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## Groups in Blackboard User Guide

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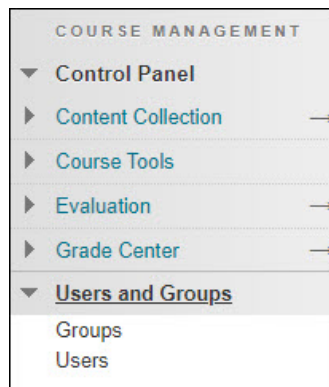
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## Create Groups

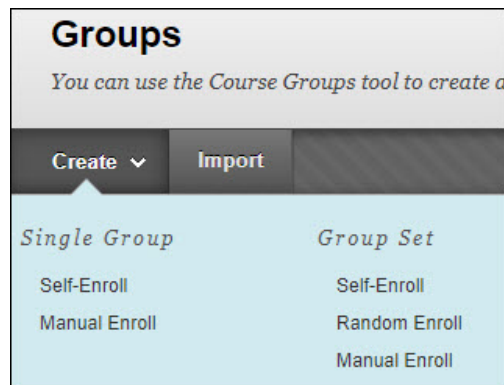
### Group Set with Manual Enroll

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 the **Create** pulldown menu, then select **Manual Enroll** under Group Set.

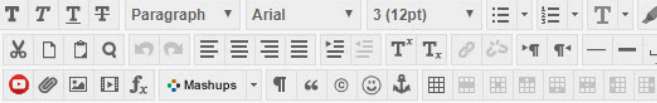


3. Under Group Information, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

**GROUP INFORMATION**

\* Name

Description



Path: p

\* Group is visible to students  No  Yes

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.

**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

Class 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:

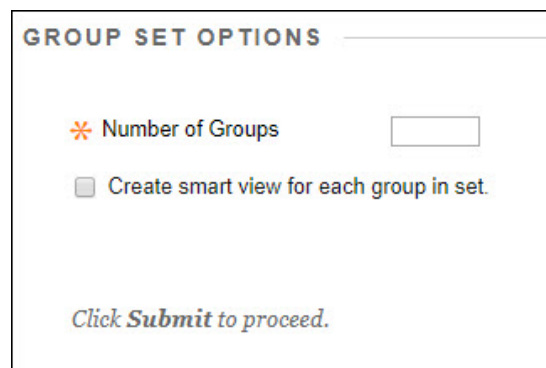
**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Class 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.



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



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

**GROUP SET ENROLLMENTS**

Filter Available Members  Hide members already in another group in this set

Randomize Enrollments Collapse All

**Discussion Groups 1**

Name Discussion Groups 1

Add Users

No users have been added.

Delete Group

**Discussion Groups 2**

Name Discussion Groups 2

Add Users

No users have been added.

Delete Group

**Discussion Groups 3**

**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 and click **Add Users**.

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

**Add Users**

Search: Any Not Blank  Go  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.

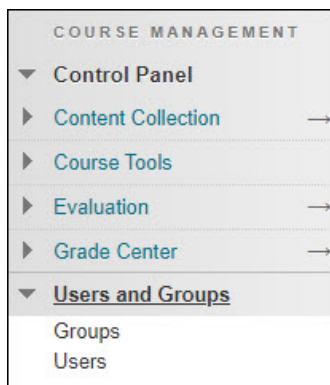
**NOTE** To remove users, click the **X** in their name row.

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 19.

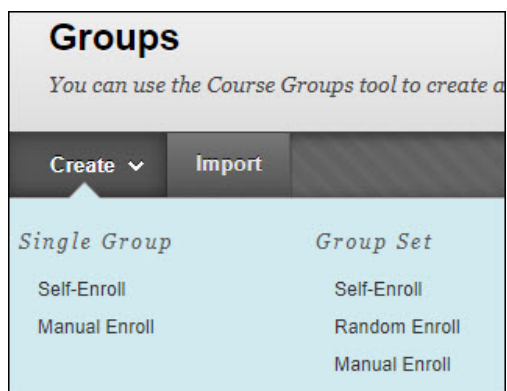
## Group Set with Self-Enroll

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.

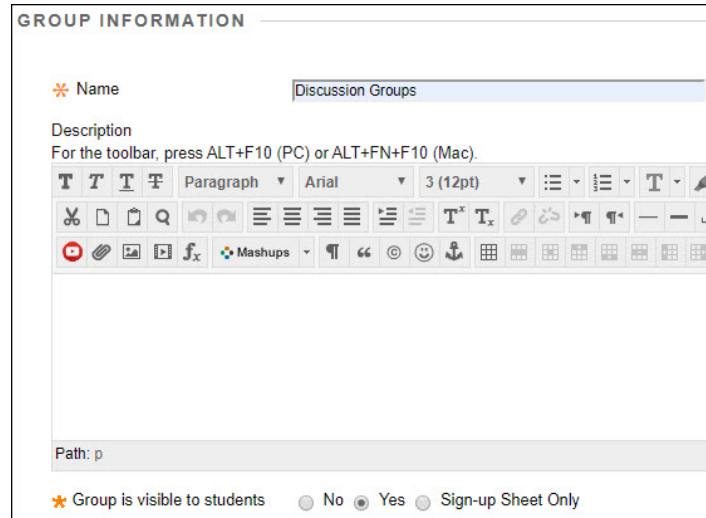
1. In the course Control Panel, click **Users and Groups** and select **Groups**.



2. Click the **Create** pulldown menu, 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

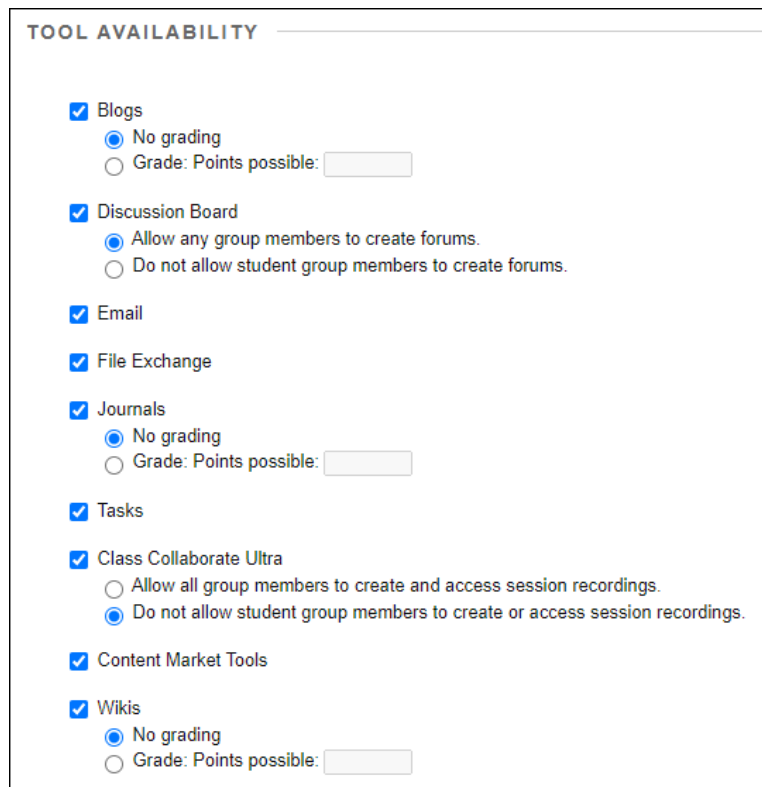
Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Paragraph, Arial, 12pt, and various text formatting tools.

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.



