Getting Started with Groups

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Add a Group: Self Enroll

1. Log into Blackboard.
2. Navigate to your course.
3. From the menu bar, select <Groups>
4. Hover over the <Create> button on the action bar and select <Self-Enroll> under the Single Group column

5. In the next window, give a name and a description for the group and select whether the group is available to students

   ![Group Visibility Options](image)

6. Select the tool availability that the group will have and whether it will be graded or not

   ![Tool Availability Options](image)
7. Select whether to allow members to add modules to the group home page

8. Name the sign-up sheet and set its options, including the maximum number of members

9. Click <Submit> when finished

Add a Group: Manual Enroll

1. Hover over the <Create> button on the action bar and select <Manual Enroll> under the Single Group column
2. Select whether the new group is available to students


3. Select the collaboration tools that will be available for the group and whether they will be graded


4. Select whether to allow members to add modules to the group home page


5. Add members to the group by selecting **<Add Users>**
6. Select <Submit> when finished

Creating a Group Assignment

1. Access the content area in which you wish to create your assignment
2. Hover over <Assessments> and select <Assignment>

3. On the Create Assignment page, provide all of the necessary information
4. Determine the recipients for the assignment by selecting <Group Submission> from the <Submission Details> section under the Grading tab
5. Select the groups this assignment will go to by choosing them from the <Items to Select> box ad moving them to the <Selected Items> box using the <Arrows>.

6. Click <Submit> when finished.

Grading Group Assignments

1. Under the <Control Panel> column select <Grade Center> and from its drop down menu select <Full Grade Center>.
2. In the Grade Center locate the cell for the group assignment containing an exclamation mark. Any group member’s cell can be used.

3. Click on the <Chevron> next to the exclamation mark and select <Group Attempt>

4. On the Grade Group Attempt page, type the group grade in the space provided
5. Optionally, you can type Feedback for a group or create Instructor Notes. Instructor notes are only visible to the instructor.

6. Select <Submit> when finished