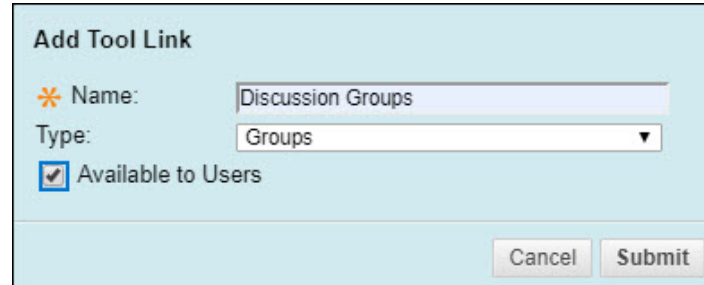
## Course Menu Tool Link

A Course Menu Tool Link will appear in the left Course menu. It links to the Groups page, which displays the group a student is enrolled in and/or any available sign-up sheets. As the instructor, you see all the groups in your course.

1. In the left **Course** menu, click the + (plus sign) in the upper left corner and select **Tool Link**.



2. Enter the **Name**, select **Groups** from the **Type** pull-down menu, and select the **Available to Users** checkbox.

A screenshot of the 'Add Tool Link' form. It has a light blue background. The form contains the following fields: 'Name' with a text input field containing 'Discussion Groups', 'Type' with a pull-down menu showing 'Groups', and a checkbox labeled 'Available to Users' which is checked. At the bottom right are 'Cancel' and 'Submit' buttons.

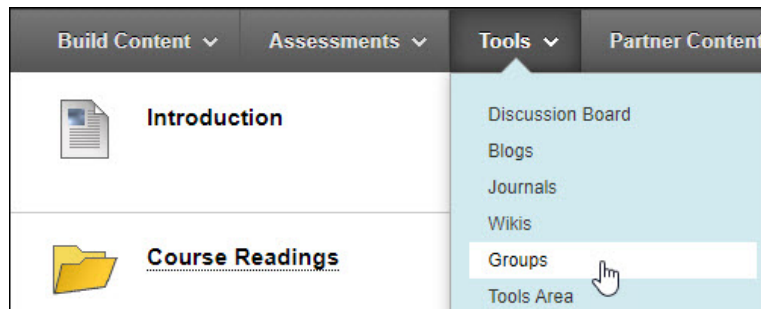
3. Click **Submit**.

**NOTE** The new tool link appears at the bottom of the Course menu. Hover your mouse to the left of the link until the four arrows appear, then click and drag the link to place it where you want it.

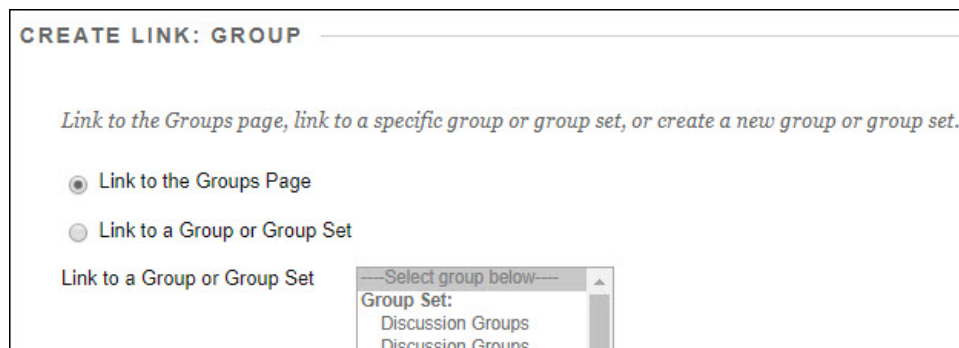
## Content Area Tool Link

A Content Area Tool Link appears in a content area (e.g., Homepage, Units, Assignments, etc.) in your course. It links to the Groups page, which displays the group a student is enrolled in and/or any available sign-up sheets. As the instructor, you see all the groups in your course.

1. Go to the Content Area in the course (e.g., Homepage, Unit 1, etc.) where you want to add the link.
2. Click the **Tools** menu and select **Groups**.



3. Select the radio button for the type of link you want to set up: **Link to the Groups Page** or **Link to a Group or Group Set**.

A screenshot of the 'CREATE LINK: GROUP' form in Blackboard. The form has a title bar that says 'CREATE LINK: GROUP'. Below the title bar, there is a descriptive text: 'Link to the Groups page, link to a specific group or group set, or create a new group or group set.' There are two radio buttons: 'Link to the Groups Page' (which is selected) and 'Link to a Group or Group Set'. Below the radio buttons, there is a label 'Link to a Group or Group Set' and a dropdown menu. The dropdown menu is open, showing 'Select group below---' and a list of 'Group Set:' items, including 'Discussion Groups' and 'Discussion Groups'.

**NOTE** To link to a Group or Group Set, select it from the list.

4. Click **Next**.



5. Enter the **Link Name** and any **Text** you want to appear with the link.

[illegible]

- Under **Options**, select the **Yes** radio button next to **Available**.
- Optional:* select the **Display After** and **Display Until** checkboxes and enter the dates and times if you want students to have access to the link for specific dates.

**OPTIONS**

Available ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No




Date Restrictions

☐ Display After      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Display Until      
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

8. Click **Submit**.

**NOTE** The new content area tool link appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.

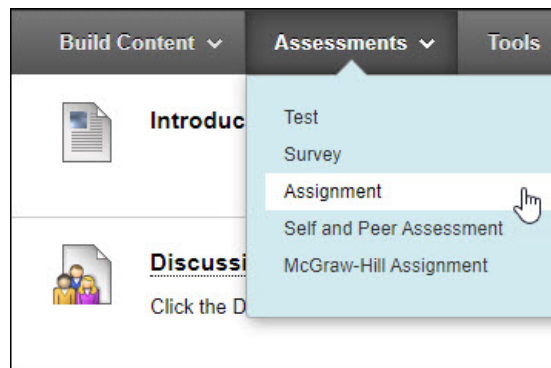
  **Discussion Groups** 

Click the Discussion Groups link above to access your group

# Create Group Assignments and Group Discussion Assignments


## Group Assignments

1. Go to the Content Area (e.g., Unit 1, etc.) where you want to create the assignment.
2. Click the **Assessments** menu and select **Assignment**.

