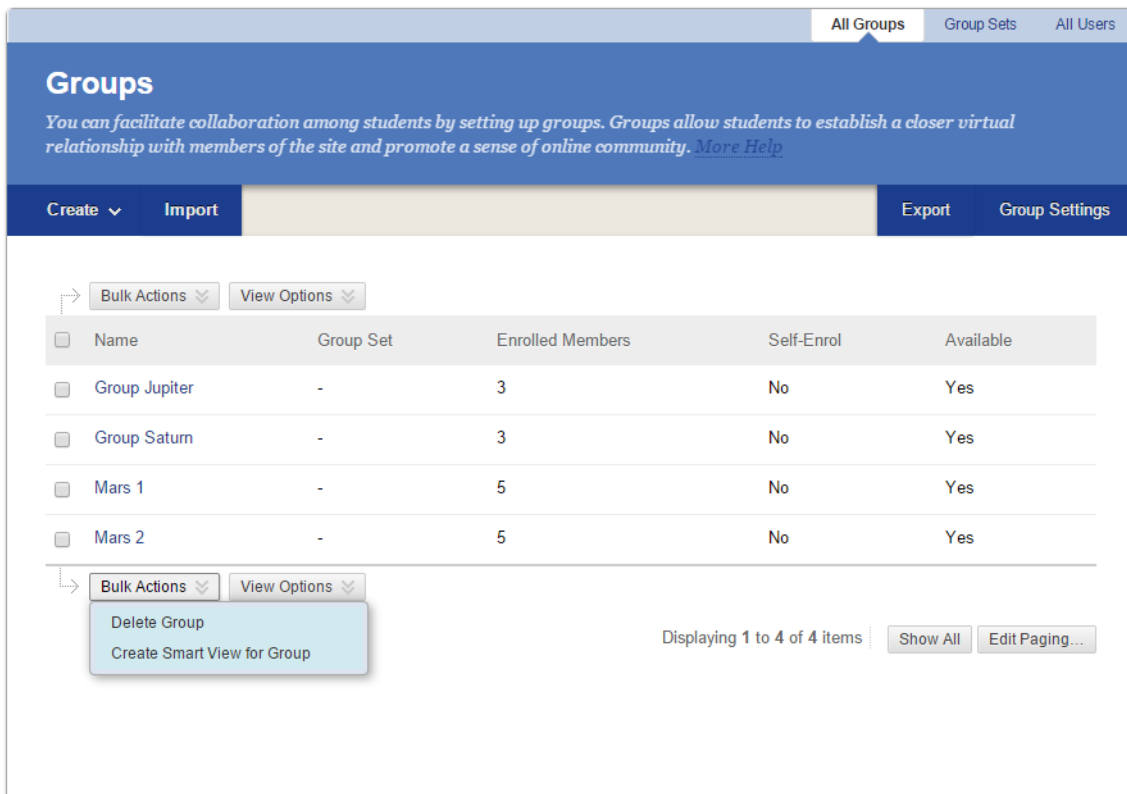


Group management

The Groups tool allows teaching staff to create groups of students within their Learning Site. These groups have their own area in the Learning Site where members can collaborate and participate in group activities and assessments. Groups can be created in sets, either as a single group, or in group sets (where all students can be allocated membership dispersed across multiple groups). You can choose which group tools can be made available to facilitate your choice of collaboration within the group.

The Groups tool can be accessed by selecting **Tools** from the site menu, then clicking on **Groups**. Alternatively, select **Users and Groups** from the site menu, and then click on **Groups**. This will open the **Groups** page.



The screenshot shows the 'Groups' management page. At the top, there are tabs for 'All Groups', 'Group Sets', and 'All Users'. Below the title 'Groups', there is a descriptive paragraph and a 'More Help' link. A navigation bar contains buttons for 'Create', 'Import', 'Export', and 'Group Settings'. Below this is a table of groups with columns for Name, Group Set, Enrolled Members, Self-Enrol, and Available. A 'Bulk Actions' dropdown menu is open, showing options for 'Delete Group' and 'Create Smart View for Group'. The table shows four groups: Group Jupiter, Group Saturn, Mars 1, and Mars 2. The bottom of the page indicates 'Displaying 1 to 4 of 4 items' and includes 'Show All' and 'Edit Paging...' buttons.

