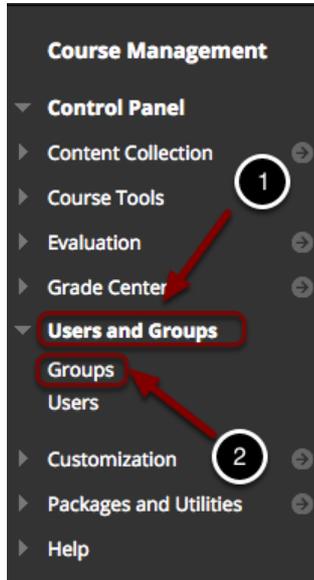


Creating Group Sets and Smart views

Accessing the Groups Tool



Log into studentcentral and go to the Control Panel.

1. Click on **Users and Groups**.
2. Then click on **Groups**.

Creating Group Sets with Manual Enrolments

The screenshot shows the 'Groups' tool interface. At the top, there are tabs for 'All Groups', 'Group Sets', and 'All Users'. Below the tabs, there is a 'Groups' header with a 'Click on Create' callout. A red arrow points to the 'Create' dropdown menu, which is open and shows options for 'Single Group' (Self-Enroll, Manual Enroll) and 'Group Set' (Self-Enroll, Random Enroll, Manual Enroll). A red box highlights 'Manual Enroll' in the 'Group Set' section, with a callout 'Click on Manual Enroll' and a red arrow pointing to it. Below the dropdown, there is a table with columns for 'ED MEMBERS', 'SELF-ENROLL', and 'AVAILABLE'. The table contains four rows of group sets. At the bottom, there are 'Bulk Actions' and 'View Options' dropdowns, and a pagination bar showing 'Displaying 1 to 4 of 4 items' with 'Show All' and 'Edit Paging...' buttons.

	ED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/> Manual Enrollment Group Set 1	0	No	Yes
<input type="checkbox"/> Manual enrollment group	-	No	Yes
<input type="checkbox"/> Self Enroll Group Set 1	1	Yes	Yes
<input type="checkbox"/> group	0	Yes	Yes

You will now see a screen labelled **Groups** that lists all the groups created within the course.

The manual enrol feature allows instructors to select which students are included in each group. To create a group set with instructor-selected students, click on the **Create** button and select **Manual Enrol** from the menu in the **Group Set** column.

Setting up the Group Set Information

Create Group Set
You can generate several groups at one time using group sets. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Description

Path: p Words:0

* Group is visible to students No Yes

You will now see a screen labelled **Create Group Set**. The section labelled **Group Information** allows instructors to enter the group set name and description.

1. **Name:** Enter a name for the group set under the space marked Name. Blackboard will automatically append each group within the group set with a number
2. **Description:** Enter a description for the group set here.
3. **Group is visible to students:** Select Yes to make the group set available to students.

Setting up Group Tool Availability and Settings

TOOL AVAILABILITY

Check the boxes for each tool you wish to allow students to access.

- 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:
- Academic Materials

The following tools are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.

Tool Availability allows you to enable and disable individual tools for student use within the groups. To enable a tool, check the checkbox next to the tool name. To disable a tool, uncheck the checkbox next to the tool name. (NOTE deselect all tools as you will be using Teams.)

1. **Blogs:** Check the checkbox here to enable the Blogs tool. Additionally, grading options can be enabled by selecting **Grade**.
2. **Collaboration:** Check this checkbox to allow students to create live chat and virtual classroom sessions for the group.
3. **Discussion Board:** Check this checkbox to enable the group discussion board. Additionally, instructors can choose to permit students to create their own forums in the group, or instructors can choose to prevent students from creating their own forums.
4. **Email:** Check this checkbox to allow students to send emails to each other within the group.
5. **File Exchange:** Check this box to allow students to share files with each other within the group.
6. **Journals:** Check this box to enable the Journal tool within the group. Additionally, grading options can be enabled by selecting **Grade**.
7. **Tasks:** Check this box to allow students to create tasks for group members.
8. **Wikis:** Check this box to enable the Wiki tool in the group environment. Additionally, grading options can be enabled by selecting **Grade**.
9. **Commercial Content Tools:** Check this box to enable tools provided by an external tool provider.

Setting up Module Personalization Settings

GROUP SET OPTIONS

* Number of Groups **1**

Create smart view for each group in set. **2**

Enter the number of groups you require and check the smart view box

3

Click **Submit** to proceed.

Cancel **Submit**

Group Set Options allows instructors to specify the number of groups to create, as well as the option to create a smart view for each group.