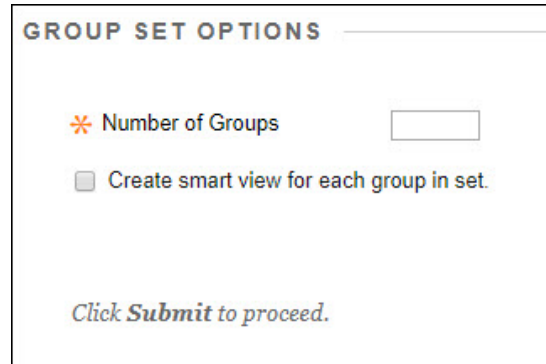
**TOOL AVAILABILITY**

- 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
- Class 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:





- 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.

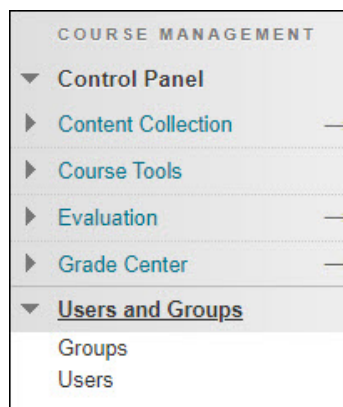
*Click **Submit** to proceed.*

- For instructions to give students access to their group, refer to the **Content Area Tool Link** section on page 20 or to the **Course Menu Tool Link** section on page 22.

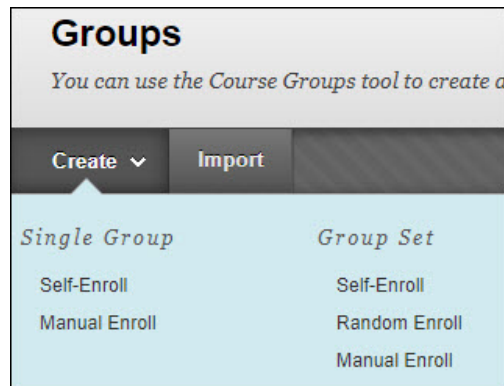
## Group Set with Random Enroll

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.

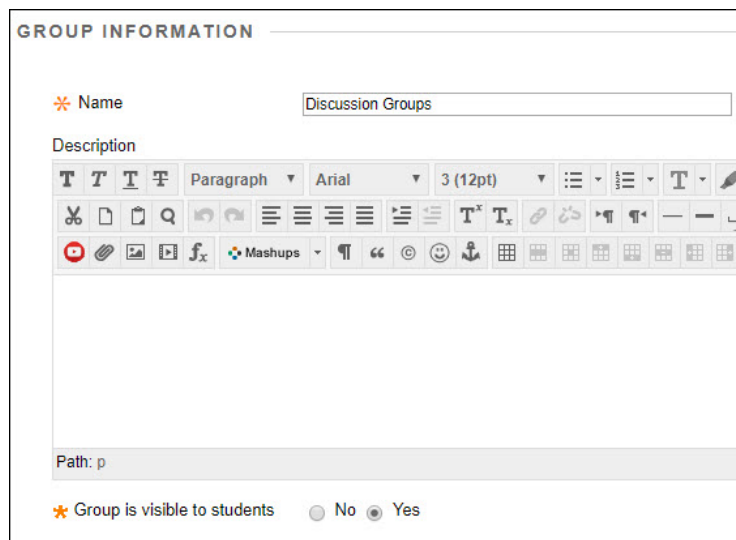
- In the course Control Panel, click **Users and Groups** and select **Groups**.



- Click the **Create** pulldown menu, 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**.



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.

**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
- Class 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 **Class 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 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
  Number of Students per Group 
  
 Number of Groups

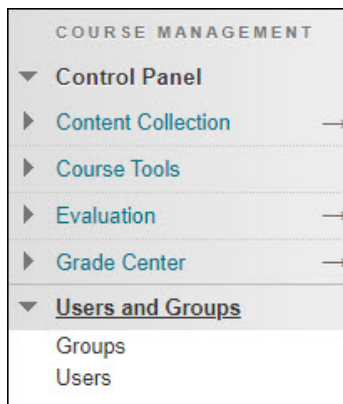
Determine how to enroll any remaining members
  Distribute the remaining members amongst the groups.
   
 Put the remaining members in their own group.
   
 Manually add the remaining members to groups.

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 19.

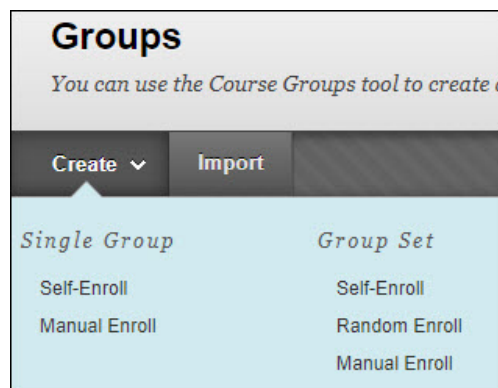
### Single Group with Manual Enroll

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.

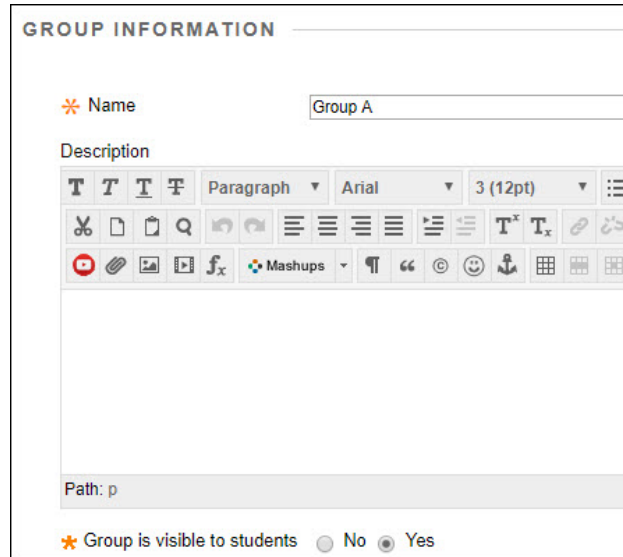
1. In the course Control Panel, click **Users and Groups** and select **Groups**.



2. Click the **Create** pulldown menu, then select **Manual 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

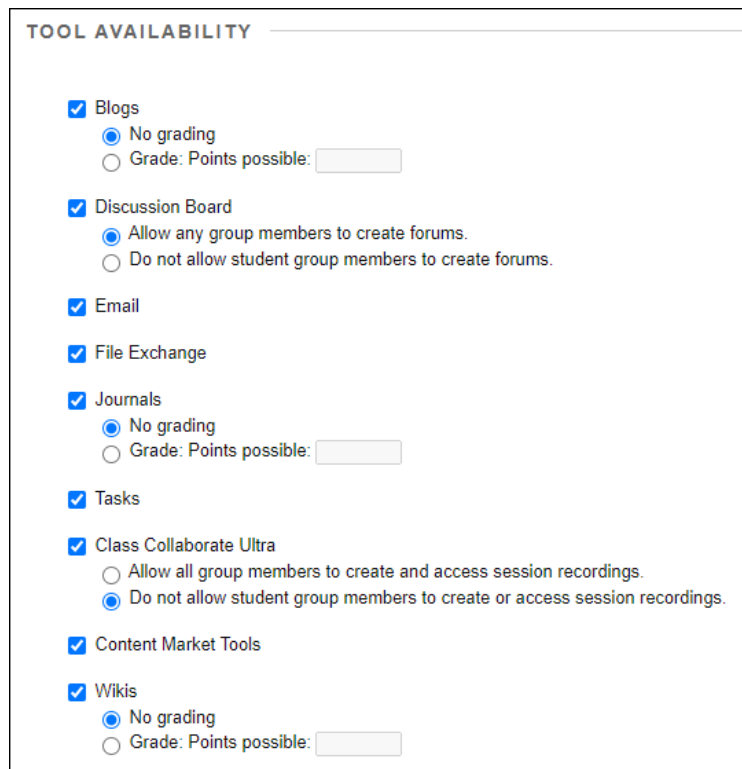
Description

Rich text editor toolbar: Bold, Italic, Underline, Paragraph, Arial, 3 (12pt), Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Image, Video, Audio, Mashups, Table, Table of Contents, Print, Refresh, Help.