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enrol	Available
<input type="checkbox"/>	Group Jupiter	-	3	No	Yes
<input type="checkbox"/>	Group Saturn	-	3	No	Yes
<input type="checkbox"/>	Mars 1	-	5	No	Yes
<input type="checkbox"/>	Mars 2	-	5	No	Yes

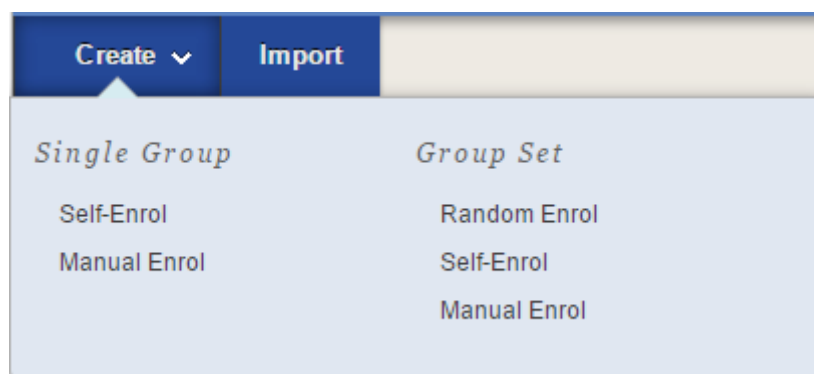
The Groups page shows a list of all of the groups created for your Learning Site. On this page, you can delete selected groups as well as create Smart Views for them in the Grade Centre.

There are also buttons that you can use to **Create, Import, Export** and configure Group Settings.

Creating groups

Groups **based on enrolment location** are automatically created in each learning site and students are added to the groups in current sites until census date. By default, these groups only have email enabled, but you are able to edit these groups (as described below) to add additional group tools. These groups will also appear in the Grade Centre smart view and a short cut can be added to the Grade Centre navigation by adding them as a favourite.

In order to create a group, pass your mouse over the **Create** button. This will bring up choices regarding the type of group you would like to create and what type of enrolment you would like.



- **Single Group:** Create a single group for a subset of students.
- **Group Set:** Create a set of groups for all students.
- **Self-Enrol:** Students enrol themselves into a group using a sign-up sheet.
- **Manual Enrol:** You assign the group membership.
- **Random Enrol:** Students are randomly allocated to the groups created in the group set.

For large classes, it may be easier to create groups in a .csv file using Microsoft Excel or similar and then importing the groups into MySCU using the **Import** option.

Note: Students cannot unenrol themselves from groups.

Example: Creating a Group Set and assigning membership manually

In order to create a group set and assign membership manually, select **Manual Enrol** under **Group Set**. This will bring up the **Create Group Set** configuration screen. Options available are:

- **Group Information:** This is where the group name and description are entered, and you can set the group set's availability.
- **Tool Availability:** The tools that you wish to be accessible in the group are selected here. Deselect any tools that you do not wish the group to use and assign whether you wish any group blogs, journals or wikis to be graded.

- **Module Personalisation Setting:** If the Allow Personalisation Setting is ticked, students can add personal modules to the group home page (only viewable by the student who added them).
- **Group Set Options:** This is where you specify the number of groups (or for other group types the number of students per group). You can also create a smart view for each group in the group set which will make tracking the group in the Grade Centre easier.

Once you have configured the group set, select **Submit** to create the set. The **Edit Group Set Enrolments** page will appear where you allocate group membership by selecting **Add Users** for each group and choosing the students to add. By default, students added to each group will be removed from the Add Users list. Teaching staff can be added to any of the groups by ticking the **Show all roles** checkbox, then selecting Go and selecting the staff member's name from the list.

Edit Group Set Enrolments

GROUP SET INFORMATION

Name: Group Wiki
Description: These groups are for the preparation of the group Solar System Assignment Wiki.