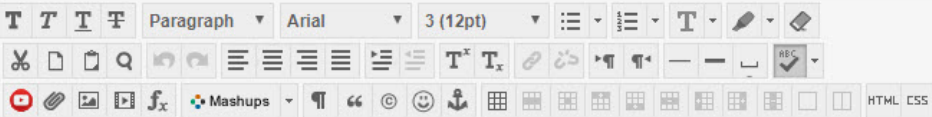


3. Under **Assignment Information**, enter the **Name** and **Instructions**.
4. *Optional:* under **Assignment Files**, click **Browse My Computer** to select and attach a file.

**ASSIGNMENT INFORMATION**

✱ Name and Color   Black

Instructions



Path: p

**ASSIGNMENT FILES**

- Enter the assignment **Due Date** by selecting the checkbox and specifying the date and time.

**DUE DATES**

*Submissions are accepted after this date, but are marked **Late**.*

Due Date ☐    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

- Under **Grading**, enter the **Points Possible**.
- Optional:* click **Add Rubric** if you want to select or create a rubric for the assignment.

**GRADING**

✱ Points Possible

Associated Rubrics
 

Add Rubric ▼
 

Name

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

8. Click the **Submission Details** link and select the **Group Submission** radio button.
9. In the **Items to Select** box, select the groups and click the right-pointing arrow to move the groups to the **Selected Items** box.

[Submission Details](#)

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt necessary to provide these students with an overall grade for the assignment.*

Assignment Type
 

☐ Individual Submission
 ☒ Group Submission
 ☐ Portfolio Submission
 

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Items to Select
 

Group B  
Group C

Selected Items
 

Group A

>
 <
 

Move to list of selected items

Invert Selection Select All
 Invert Selection Select All

10. Under **Availability**, select the **Make the Assignment Available** checkbox.
11. *Optional*: select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the assignment for specific dates.

**AVAILABILITY**

☒ Make the Assignment Available

Limit Availability
 

☐ Display After

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*
☐ Track Number of Views
 

12. Click **Submit**.

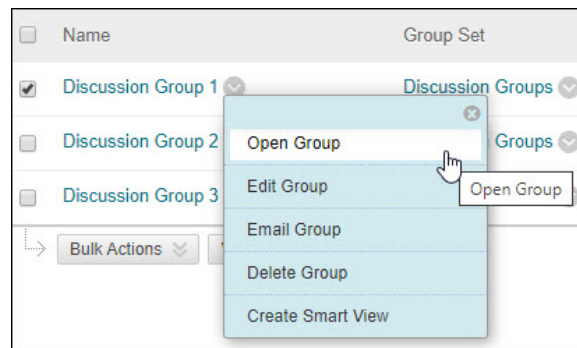
## Group Discussion or Discussion Assignment

### Create Group Discussion or Discussion Assignment

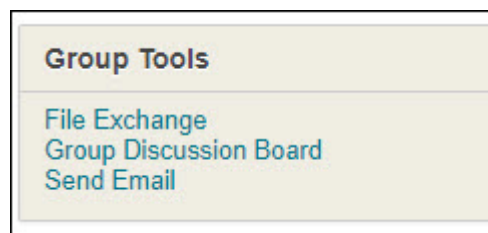
The Group Discussion Board tool must be enabled for each group before you can create a group discussion or discussion assignment. To enable the Group Discussion Board tool or verify it is available for each group, refer to the **Show Tool Availability** section on page 52.

You need to create a **separate** discussion or discussion assignment for each group.

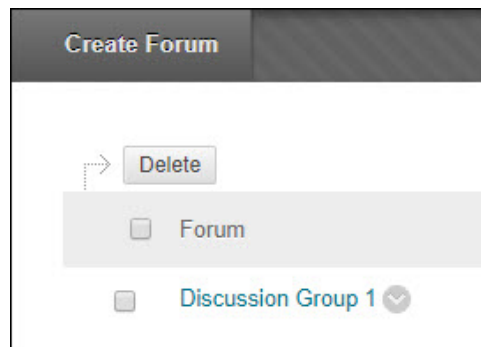
1. In the left Course menu under **Control Panel**, click **Users and Groups** and select **Groups**.
2. Click the chevron next to the group **Name** and select **Open Group**.



3. Under **Group Tools**, click **Group Discussion Board**.



- Click **Create Forum**.

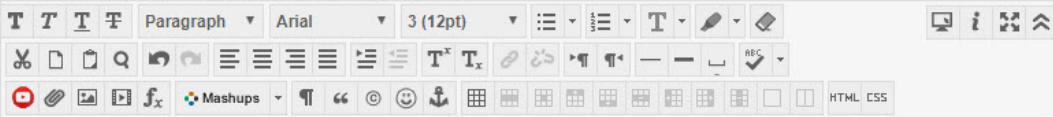


- Under **Forum Information**, enter the discussion or discussion assignment **Name**, then enter the instructions in the **Description** box.

**FORUM INFORMATION**

✱ Name

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).





Introduce yourself to your group. Include your major, why you are taking this course, and three learning goals you want to achieve by the end of the course. Click "Create Thread" at the top left of the window to create your post.

Path: p Words: 42



- Under **Forum Availability**, select the **Yes** radio button.
- Optional:* select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the discussion or discussion assignment for specific dates.

**FORUM AVAILABILITY**

Available ☒ Yes ☐ No

Enter Date and Time Restrictions ☐ Display After    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Display Until    

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

8. Under **Forum Settings**, select **Participants must create a thread in order to view other threads in this forum** if you want students to create their post before they can read their classmates' posts.

If the discussion **is** an assignment, continue with **Step 9**. If the discussion is **not** an assignment, proceed to **Step 12**.

9. Select **Grade Discussion Forum**, enter the **Points possible**, select **Show participants in needs grading status** and select the number of posts from the pull-down menu.

**NOTE** Showing participants in needs grading status displays the Needs Grading icon in the Grade Center and puts the posts in the queue on the Needs Grading page after students make the specified number of posts.

10. Enter the assignment **Due Date** by selecting the checkbox and specifying the date and time.

11. *Optional:* click **Add Rubric** if you want to select or create a rubric for the assignment.