1. **Number of Groups:** Enter the number of groups you wish to create here.
2. **Create smart view for each group in set:** Check this option to create a smart view in the grade centre that allows instructors to view the group members within the Grade Centre.
3. When finished setting up the group settings, click the **Submit** button at the bottom of the page. You will then be taken to another screen where you can edit the group set enrolments.

Managing Group Set Enrolments

Edit Group Set Enrollments

GROUP SET INFORMATION

Name Manual Enrollment Group Set

Description

2

GROUP SET ENROLLMENTS

Filter Available Members Hide members already in another group in this set **1**

Randomize Enrollments Collapse All

Manual Enrollment Group Set 1

* Name Manual Enrollment Group S **3**

Add Users **4**

No users have been added.

Delete Group **5**

Add Group **6**

7

Click **Submit** to proceed.

Cancel **Submit**

You will now see a screen labelled **Edit Group Set Enrolments** that will allow you to add members to each group within the set.

1. **Filter Available Members: Hide members already in another group in this set:** Check the box here to hide members that have already been added to another group within the current set.
2. Click the **Randomize Enrolments** button to randomly enrol students into each group.
3. **Name:** The name of each group can be modified by changing the value in the **Name** field.
4. To add members to a group, click the **Add Users** button. A new screen will pop up where you can select users. See the next step for further details. Repeat this step for each group.
5. If you do not need a group within the group set, click the **Delete Group** button to remove the group.
6. If you need to add an additional group, click the **Add Group** button at the bottom.
7. When finished with setting up the group enrolments, click the **Submit** button and the groups will be created.

Selecting Students

GROUP SET ENROLMENTS

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

Randomise Enrolments Collapse All

Seminar group A 1

Name Seminar group A 1

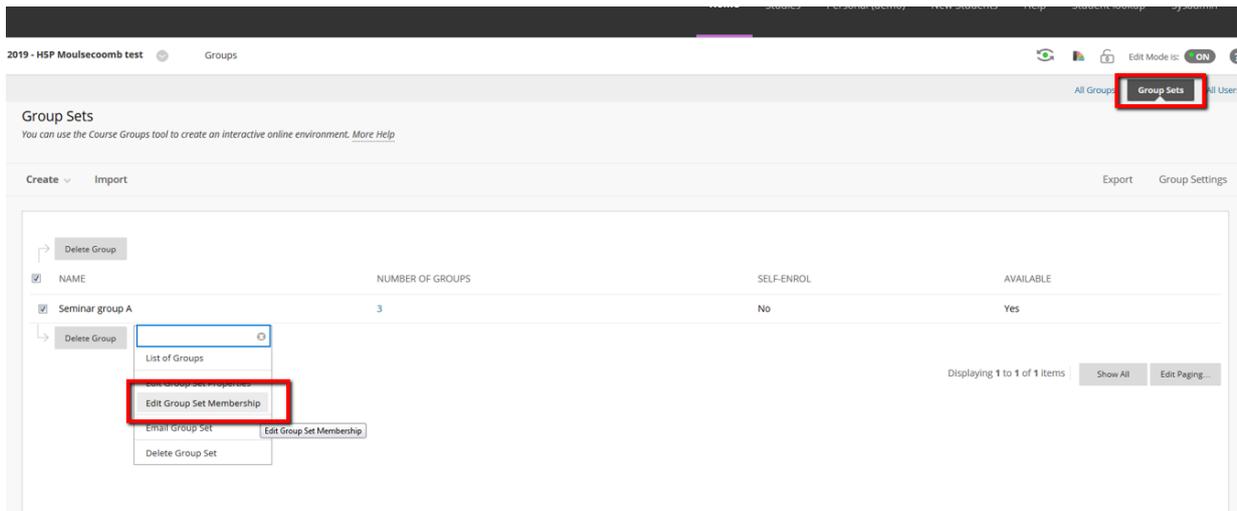
Add Users Remove Users **Click Add Users**

USERNAME	FIRST NAME
ds101	Demo
ds102	

Scroll to the bottom of the screen and click the 'Show All' and you can then use CTRL +F (pc) or CMD+F (mac) to search and add group members.

Displaying 1 to 1 of 1 items **Show All** Edit Paging...

You can easily find and edit your groups by going back to Users and Groups>Groups and top right of the screen click the Group Sets link.



View Smart Views in the Grade Centre

In the control panel go to the Full Grade Centre

Click Manage>Smart Views and mark your groups as 'Favorites'