GROUP SET ENROLMENTS

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

Group Wiki 1

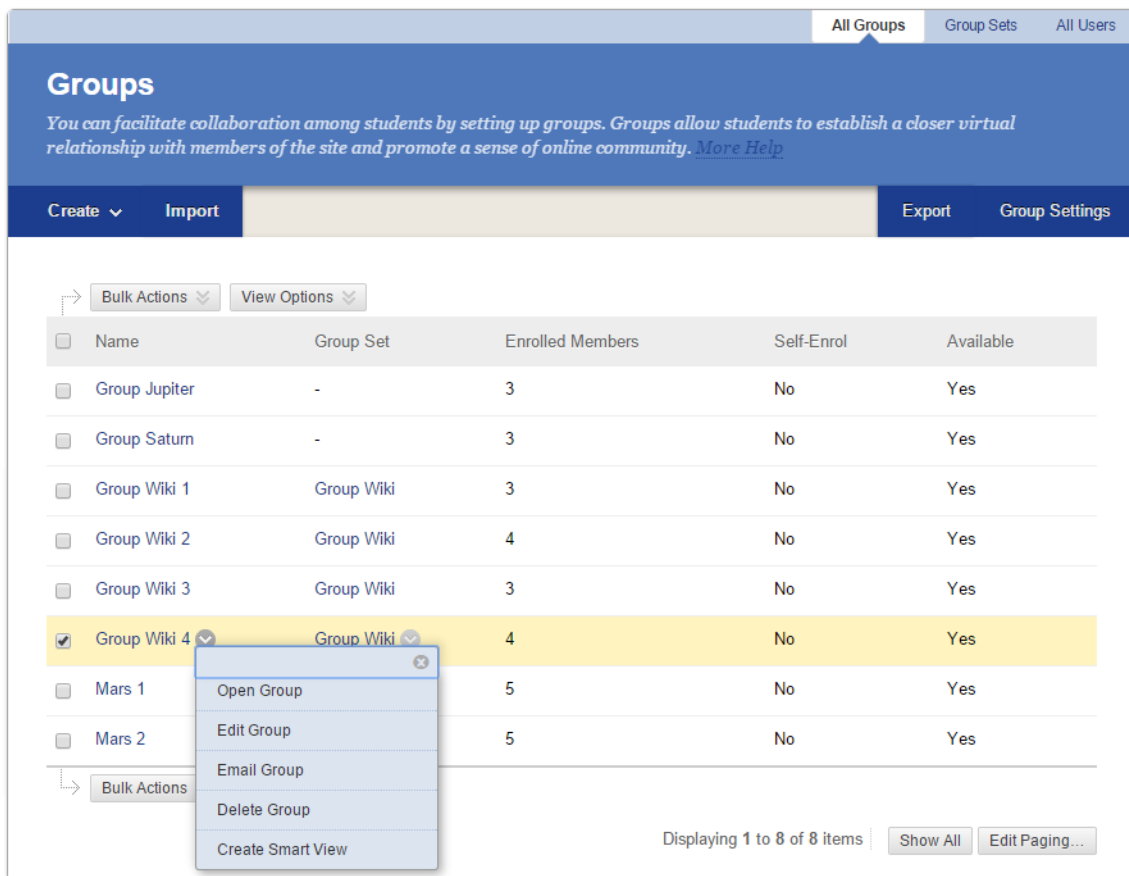
Name:

Username	First Name	Last Name	Role	
hhwagner	Henry	Wagner	Student	✕
aacooper	Ashby	Cooper	Student	✕
cccasper	Chris	Casper	Student	✕

Group Wiki 2

Name:

When you are happy with the membership of each group in the set, click on Submit. The groups in the group set will appear in the list.



Groups

You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the site and promote a sense of online community. [More Help](#)

Create ▾ Import Export Group Settings

Bulk Actions ▾ View Options ▾

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enrol	Available
<input type="checkbox"/>	Group Jupiter	-	3	No	Yes
<input type="checkbox"/>	Group Saturn	-	3	No	Yes
<input type="checkbox"/>	Group Wiki 1	Group Wiki	3	No	Yes
<input type="checkbox"/>	Group Wiki 2	Group Wiki	4	No	Yes
<input type="checkbox"/>	Group Wiki 3	Group Wiki	3	No	Yes
<input checked="" type="checkbox"/>	Group Wiki 4	Group Wiki	4	No	Yes
<input type="checkbox"/>	Mars 1		5	No	Yes
<input type="checkbox"/>	Mars 2		5	No	Yes

Bulk Actions ▾

Displaying 1 to 8 of 8 items | Show All Edit Paging...

You can also edit or delete a group, send email to the group members or create a Grade Centre smart view for the group from this page. Note that when editing a group's settings any of the initial options can be changed, except for the **Grade** option.

Group tools

When you select a group, the group's homepage is displayed. This page shows the properties of the group, including its description and membership. It also displays the Group tools, available for use by the group in their collaboration. These tools were the ones selected when you first created the group, and can be changed by editing the group. The group homepage will also show any available group assignments. Only teaching staff and group members can access these tools (except for group blogs and group wikis which appear to all site users when the tools are accessed on the **Tools** page). The group tools available in MySCU are blogs, discussion board, email, file exchange, journals, tasks and wikis.

Further information

[Creating Groups](#) from Blackboard Help.

[Editing Groups](#) from Blackboard Help.

[Enrolling Students](#) in Course Groups from Blackboard Help.

[Removing a User from a Course Group](#) from Blackboard Help.

[Sending Email to a Course Group](#) from Blackboard Help.

[Course Groups and Tools](#) from Blackboard Help.

Blackboard Learn Quick Hit Video: Groups Management – Blackboard video on YouTube: [Watch Video](#)