**FORUM SETTINGS**

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

Viewing Threads/Replies

☒ Standard View  
☐ Participants must create a thread in order to view other threads in this forum.  
*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

Grade

☐ No Grading in Forum  
☒ Grade Discussion Forum: Points possible:   

This type of forum requires a specific set of options enabled. Those options were set for you:
 

- Thread alignments was changed to Forum alignments

☐ Grade Threads

☒ Show participants in "needs grading" status after every  Posts  
☐

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

Due Date

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
Alignments			
<input checked="" type="radio"/> Forum alignments <input type="radio"/> Thread-alignments			

12. Select the desired options in the **Subscribe**, **Create and Edit**, and **Additional Options** sections.

Subscribe	<input type="radio"/> Do not allow subscriptions
	<input type="radio"/> Allow members to subscribe to threads
	<input checked="" type="radio"/> Allow members to subscribe to forum
	<input type="radio"/> Include body of post in the email
	<input checked="" type="radio"/> Include link to post
Create and Edit	<input type="checkbox"/> Allow Anonymous Posts
	<input type="checkbox"/> Allow Author to Delete Own Posts
	<input type="checkbox"/> Allow Author to Edit Own Published Posts
	<input checked="" type="checkbox"/> Allow Members to Create New Threads
	<input checked="" type="checkbox"/> Allow File Attachments
	<input checked="" type="checkbox"/> Allow Users to Reply with Quote
	<input type="checkbox"/> Force Moderation of Posts
Additional Options	<input type="checkbox"/> Allow Post Tagging
	<input type="checkbox"/> Allow Members to Rate Posts

13. Click **Submit**.

14. Repeat **Steps 1–14** to create a discussion or discussion assignment for each group.

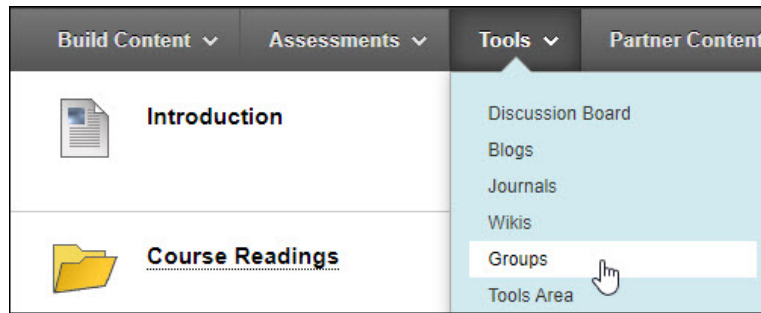
**NOTE** A **separate** Grade Center column is created for **each** group's discussion assignment. You can consolidate the individual Grade Center columns for the discussion assignment into one column per assignment. Refer to the **Consolidate Discussion Assignment Grade Center Columns** section starting on page 35.

15. For instructions to create a link to the group discussion or discussion assignment, refer to the next section **Create Link to Group Discussion or Discussion Assignment**.

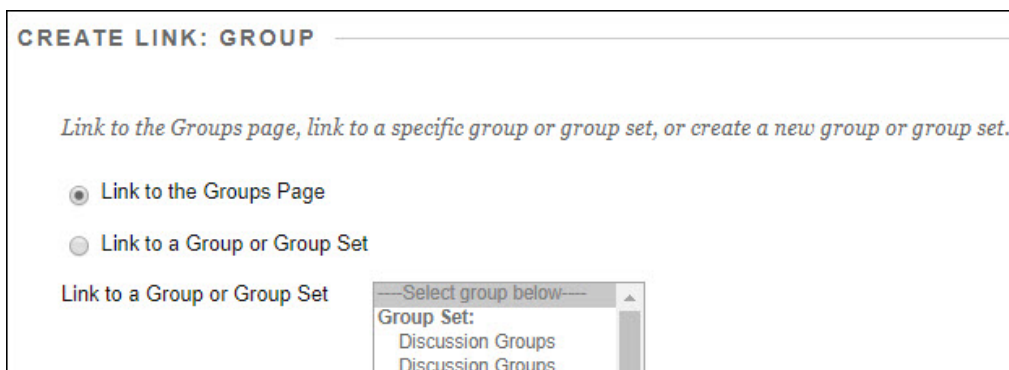
### Create Link to Group Discussion or Discussion Assignment

1. Go to the Content Area in the course (e.g., Unit 1, etc.) where you want to create the link to the discussion or discussion assignment.
2. Click the **Tools** menu and select **Groups**.





3. Select the **Link to the Groups Page** radio button.

A screenshot of the 'CREATE LINK: GROUP' form in Blackboard. The form has a title bar that says 'CREATE LINK: GROUP'. Below the title bar, there is a descriptive text: 'Link to the Groups page, link to a specific group or group set, or create a new group or group set.' There are two radio buttons. The first radio button is selected and is labeled 'Link to the Groups Page'. The second radio button is labeled 'Link to a Group or Group Set'. Below the second radio button, there is a text label 'Link to a Group or Group Set' and a dropdown menu. The dropdown menu has a placeholder text '---Select group below---' and shows a list of 'Group Set:' items, with 'Discussion Groups' selected and highlighted.

4. Click **Next**.

5. Enter the **Link Name**, and then enter instructions for how to access and complete the discussion or discussion assignment in the **Text** box.

**LINK INFORMATION**

✱ Link Name

Color of Name   Black

Link Tool: Groups

Text

**T** **T** **T** **T**
-- Format --
Arial
3 (12pt)

1. Click the "Discussion 1 Assignment: Introductions" link above. This will link you to your Discussion Group.

2. Click the link for your Discussion Group (example: Discussion Group 1).

3. Click the "Group Discussion Board" link located in the "Group Tools" section.

4. Read the information and questions in the "Discussion 1 Assignment: Introductions" forum.

5. To begin your response, click the "Discussion 1 Assignment: Introductions" forum link, then click "Create Thread" at the top left of the window.

Path: ol » li
Words: 74

6. Under **Options**, select the **Yes** radio button next to **Available**.
7. *Optional*: select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the link for specific dates.

**OPTIONS**

Available ☒ Yes ☐ No

Track Number of Views ☐ Yes ☒ No

Date Restrictions

☐ Display After

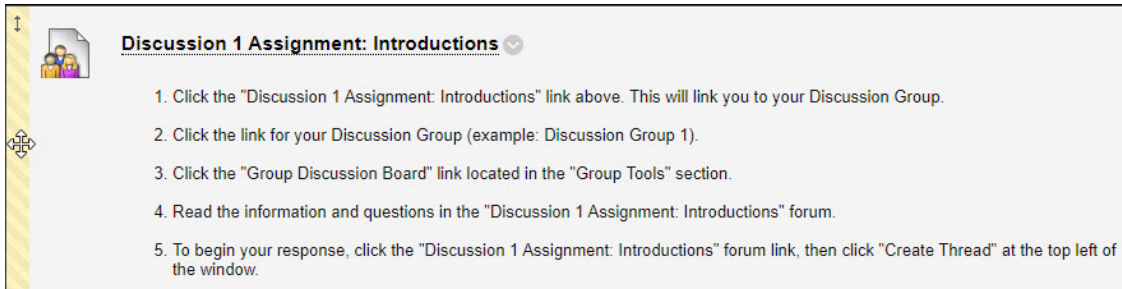
*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