Path:

\* 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
- Class 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 **Class 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 Membership, click **Add Users**.

**MEMBERSHIP**

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 and click **Add Users**.

- 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.

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

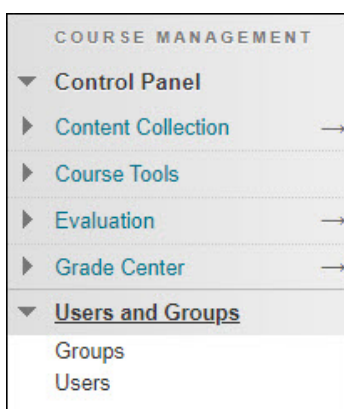
**NOTE** To remove users, select the **X** in their name row.

- Click **Submit**.
- Repeat **Steps 2–9** to create another Single Group with Manual Enroll.
- For instructions to give students access to their group, refer to the **Create Student Access to Groups** section starting on page 19.

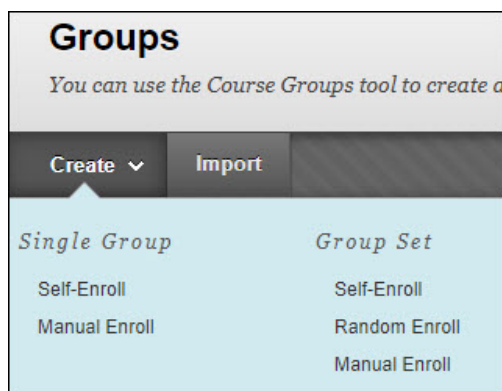
### Single Group with Self-Enroll

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.

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



- Click the **Create** pulldown menu, then select **Self-Enroll** under Single Group.







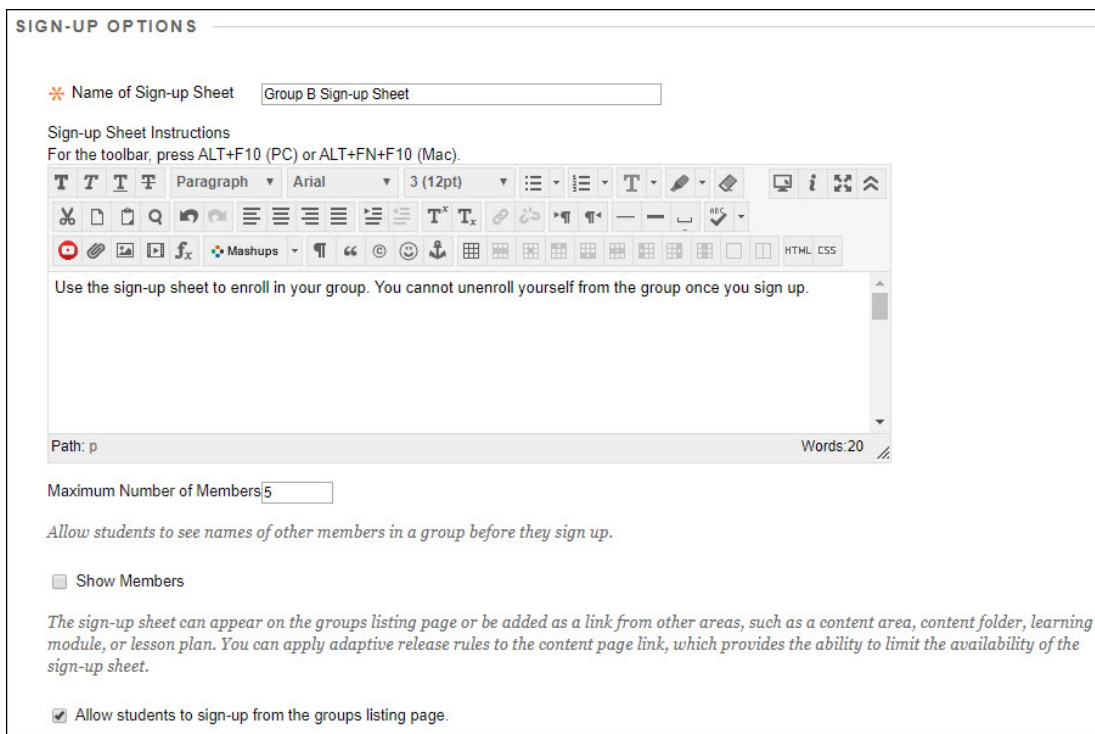
**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Class 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.



- 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**.



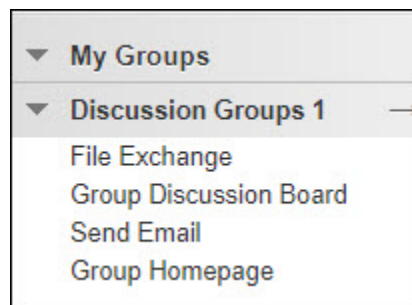
**NOTE** Select **Show Members** if you want students to see the names of other group members before they sign up.

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 **Content Area Tool Link** section on page 20, or to the **Course Menu Tool Link** section on page 22.

## 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 (except self-enroll groups). Students click the name of their group under My Groups to access their group’s tools and homepage.



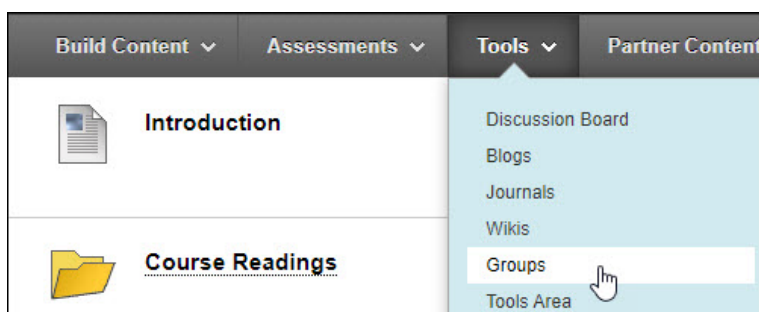
**NOTE** You will not see the **My Groups** link as the instructor unless you enroll your preview user in one of the groups, and then use Student Preview mode to access the group. If you don’t have a preview user (username\_previewuser), you can create one by entering Student Preview, then click **Exit 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 **Content Area Tool Link** (refer to the next section) or from a **Course Menu Tool Link** (refer to page 22) and sign up for a group.

