BLACKBOARD TIP OF THE WEEK

Create groups

Letting the students work together in groups has high learning potential. Many of you are probably already doing this. In Blackboard, you can create groups according to certain criteria and create group assignments.

Creating groups for the students
How to:
1) Go to *Course Management* in the control panel of the course and click on the menu item *Users and Groups*.
2) Click on *Groups*.
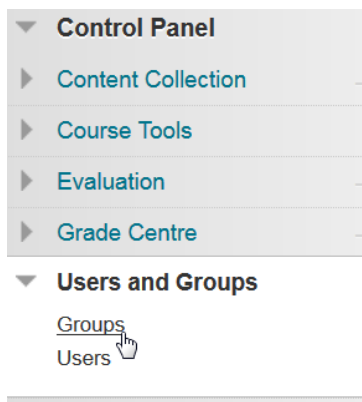
2) Click on *Create*

Now, you can select either a *Single Group* or a set of groups (*Group Sets*). By selecting the latter of the two options, you can create multiple groups containing all your students at the same time.

You can select whether the students should add themselves to a group (Self-Enrol), if you want to assign each student to a group (Manual Enrol) or if your students should be randomly distributed into groups (Random Enrol).
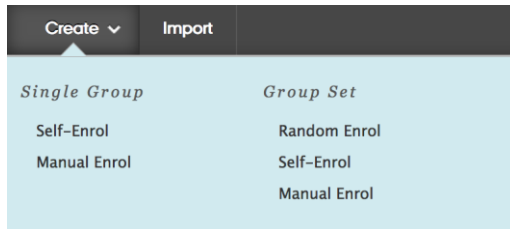
3) When you have chosen which type of group you want to use, you can decide which tools the students should be able to access, how many students need to be in each group and how many groups to create (if you are doing sets of groups). If you choose to allocate the students randomly, you can only select <u>either</u> the total number of groups or the maximum number of members per group.

4) Click *Submit* and now you have either a single group or a set of groups.

If you want an overview of all your groups, in the upper-right corner of the screen you can sort the groups in three different ways:
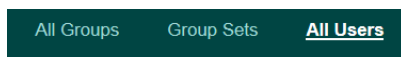

- All the groups in one long column
- All the sets of groups
- All the users and a description of what groups they belong to. Here you can also see if there are any students on the course who are not assigned to a group.

Give the students access to the groups

To give the students access to the groups, you have to create a link to a relevant area of content.

How to:

1) Find the desired area of content and open it.

2) Select *Tools* and subsequently click on *Groups*

3) Choose *Link to a Group* or *Group Set* and mark the group/group set you wish to attach and click *Submit*.

4) If necessary, edit the information about the group/group set and click *Submit*.

5) Now the students can view the group they are assigned or they can enrol themselves by *Self-Enrol*.
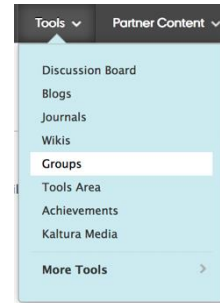
Happy Blackboarding and have a nice weekend.

Kind regards,

ST Learning Lab