☐ Display Until

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

8. Click **Submit**.

**NOTE** The link to the discussion or discussion assignment appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.



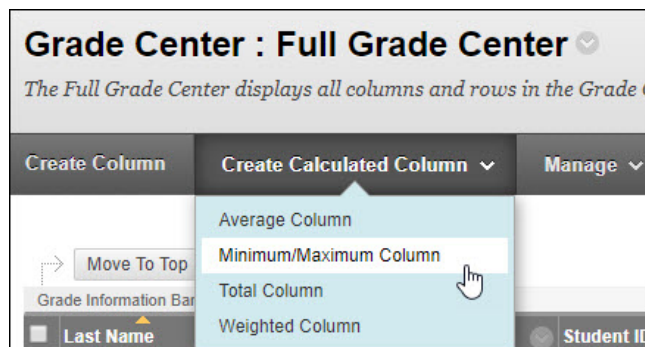
## Consolidate Discussion Assignment Grade Center Columns

When you create a group discussion assignment, a **separate** Grade Center column is created for **each** group's assignment. For example, if you have five groups, that will create five Grade Center columns for every discussion assignment.

Consolidating the columns for each discussion assignment will make the Grade Center more manageable. First, **Create a Minimum/Maximum Column** (next section) for each discussion assignment. Second, **Edit the Total Grade Column** (see page 38) to include the Minimum/Maximum columns in the Total grade rather than all of the individual discussion assignment columns. Finally, you can **Hide Individual Columns from Student and Instructor Views** (see page 39).

### Create Minimum/Maximum Column

1. In the course **Control Panel**, click **Grade Center** and select **Full Grade Center**.
2. Click the **Create Calculated Column** menu and select **Minimum/Maximum Column**.



- ### COLUMN INFORMATION

\* Column Name

Grade Center Name   
*Displays as the column header in the Grade Center. Recommended not to exceed 15*

Description

T T I F Paragraph Arial 3 (12pt)
[List Icons]
[Text Icons]
[Link Icons]
[Table Icons]
[Grid Icons]
HTML CSS

Path: p

Primary Display  ▼  
*Calculated grades display in this format in both the Grade Center and My Grades.*

Secondary Display  ▼  
*This display option is shown in the Grade Center only.*

- Questions? Contact us at [blackboard@ttu.edu](mailto:blackboard@ttu.edu) or 806-742-5933.

**SELECT COLUMNS**

To find the maximum or minimum value within the defined set of columns, choose the appropriate calculation option. Choose **All Grade Columns** to include all grade columns in the defined set. If Grading Periods exist, limit the columns included in the defined set by choosing **All Grade Columns in Grading Period**. To include specific columns or categories, choose **Selected Columns and Categories**.

Calculation Type: ☐ Minimum ☒ Maximum

Include in Minimum/Maximum: ☐ All Grade Columns ☒ Selected Columns and Categories

Columns to Select:

- CH 2 Discussion
- CH 2 Discussion
- Graded Forum
- Fun Question Type Examples
- Inline Grading Assignment
- Assignment with Rubric

Column Information  
CH 2 Discussion: Category:Discussion/ Points Possible:5

Categories to Select:

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

Selected Columns:  
Column: CH 2 Discussion

Calculate as Running Total: ☒ Yes ☐ No  
*A running total only includes items that have grades or attempts. Selecting No includes all items in the calculations, using a value of 0 for an item if there is no grade.*

- Under **Options**, select **Yes** to include this column in Grade Center calculations.
- Select **Yes** to show the column to students.

**OPTIONS**

Select **No** for the first option to exclude this Grade Column from My Grades.

Include this column in Grade Center calculations: ☒ Yes ☐ No

Show this column to students: ☒ Yes ☐ No

Show Statistics (average and median) for this column to Students in My Grades: ☐ Yes ☒ No

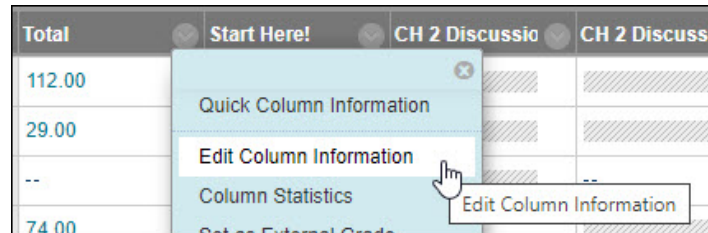
Click **Submit** to proceed.

- Click **Submit**.
- Proceed to the next section **Edit the Total Grade Column** for instructions to edit the Total grade column to include the Minimum/Maximum columns rather than all of the individual discussion assignment columns in the Total grade.

## Edit the Total Grade Column

You need to edit your Total Grade column to include only the Minimum/Maximum columns for the discussion assignments and not the individual assignment columns. Otherwise, each individual discussion assignment column and the Minimum/Maximum columns will be factored into the final grade (i.e., calculating the assignments as worth more points than they should be).

1. Click the chevron to the right of the Total column title and select **Edit Column Information**.



2. Under **Select Columns**, select **Selected Columns and Categories for Include in Total**.
3. In the **Columns to Select** box, select the Minimum/Maximum columns for the discussion assignments, and any other assignments, exams, etc. that you want to include in the Total grade, then click the right-pointing arrow to move the items to the **Selected Columns** box.

**SELECT COLUMNS**

*Choose **All Grade Columns** to include all grade columns in the total. If Grading Periods exist, limit the columns included in the total by choosing **All Grade Columns in Grading Period**. To include specific columns or categories in the total, choose **Selected Columns and Categories**.*

Include in Total: ☐ All Grade Columns ☒ Selected Columns and Categories

**Columns to Select:**

- Start Here!
- CH 2 Discussion
- CH 2 Discussion
- Fun Question Type Examples
- Inline Grading Assignment
- Assignment with Rubric
- Fun Question Type Quiz Group B (Remotely Proctored)
- Column Information

**Categories to Select:**

- Assignment
- Survey
- Test
- Discussion
- Blog
- Journal
- Self and Peer
- Category Information

**Selected Columns:**

Column: CH 2 Discussion Assignment

Calculate as Running Total: ☒ Yes ☐ No

A running total only includes items that have grades or attempts. Selecting **No** includes all items in the calculations, using a value of 0 for an item if there is no grade.

4. Under **Options**, select **Yes** to include this column in Grade Center calculations.
5. Select **Yes** to show the column to students.

**OPTIONS**

Select **No** for the first option to exclude this Grade Center column from My Grades.