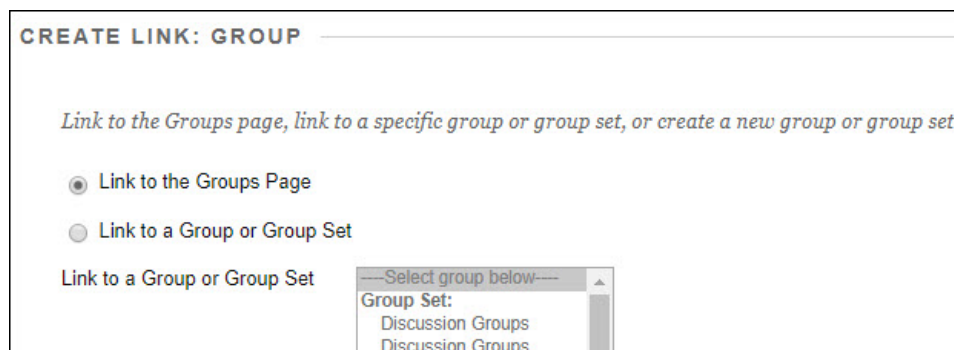
## Content Area Tool Link

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** pulldown 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. The title is 'CREATE LINK: GROUP'. Below the title is a descriptive sentence: '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 second radio button is a dropdown menu with the text 'Link to a Group or Group Set' and a list of options: '---Select group below---', 'Group Set:', 'Discussion Groups', and 'Discussion Groups'.

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

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

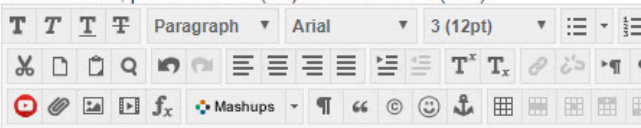
**LINK INFORMATION**

✳ Link Name

Color of Name  Black

Link Group: Discussion Groups

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



Click the Discussion Groups link above to access your group.

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 and times if you want students to have access to the link for specific dates and times.

**OPTIONS**

Available  Yes  No

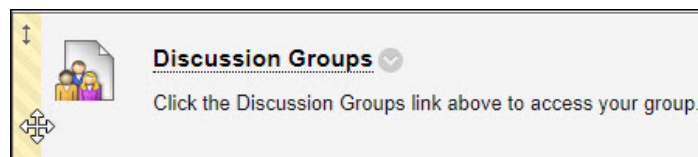
Track Number of Views  Yes  No

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**.

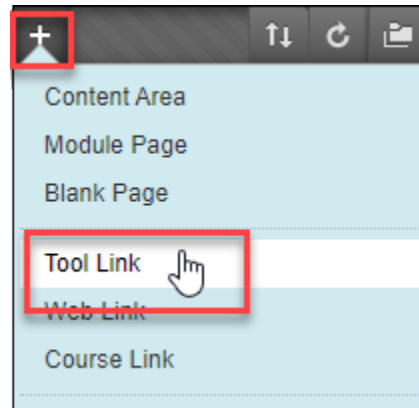


**NOTE** The new Content Area tool link appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.

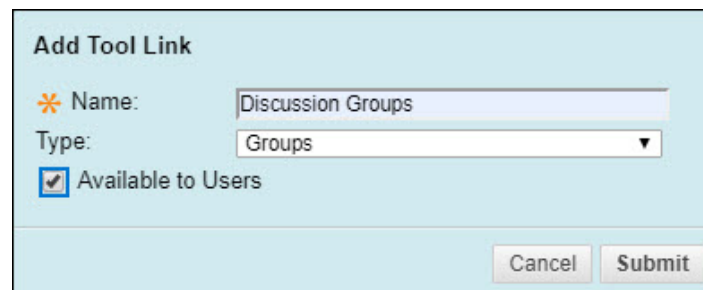
## Course Menu Tool Link

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 and select **Tool Link**.



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

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

3. Click **Submit**.

**NOTE** The tool link appears at the bottom of the list of links in the Course menu. Click and drag the link to place it where you want it.



5. Enter the assignment **Due Date** by selecting the checkbox and entering the date and time.



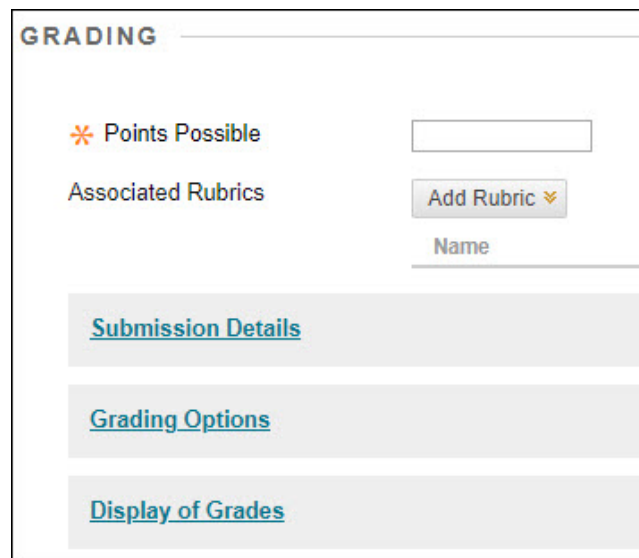
**DUE DATES**

*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.*

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



**GRADING**

 **Points Possible**

Associated Rubrics  

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

**IMPORTANT** Any groups remaining in the Items to Select box will **not** have access to the group assignment.

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

**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

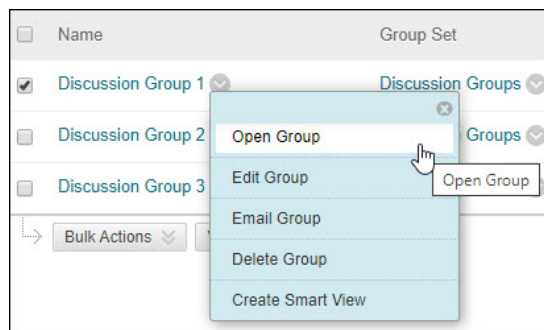
12. Click **Submit**.

## Group Discussions and Group Discussion Assignments

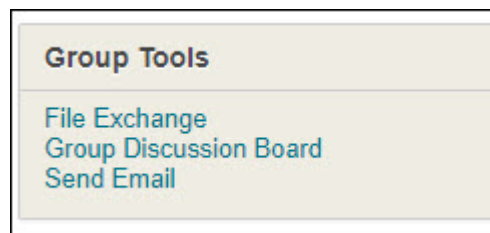
### Create Group Discussions and Group Discussion Assignments

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

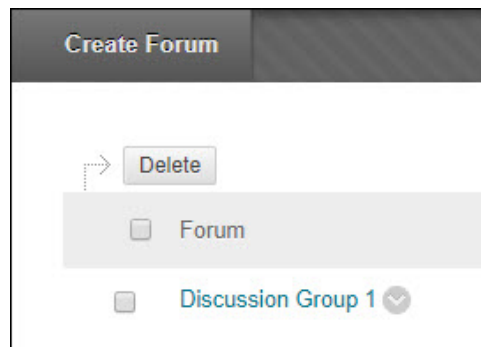
1. In the left Course menu under Control Panel, click **Users and Groups** and select **Groups**.
2. Click the chevron next to the group **Name** and select **Open Group**.



