

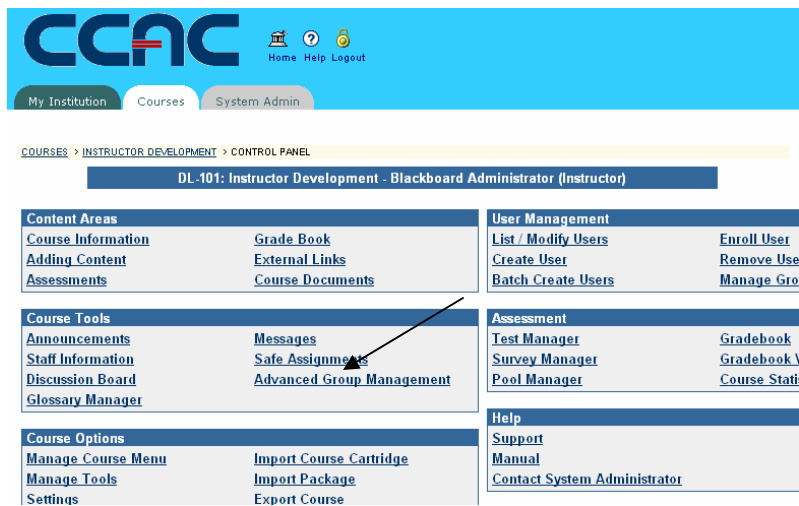
Advanced Group Management in Blackboard

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A new Building Block is now available in Blackboard. Building Blocks extend the basic functionality or add new functionality to the Blackboard Learning System. The Advanced Group Management Building Block helps streamline the use and management of groups and group membership in Blackboard.

In the Course Tools module of the Control Panel is now the Advanced Group Management function. Click on the Advanced Group Management link to begin.

1. Click on **Control Panel**
2. Click on **Advanced Group Management** in the *Course Tools* module

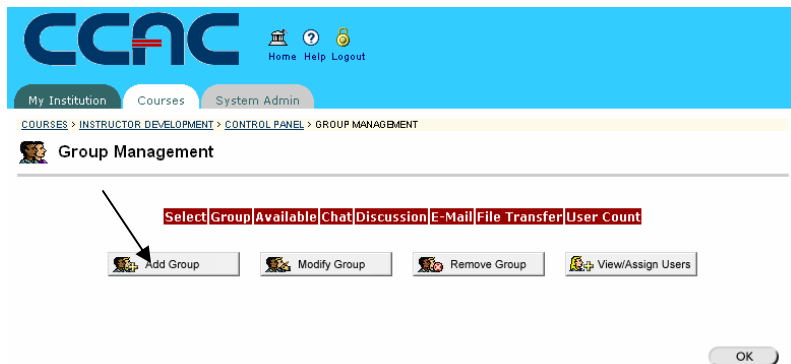


The screenshot shows the Blackboard interface for a course administrator. The top navigation bar includes the CCAC logo and links for Home, Help, and Logout. Below the navigation bar, the breadcrumb trail reads: COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL. The main content area is titled "DL-101: Instructor Development - Blackboard Administrator (Instructor)". It features several sections: "Content Areas" with links for Course Information, Adding Content, Assessments, Grade Book, External Links, and Course Documents; "Course Tools" with links for Announcements, Staff Information, Discussion Board, Glossary Manager, Messages, Safe Assignments, and Advanced Group Management (highlighted with a black arrow); "User Management" with links for List / Modify Users, Create User, Batch Create Users, Enroll User, and Remove User; "Assessment" with links for Test Manager, Survey Manager, Pool Manager, Gradebook, and Course Statistics; and "Course Options" with links for Manage Course Menu, Manage Tools, Settings, Import Course Cartridge, Import Package, and Export Course. A "Help" section is also present with links for Support, Manual, and Contact System Administrator.

3. Click the **Add Group** button to create a new group

It is also possible to create new groups using the **Manage Groups** link in the *User Management* module in the Control Panel.

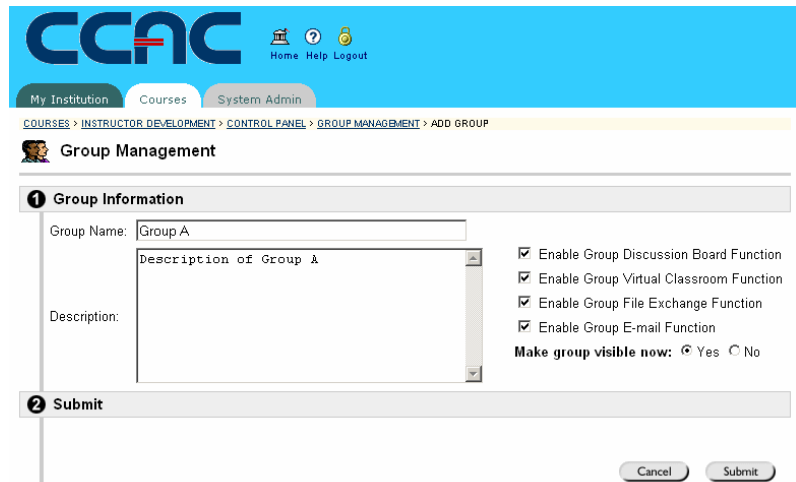
Any existing Groups will also be listed.