Include this column in Grade Center calculations ☒ Yes ☐ No

Show this column to students ☒ Yes ☐ No

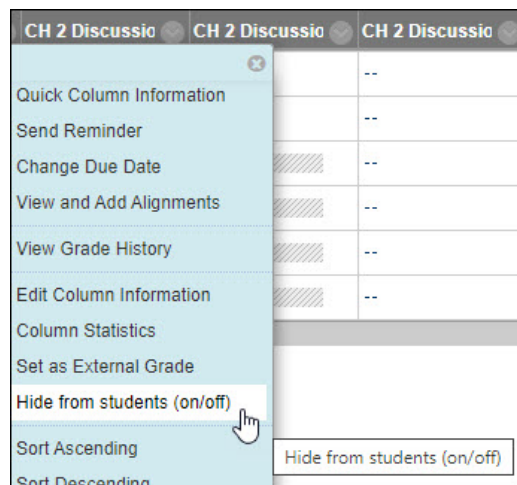
Show Statistics (average and median) for this column to Students in My Grades ☐ Yes ☒ No

Click **Submit** to proceed.

6. Click **Submit**.

## Hide Individual Columns from Student and Instructor Views

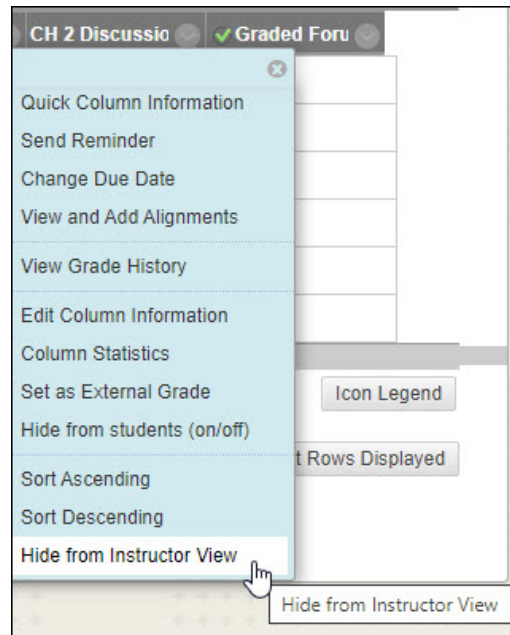
- To hide the individual discussion assignment columns in the Grade Center from the students, click the chevron to the right of the column title, then select **Hide from students (on/off)**.



**NOTE** A red slash appears to the left of the column title to indicate the column is hidden from the students' view.

- To hide the individual discussion assignment columns in the Grade Center from the instructor view, click the chevron to the right of the column title, then select **Hide from Instructor View**. The column no longer appears in the Full Grade Center.





**NOTE** To unhide the column from Instructor View: click the **Manage** menu > **Column Organization** > find the column name and select the checkbox > click **Show/Hide** at the bottom of the page > select **Show Selected Columns** > click **Submit**.



# Grade Group Assignments and Group Discussion Assignments



## Grade Group Assignments

When you grade a group assignment, that grade is automatically given to all group members. You can change an individual group member's grade (refer to the **Change Individual Group Member Grade** section on page 43).

You can grade group assignments from either the Needs Grading page (refer to the next section **Grade from Needs Grading**) or from the Full Grade Center (refer to the **Grade from the Full Grade Center** section on page 42).

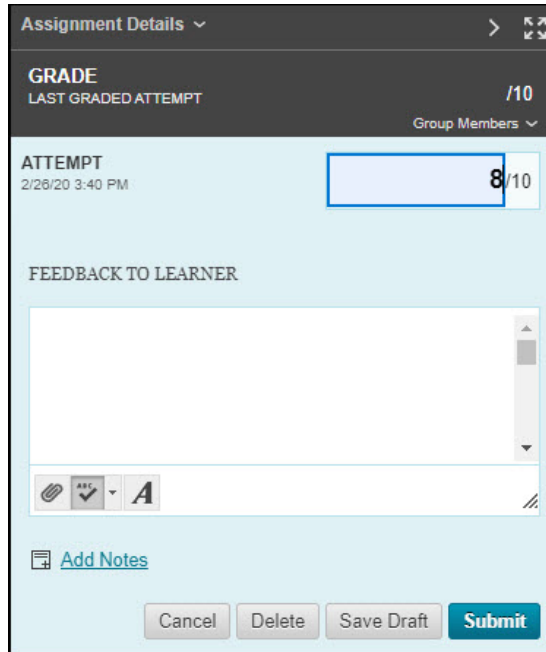
## Grade from Needs Grading

1. In the course **Control Panel**, click **Grade Center** and select **Needs Grading**.
2. On the **Needs Grading** page, click the **User Attempt** link to open the assignment.

Category	Item Name	User Attempt	Date Submitted
Assignment	Group Assignment 1 	Discussion Group 1	February 21, 2020
Discussion	Discussion Group 1: Introduction Assignment 	Clark Kent	

Attempts for this course that need grading

3. On the **Grade Assignment** page, grade the assignment and enter the grade in the **Attempt** box.
4. *Optional*: enter feedback for the group in the **Feedback to Learner** box.



Assignment Details ▾

**GRADE** /10


LAST GRADED ATTEMPT

Group Members ▾

**ATTEMPT** 8/10

2/26/20 3:40 PM

FEEDBACK TO LEARNER




[Add Notes](#)

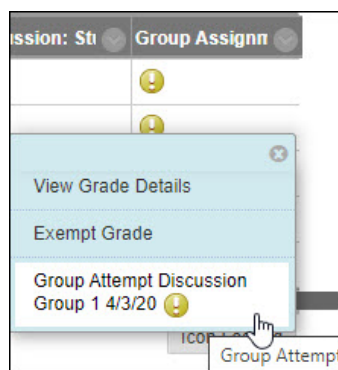
Cancel Delete Save Draft **Submit**

- Click **Submit**. The next assignment that needs grading opens.
- Repeat **Steps 3–5** to grade the next assignment; or, click the **Exit** button to return to the **Needs Grading** page.

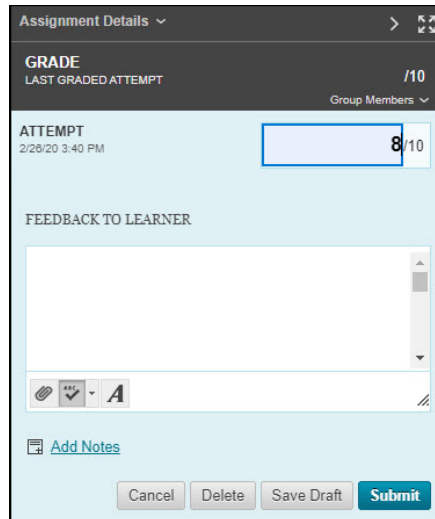
## Grade from the Full Grade Center

Group assignments that have been submitted but not graded are indicated with the Needs Grading icon  in the Full Grade Center. All group members' cells display the Needs Grading icon, regardless of who submitted the group assignment.