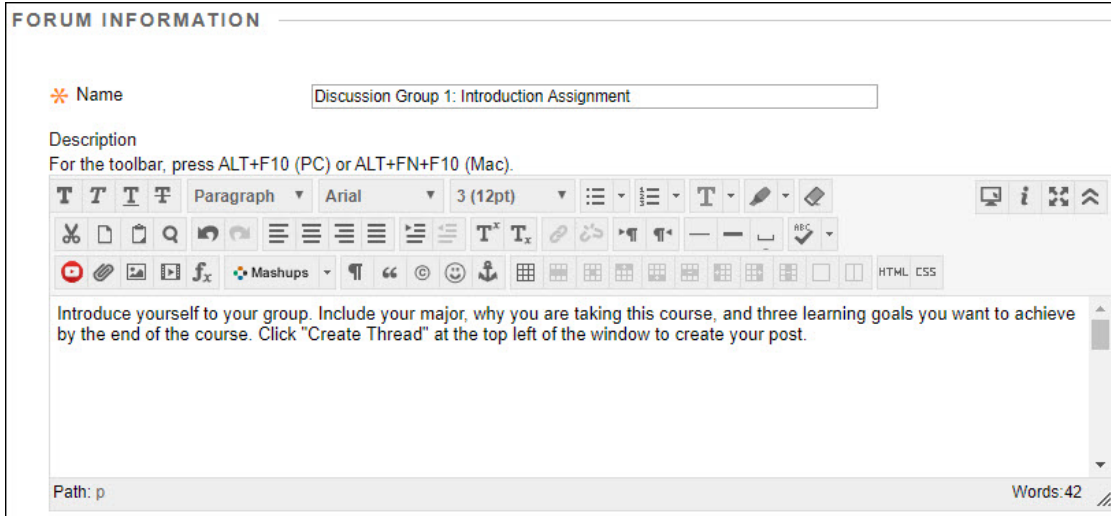
3. Under Group Tools, click **Group Discussion Board**.



4. Click **Create Forum**.



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



**FORUM INFORMATION**

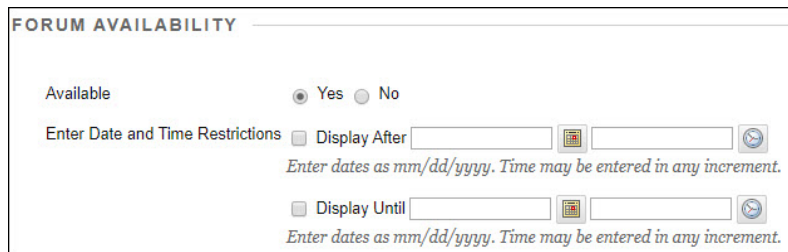
Name

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 and times if you want students to have access to the discussion or discussion assignment for specific dates and times.



**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.*

- 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.
- Discussion **is** an assignment – continue with **Step 10**.  
Discussion **is not** an assignment – proceed to **Step 13**.
- Select the **Grade Discussion Forum** radio button, enter the **Points possible**, select **Show participants in needs grading status**, and select the number of posts from the pulldown 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.

11. Enter the assignment **Due Date** by selecting the checkbox and entering the date and time.
12. *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

Due Date

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

Associated Rubrics

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

13. 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

14. Click **Submit**.

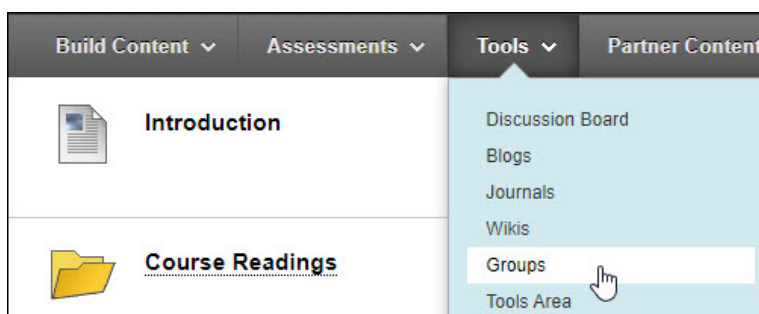
15. Repeat **Steps 1–14** to create a discussion or discussion assignment for each group.

**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 31.

16. 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 Discussions and Discussion Assignments

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** pulldown menu and select **Groups**.





**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**.



**Discussion 1 Assignment: Introductions** ▼

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.

**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

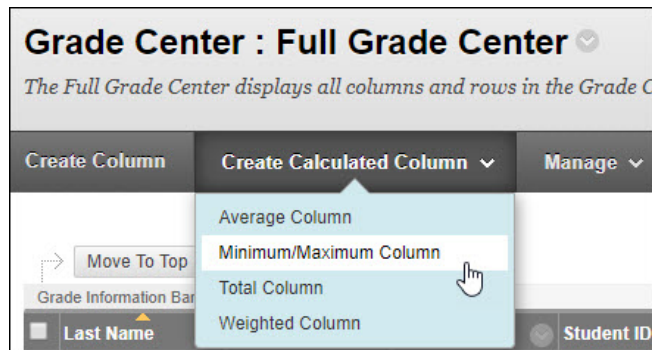
When you create a group discussion assignment, a **separate** Grade Center column is created for **each** group's assignment. For example, if you have five groups, that will create five Grade Center columns for every discussion assignment.

Consolidating the columns for each discussion assignment will make the Grade Center more manageable. First, **Create a Minimum/Maximum Column** (refer to the next section) for each discussion assignment. Second, **Edit the Total Grade Column** (refer to page 34) 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** (refer to page 35).

### Create Minimum/Maximum Column

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





3. Enter the **Column Name**, then select the **Primary Display** from the pulldown menu.

**COLUMN INFORMATION**

\* Column Name

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

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, and 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.*

4. Under Select Columns, select **Maximum** for **Calculation Type**, and select **Selected Columns and Categories** for **Include in Minimum/Maximum**.
5. In the **Columns to Select** box, select the discussion assignments you want to include in the Minimum/Maximum column, then click the right-pointing arrow to move the assignments to the **Selected Columns** box.



**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 in the defined set, 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.

6. Under Options, select **Yes** to include this column in Grade Center calculations.
7. 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

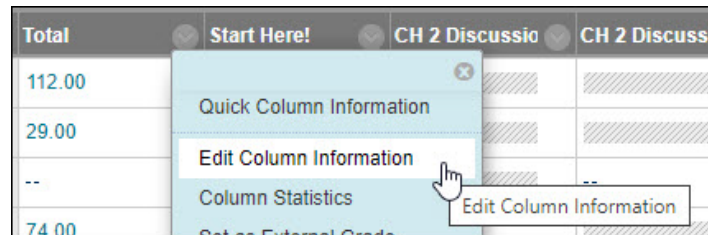
*Click **Submit** to proceed.*

8. Click **Submit**.
9. 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. In the course Control Panel, click **Grade Center** and select **Full Grade Center**.
2. Click the chevron to the right of the Total column title and select **Edit Column Information**.



3. Under Select Columns, select **Selected Columns and Categories for Include in Total**.
4. 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 Proc...)
- 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.

5. Under Options, select **Yes** to include this column in Grade Center calculations.

6. 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

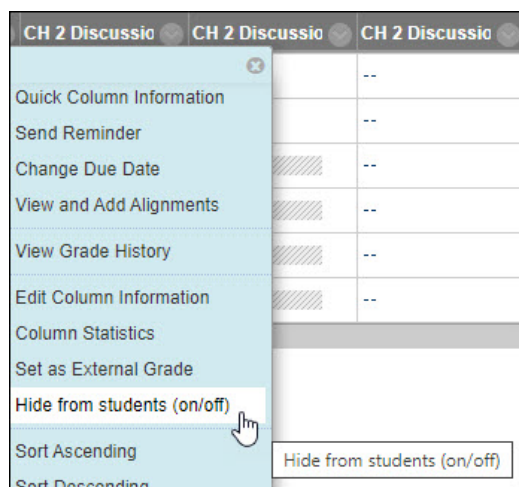
Show Statistics (average and median) for this column to Students in My Grades     Yes     No

*Click **Submit** to proceed.*

7. Click **Submit**.

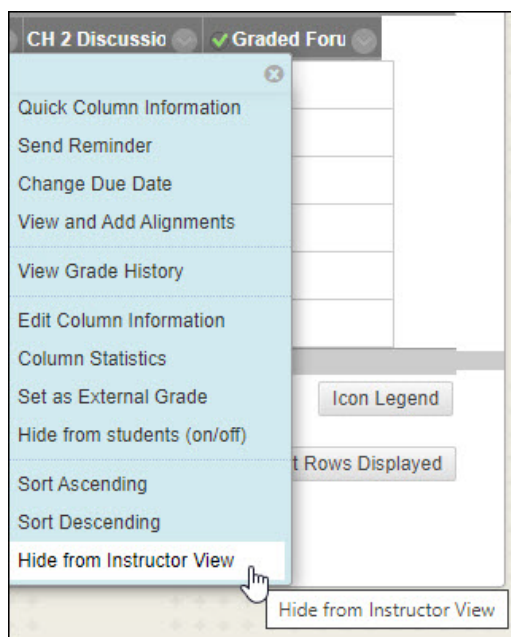
### Hide Individual Columns from Student and Instructor Views

1. 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.