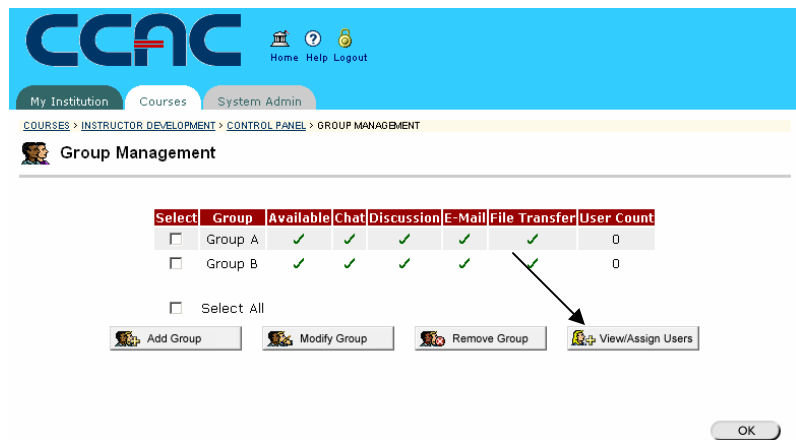
The screenshot shows the Blackboard Group Management page. The top navigation bar is the same as in the previous screenshot. The breadcrumb trail reads: COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > GROUP MANAGEMENT. The main content area is titled "Group Management" and features a red banner with the text "Select Group Available Chat Discussion E-Mail File Transfer User Count". Below the banner, there are four buttons: "Add Group" (highlighted with a black arrow), "Modify Group", "Remove Group", and "View/Assign Users". An "OK" button is located at the bottom right of the page.

- Enter a *Group Name* and the optional *Description* in the fields provided
- Select the desired group functions to enable by clicking the checkbox

Click **Submit** to create the group.



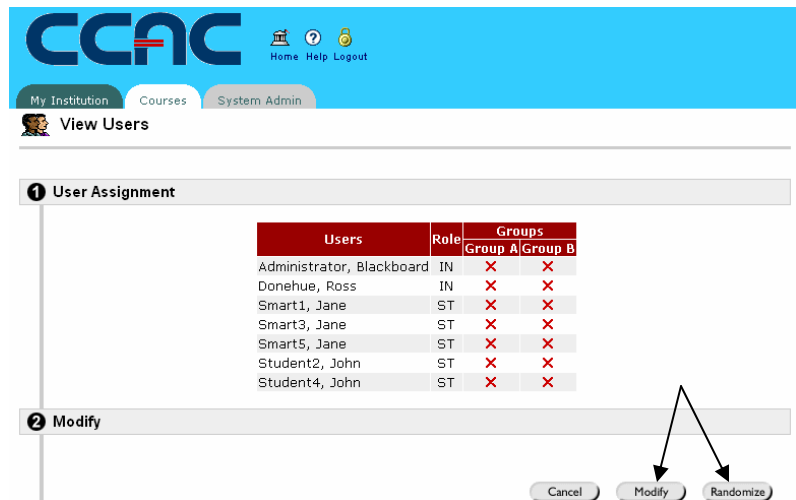
- Click the **View/Assign Users** button to check current group members and to Add/Remove users from groups



A table of **Groups** and **Users** displays current group affiliation.

A *Green Check* will indicate that a student is a member of the specified group.

- Click **Modify** or **Randomize** to begin assigning students to groups



Selecting **Modify** will display the table of students and groups.

8. **Add or Remove** students from a group by checking or unchecking the box for the student under the appropriate group name

Click **Submit** to accept the changes.

Users	Role	Groups	
		Group A	Group B
Administrator, Blackboard	IN	<input type="checkbox"/>	<input type="checkbox"/>
Donehue, Ross	IN	<input type="checkbox"/>	<input type="checkbox"/>
Smart1, Jane	ST	<input type="checkbox"/>	<input type="checkbox"/>
Smart3, Jane	ST	<input type="checkbox"/>	<input type="checkbox"/>
Smart5, Jane	ST	<input type="checkbox"/>	<input type="checkbox"/>
Student2, John	ST	<input type="checkbox"/>	<input type="checkbox"/>
Student4, John	ST	<input type="checkbox"/>	<input type="checkbox"/>

Select **Randomize** will display a listing of groups followed by text boxes.

9. Enter a *numeric value* in the text box beside a group for the number of random student to be added

Select the *Allow overlaps* option to allow students to be placed in more than one group.

**Some students may not get assigned to a group.*

10. Click **Modify Group** to change the availability of the a groups function or the group itself

11. Click **Remove Group** to remove a group from the course

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input type="checkbox"/>	Group A	✓	✓	✓	✓	✓	0
<input type="checkbox"/>	Group B	✓	✓	✓	✓	✓	0