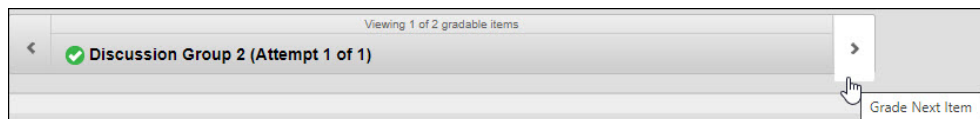
- In the course **Control Panel**, click **Grade Center** and select **Full Grade Center**.
- Go to the Grade Center column for the assignment, hover your mouse over the cell with the **Needs Grading** icon, then click the chevron to the right and select **Group Attempt**.



9. On the **Grade Assignment** page, grade the assignment and enter the grade in the **Attempt** box.
10. *Optional:* enter feedback for the group in the **Feedback to Learner** box.



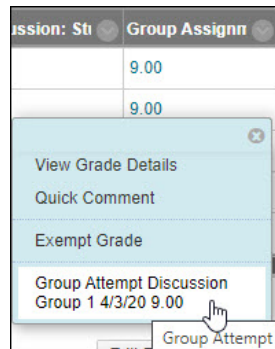
11. Click **Submit**.
12. Click the right arrow in the **Viewing gradable items** box to open and grade the next group's assignment.



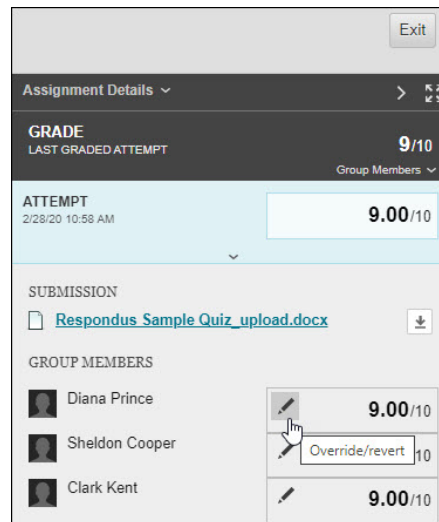
13. Repeat **Steps 3–5** to grade the next assignment.

## Change Individual Group Member Grade

1. In the course **Control Panel**, click **Grade Center** and select **Full Grade Center**.
2. Go to the Grade Center column for the assignment, click the chevron to the right of the assignment name, then click **Group Attempt**.



3. On the **Grade Assignment** page under **Assignment Details**, click the pencil icon next to the grade you want to change.



4. Enter the new grade, then select the checkmark to save it.
5. Click **Exit** to return to the Full Grade Center.

## Grade Group Discussion Assignments

When you grade a group discussion assignment, each group member is graded independently of other members in their group. You don't assign a group grade for contributions to the group discussion board.

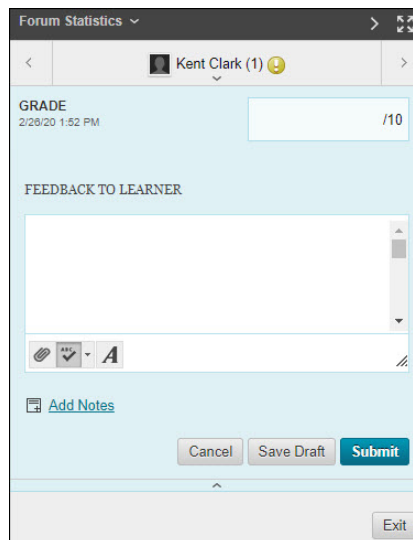
You can grade group discussion assignments from either the Needs Grading page (refer to the next section **Grade from Needs Grading**) or from the Full Grade Center (refer to the **Grade from the Full Grade Center** section on page 45).

## Grade from Needs Grading

1. In the course **Control Panel**, click **Grade Center** and select **Needs Graging**.
2. On the **Needs Grading** page, click the **User Attempt** link to open the assignment.


Category	Item Name	User Attempt	Date S
Discussion	Discussion Group 1: Introduction Assignment ▾	Clark Kent	Febru
Discussion	Discussion Group 1: Introduction Assignment ▾	Sheldon Cod	Febru
Discussion	Discussion Group 1: Introduction Assignment ▾	Diana Prince	Febru

3. *Optional:* on the **Grade Discussion Forum** page, click **Reply** if you want to respond to the student's post, then enter your **Message** and click **Submit**.
4. Grade the assignment and enter the grade in the **Grade** box.
5. *Optional:* enter feedback for the student in the **Feedback to Learner** box.



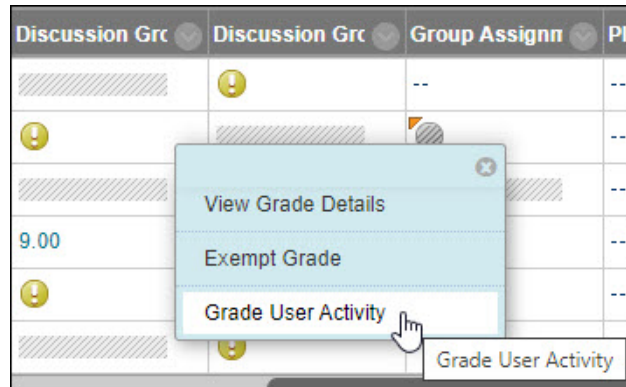
6. Click **Submit**. The next assignment that needs grading opens.
7. Repeat **Steps 3–6** to grade the next assignment; or, click the **Exit** button to return to the **Needs Grading** page.

## Grade from the Full Grade Center

Group discussion assignments that have been submitted but not graded are indicated with the Needs Grading icon  in the Full Grade Center.