2. 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** > select the checkbox next to the column **Name** > 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

You can grade group assignments from either the Needs Grading page (refer to the next section **Grade Group Assignments from Needs Grading**) or from the Full Grade Center (refer to the **Grade Group Assignments from the Full Grade Center** section on page 37).

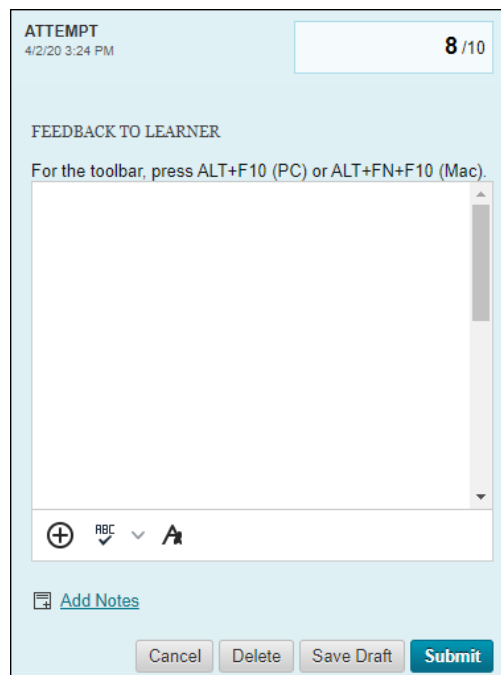
When you grade a group assignment, that grade is automatically assigned to all group members. You can change an individual group member's grade (refer to the **Change Individual Group Member Grade** section on page 39).

### Grade Group Assignments 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 (i.e., the group name) to open the assignment.

Category	Item Name	User Attempt	Date Submitted
Assignment	Group Assignment 1	Discussion Group 1	February 2
Discussion	Discussion Group 1: Introduction Assignment	Clark Kent	Attempts for this course that need grading

- On the Grade Assignment page, grade the assignment and enter the grade in the **Attempt** textbox, enter **Feedback to Learner** (optional), click the **plus sign** in the circle and select **Insert Local Files** if you want to attach a file, click the **Add Notes** link to add Private Grading notes (optional), then click **Submit**.



**ATTEMPT**  
4/2/20 3:24 PM

8 / 10

**FEEDBACK TO LEARNER**  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).


+ RBC A

[Add Notes](#)

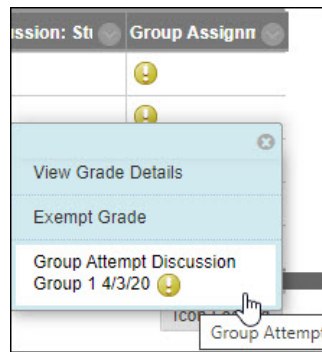
Cancel Delete Save Draft **Submit**

- Click **Submit**. The next assignment that needs grading opens.
- Repeat **Steps 3–4** to grade the next assignment; or, click the **Exit** button to return to the Needs Grading page.

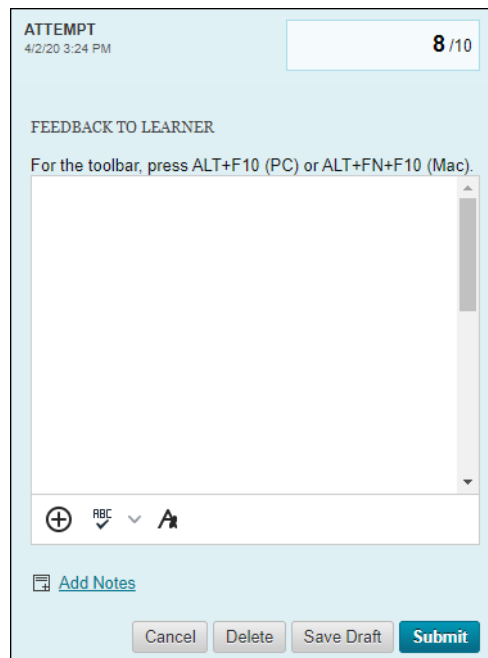
### Grade Group Assignments from the Full Grade Center

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.

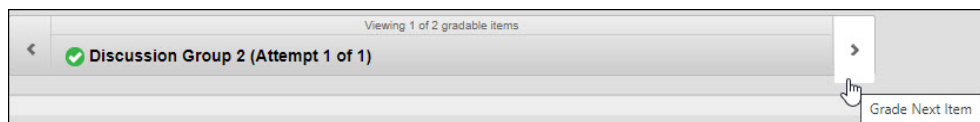
- In the course Control Panel, click **Grade Center** and select **Full Grade Center**.
- Go to the Grade Center column for the assignment, hover your mouse over the cell with the **Needs Grading** icon, then click the chevron to the right and select **Group Attempt**.



- On the Grade Assignment page, grade the assignment and enter the grade in the **Attempt** textbox, enter **Feedback to Learner** (optional), click the **plus sign** in the circle and select **Insert Local Files** if you want to attach a file, click the **Add Notes** link to add Private Grading notes (optional), then click **Submit**.



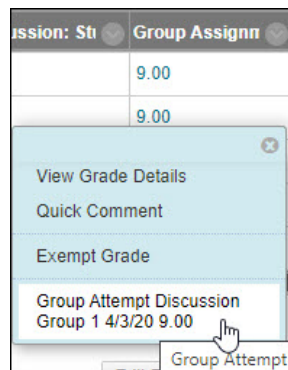
- Click **Submit**.
- Click the right arrow in the **Viewing gradable items** box to open and grade the next group's assignment.



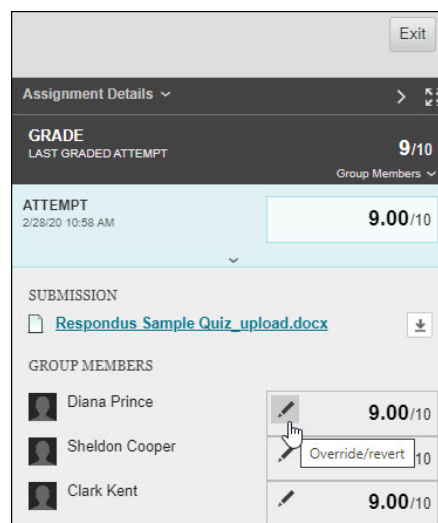
- Repeat **Steps 3–5** to grade the next assignment.

## 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 group assignment, hover your mouse over the cell for the group member, then click the chevron to the right and select **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 click 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.

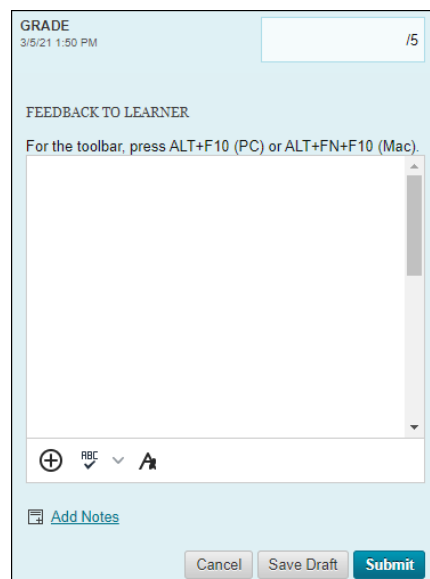
You can grade group discussion assignments from either the Needs Grading page (refer to the next section **Grade Group Discussion Assignments from Needs Grading**) or from the Full Grade Center (refer to the **Grade Group Discussion Assignments from the Full Grade Center** section on page 41).

### Grade Group Discussion Assignments 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 (i.e., the group member's name) 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 Co	Attempts for this course that need grading
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** textbox, enter **Feedback to Learner** (optional), click the **plus sign** in the circle and select **Insert Local Files** if you want to attach a file, click the **Add Notes** link to add Private Grading notes (optional), then click **Submit**.



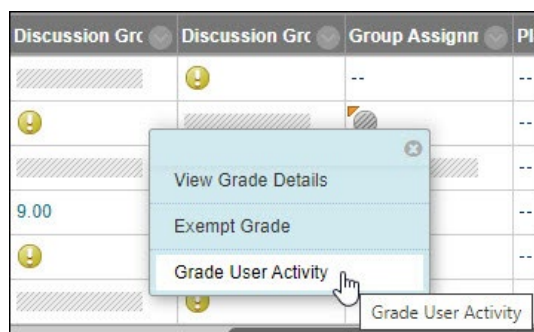


5. Click **Submit**. The next assignment that needs grading opens.
6. Repeat **Steps 3–5** to grade the next assignment; or, click the **Exit** button to return to the **Needs Grading** page.

### Grade Group Discussion Assignments from the Full Grade Center

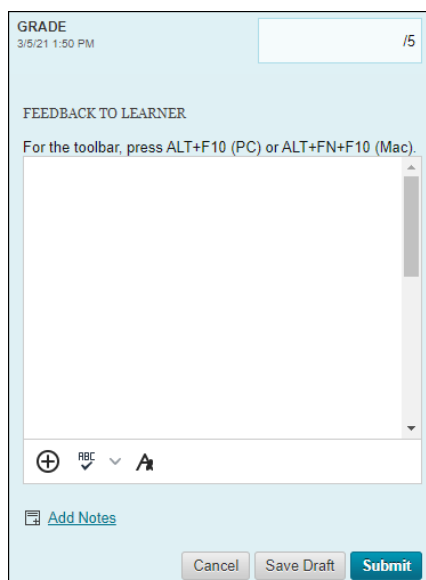
Group discussion assignments that have been submitted but not graded are indicated with the Needs Grading icon  in the Full Grade Center.

1. In the course Control Panel, click **Grade Center** and select **Full Grade Center**.
2. 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.

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** textbox, enter **Feedback to Learner** (optional), click the **plus sign** in the circle and select **Insert Local Files** if you want to attach a file, click the **Add Notes** link to add Private Grading notes (optional), then click **Submit**.



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

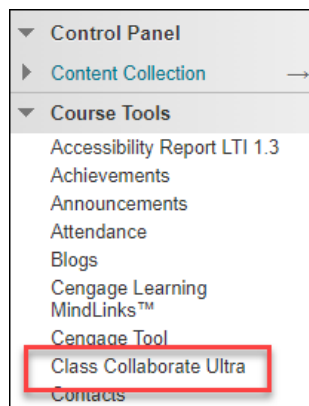
## Manage Groups

### Class Collaborate Ultra Sessions

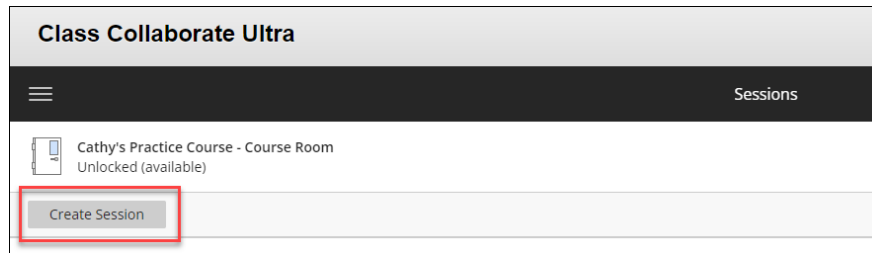
#### Create Class Collaborate Ultra Session

You can create Class Collaborate Ultra sessions to meet with individual groups. You need to create a **separate** Class Collaborate Ultra session for each group and communicate to the groups the name of their session and the specific time they need to join their session.

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

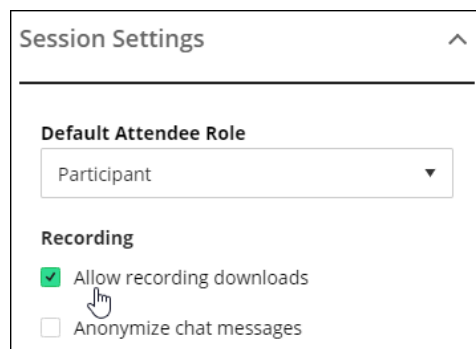


2. Click **Create Session**.



3. Enter the **Session Name** (e.g., “Discussion Group 1 Meeting”).
4. Enter the **Start** and **End** dates and times for the session.
5. Click the **Gear** icon and complete the **Session Settings** options.

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

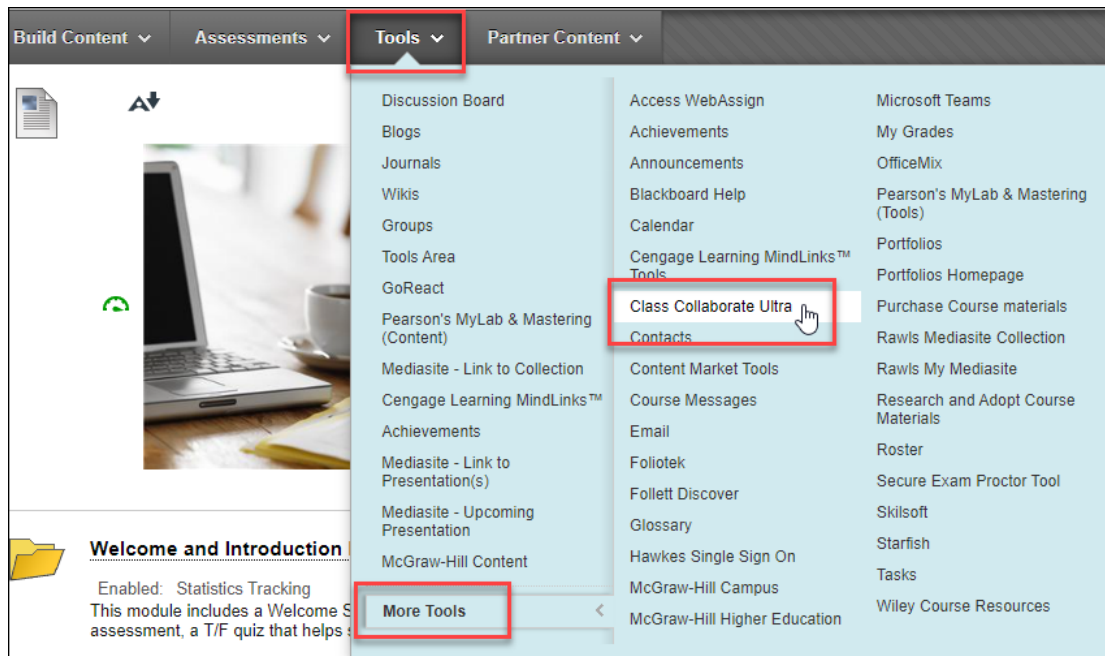


6. Click **Create**.
7. Click **Save**.
8. Close the Session Settings panel. The session you created is listed on the Class Collaborate Ultra Sessions page.
9. Repeat **Steps 2–8** to create another session.
10. Create a link to Class Collaborate Ultra so group members can access their session: to create a Content Area link, refer to the next section **Create Content Area Link to Class Collaborate Ultra Session**; to create a Course menu link, refer to the section **Create Course Menu Link to Class Collaborate Ultra Session** on page 44.