1. In the course **Control Panel**, click **Grade Center** and select **Full Grade Center**.

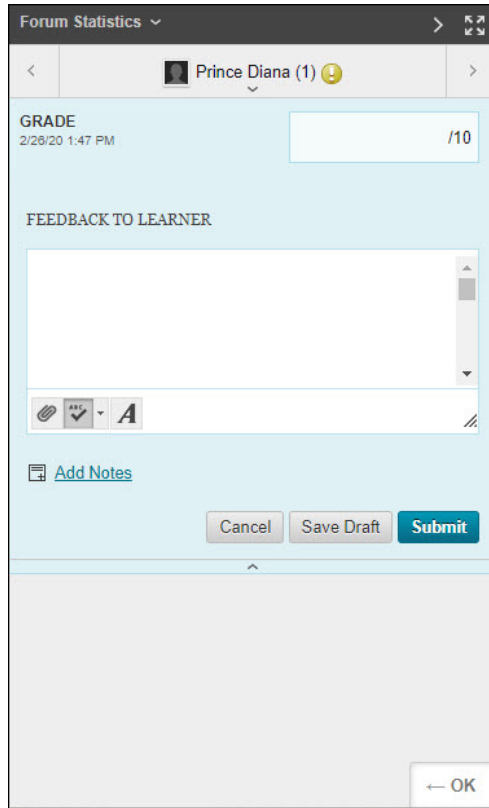
- Go to the Grade Center column for the discussion assignment, hover your mouse over the cell with the **Needs Grading** icon, then click the chevron to the right and select **Grade User Activity**.



**NOTE** The gray bar indicates students who are not in that group.

- Optional:* on the **Grade Discussion Forum** page, click **Reply** if you want to respond to the student's post, then enter your **Message** and click **Submit**.

4. Grade the assignment and enter the grade in the **Grade** box.
5. *Optional*: enter feedback for the student in the **Feedback to Learner** box.



The screenshot shows a mobile interface for grading an assignment. At the top, it says 'Forum Statistics' with a dropdown arrow. Below that is a header bar with a back arrow, a user profile icon, the name 'Prince Diana (1)', and a warning icon. The main content area has a 'GRADE' section with a date and time '2/26/20 1:47 PM' and a text input field followed by '/10'. Below this is a 'FEEDBACK TO LEARNER' section with a large text area and a rich text editor toolbar. At the bottom of the main area are three buttons: 'Cancel', 'Save Draft', and 'Submit'. Below the main area is a large grey rectangular box. At the very bottom right is an 'OK' button with a back arrow.

6. Click **Submit**.
7. Click **OK** to return to the Full Grade Center.
8. Repeat **Steps 2–7** to grade the next assignment.

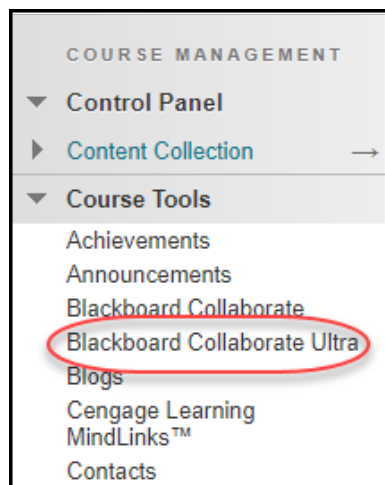
# Manage Groups

## Collaborate Ultra Sessions

### Create Collaborate Ultra Session

You need to create a **separate** Collaborate Ultra session for each group and communicate to the groups the specific time they need to join their session.

1. In the course **Control Panel**, click **Course Tools** and select **Blackboard Collaborate Ultra**.



2. Click **Create Session** and enter the following information:  
Name the Collaborate Ultra session (for example, "Discussion Group 1 Meeting").  
Specify the dates and times of the session.  
Complete the other setting options under **Session Settings**.

**IMPORTANT** If you are going to record the session and want to download the recording, you need to select **Allow recording downloads** under Session Settings.



### Session Settings

---

**Default Attendee Role**

Participant ▼

**Recording**

☒ Allow recording downloads

☐ Anonymize chat messages

3. Click **Save**. You will see the session you created listed.
4. Repeat **Steps 2–3** to create another session.

## Link to Collaborate Ultra Session

You need to create a **separate** Collaborate Ultra session link for each group.

1. To the right of the session name, click the circle with three dots in it and select **Copy Guest Link**. The link will automatically copy.

Create Session

Filter by All Upcoming Sessions

Discussion Group 1 Meeting  
 3/6/20, 11:10 AM – 3/20/20, 6:00 PM (in progress)

⋮

Join session

Anonymous dial in:  
 +1-571-392-7650 PIN: 614 914 1468

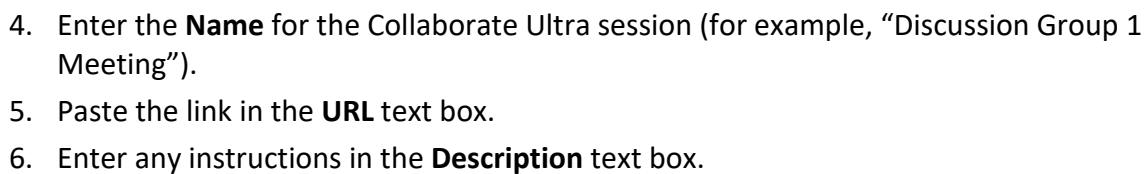
Edit settings

View reports

Delete session

Copy guest link

2. Go to the area in the course where you want to link the session.
3. Click **Build Content** and select **Web Link**.



7. You can set the Availability Dates in the **Standard Options** section.
8. Click **Submit**.
9. Repeat Steps **1–8** to create a session link for each group.

Questions? Contact us at [blackboard@ttu.edu](mailto:blackboard@ttu.edu) or 806-742-5933.

## Email Groups

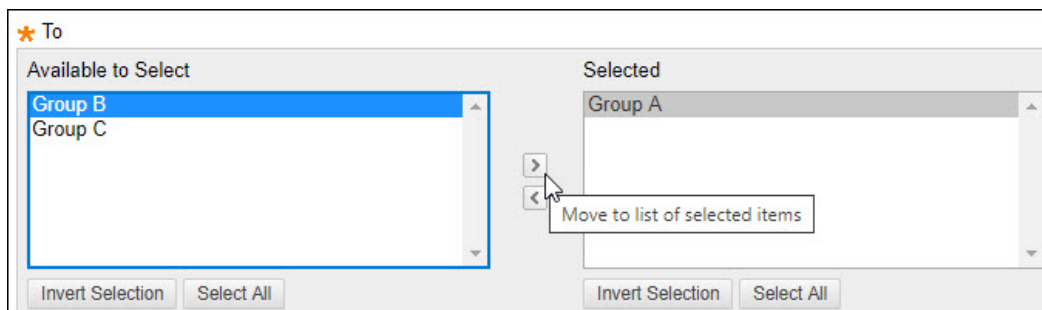
### Email All Groups

1. In the course **Control Panel**, click **Course Tools** and select **Send Email**.
2. On the **Send Email** page, click the **All Groups** link.
3. Enter the **Subject** and the email **Message**.
4. Select the **Return Receipt** checkbox if you want an email receipt that lists the names of the groups (**not** the individual group members) the email was sent to.
5. *Optional*: click the **Attach a file** link, then click the **Choose File** button to browse your computer for the file.
6. Click **Submit** to send the email.

**NOTE** A copy of the email is sent to the sender. The email message is **not** stored in Blackboard.

### Email Single / Select Groups

14. In the course **Control Panel**, click **Course Tools** and select **Send Email**.
15. On the **Send Email** page, click the **Single / Select Groups** link.
16. In the **Available to Select** box, select the group(s) and click the right-pointing arrow to move the group(s) to the **Selected** recipient box.



**NOTE** Click the left-pointing arrow to move a group out of the recipient list.  
Click **Invert Selection** to select groups whose names aren't highlighted, or to deselect groups whose names are highlighted.

7. Enter the **Subject** and the email **Message**.
8. Select the **Return Receipt** checkbox if you want an email receipt that lists the names of the groups (**not** the individual group members) the email was sent to.
9. *Optional*: click the **Attach a file** link, then click the **Choose File** button to browse your computer for the file.

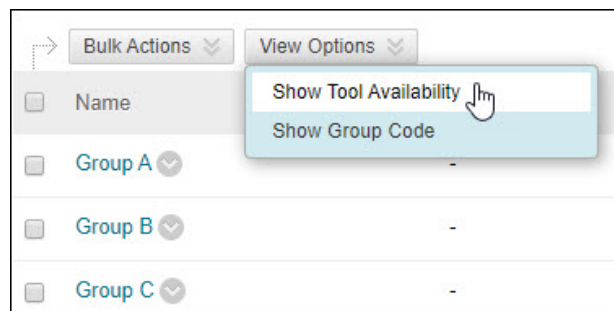
10. Click **Submit** to send the email.

**NOTE** A copy of the email is sent to the sender. The email message is **not** stored in Blackboard.

## Show Tool Availability

Use Show Tool Availability to see which groups have access to certain tools and to make tools available or unavailable for the groups.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.
2. On the Groups page, click **View Options** and select **Show Tool Availability**. Available tools show a green checkmark in their columns; unavailable tools show a red X.



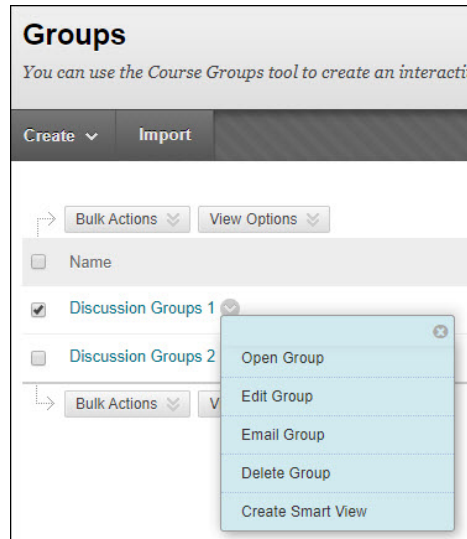
3. Select the green checkmark in a tool's column to make it unavailable; select the red X in a tool's column to make it available.

Blogs	Discussion Board	Email	File Exchange	Journals	Tasks
×	✓	✓	✓	×	×
×	✓	✓	✓	×	×
×	✓	✓	×	×	×

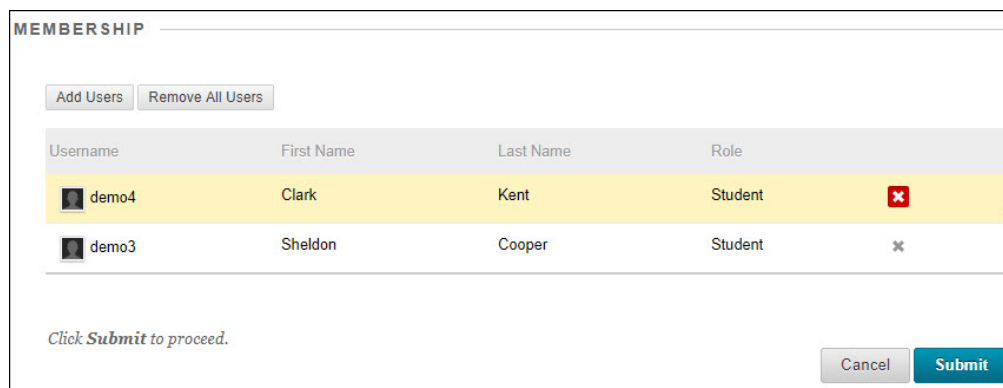
## Remove a Group Member

Course instructors can remove group members. Students **cannot** remove themselves from a group.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.
2. On the Groups page, click the chevron next to the group **Name** and select **Edit Group**.



3. On the **Edit Group** page, scroll down to the **Membership** section, and select the **X** in the student row for the student you want to remove.

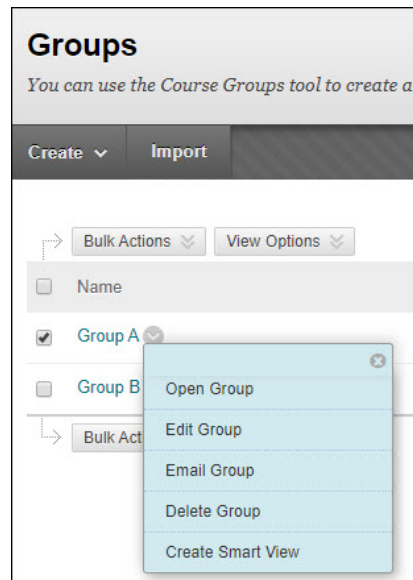


4. Click **Submit**.

**NOTE** To verify that a student has been removed, go to the group's homepage to check the list of members.

## Delete a Group

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.
2. On the Groups page, click the chevron next to the group **Name** you want to delete and select **Delete Group**.



3. Click **OK**. The **Delete Confirmation** page opens if there are Grade Center columns associated with the group.
4. To delete the Grade Center column and all grades for the tool, select the checkbox(es) for the tool(s). To keep grades for a group tool from being deleted when the group is deleted, do **not** select the checkbox(es) for the tool(s).

**IMPORTANT** You can retain any group-related grade columns that are in the Grade Center. On the **Delete Confirmation** page, do **not** select the checkboxes for any Grade Center columns you need to preserve.

5. Click **Delete**.