**NOTE** The group members will access their group sessions through one of these links. When they access the Class Collaborate Ultra tool, they will select their group session and then select **Join Session**.

### Create Content Area Link to Class Collaborate Ultra Session

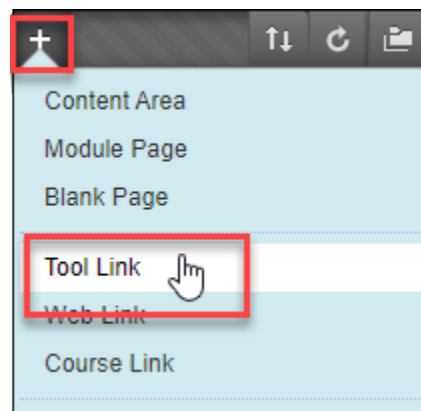
1. Go to the area in the course where you want to place the Class Collaborate Ultra tool link.
2. Click the **Tools** pulldown menu, click **More Tools**, then select **Class Collaborate Ultra**.



3. Click **Submit**. The tool link is placed in the course Content Area for you and your students to easily access.

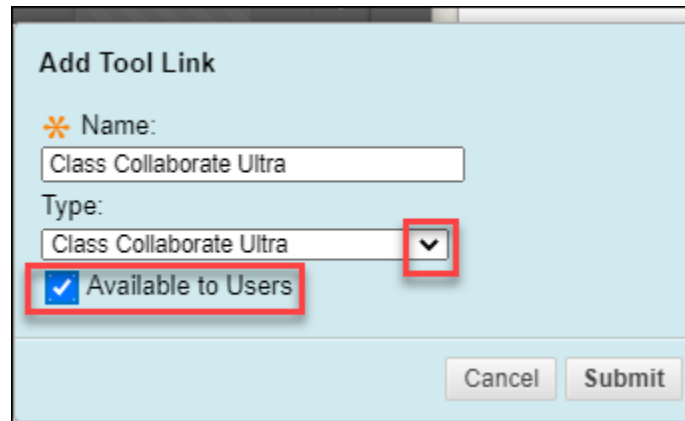
### Create Course Menu Link to Class Collaborate Ultra Session

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



2. Enter the **Name**.

3. Click the **Type** pulldown menu and select **Class Collaborate Ultra**.
4. Select the **Available to Users** checkbox.



The screenshot shows a dialog box titled "Add Tool Link". It has three main sections: "Name:" with a text input field containing "Class Collaborate Ultra"; "Type:" with a dropdown menu also set to "Class Collaborate Ultra"; and a checked checkbox labeled "Available to Users". At the bottom right, there are "Cancel" and "Submit" buttons. Red boxes highlight the "Type" dropdown and the "Available to Users" checkbox.

5. Click **Submit**.

**NOTE** The tool link appears at the bottom of the list of links in the Course menu. Click and drag the link to place it where you want it.

## Email Groups

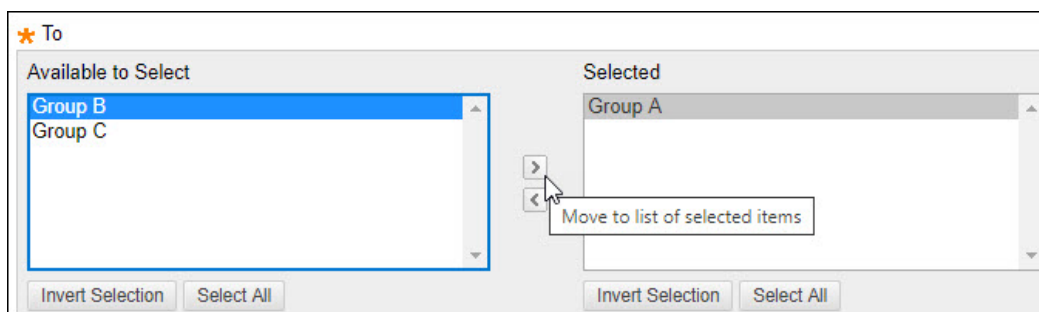
### Email All Groups

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

1. In the course Control Panel, click **Course Tools** and select **Send Email**.
2. On the Send Email page, click the **Single / Select Groups** link.
3. 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.

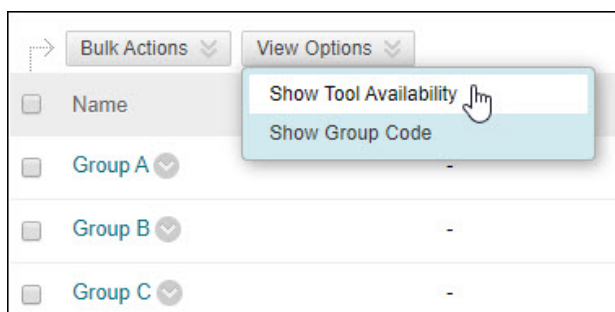
4. Enter the **Subject** and the email **Message**.
5. Select the **Return Receipt** checkbox if you want an email receipt that lists the names of the groups (**not** the individual group members) the email was sent to.
6. *Optional*: click the **Attach a file** link, then click the **Choose File** button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



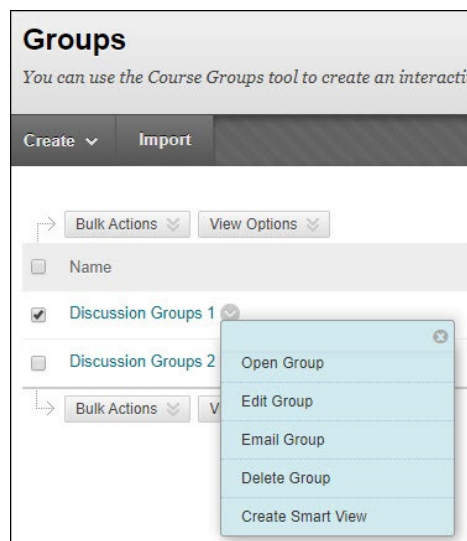
3. Select the green checkmark in a tool's column to make it unavailable; select the red X in a tool's column to make it available.

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.

**MEMBERSHIP**

Username	First Name	Last Name	Role	
demo4	Clark	Kent	Student	
demo3	Sheldon	Cooper	Student	

*Click **Submit** to proceed.*

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**.

**Groups**

*You can use the Course Groups tool to create and manage groups.*

Create ▾ Import

→ Bulk Actions ▾ View Options ▾

<input type="checkbox"/>	Name	
<input checked="" type="checkbox"/>	Group A ▾	
<input type="checkbox"/>	Group B	

→ Bulk Act

3. Click **OK**. The Delete Confirmation page opens if there are Grade Center columns associated with the group.



- 
- 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.

- Click **Delete**.