

Creating and Using Blackboard Groups

Eric Fredericksen, EdD

Associate Vice President for Online Learning
Associate Professor in Educational Leadership

Lisa Brown, EdD

Assistant Director

University IT & URMCI Institute for Innovative Education



Planning Committee & Presenter Declarations

There are **no relevant personal or financial relationships** with any commercial interests pertaining to this activity.



Accreditation/Certification Statements



The University of Rochester School of Medicine and Dentistry is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The University of Rochester School of Medicine and Dentistry designates this live activity for a maximum of 1.0 *AMA PRA Category 1 Credits*[™]. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

No commercial funding was received to support this activity.

ACCME Standards of Commercial Support of CME require that presentations be free of commercial bias and that any information regarding commercial products/services be based on scientific methods generally accepted by the medical community. When discussing therapeutic options, faculty are requested to use only generic names. If they use a trade name, then those of several companies should be used. If a presentation includes discussion of any unlabeled or investigational use of a commercial product, faculty are required to disclose this to the participants.



Learning Objectives

Participants will be able to...

- Describe Different Types of Groups
- Create Groups in Blackboard
- Use Groups for Communication
- Use Groups for Test Exceptions
- Use Groups for Adaptive Release
- Use Groups for Assignments
- Use Groups in Grading



GROUP TYPES



Group Types

- *Single Group* allows you to assign any student into the group. If you create more than one single group, the same student can appear in multiple groups.
 - Allows for Self-Enroll or Manual Enroll
- *Group Set* allows you to create a set of groups and make sure that each student is in one and only one group within that set.
 - Allows for Self-Enroll, Random Enroll, or Manual Enroll



Group Enrollment Types

- *Manual Enroll* allows you to assign each student in your course to a group.
- *Random Enroll* is available for group sets only. Random enrollment automatically distributes students into groups based on your settings for maximum members per group or total number of groups. Random distribution applies only to students who are currently enrolled in your course. You can enroll additional students manually.
- *Self-Enroll* allows students to add themselves to a group with a sign-up sheet.



When to use....

- Group Sets
 - Every student needs to be assigned into one group and only one group
 - Projects, Sections, Discussion Groups
- Groups
 - Need to deliver information or provide services to a specific set of students
 - Study Groups, Majors, Grad Students



When to use...

- Manual Enroll
 - Specific people must be together
- Random Enroll
 - Doesn't matter who is together
- Self-Enroll
 - Students self-select their own groups



Types of Group Activity

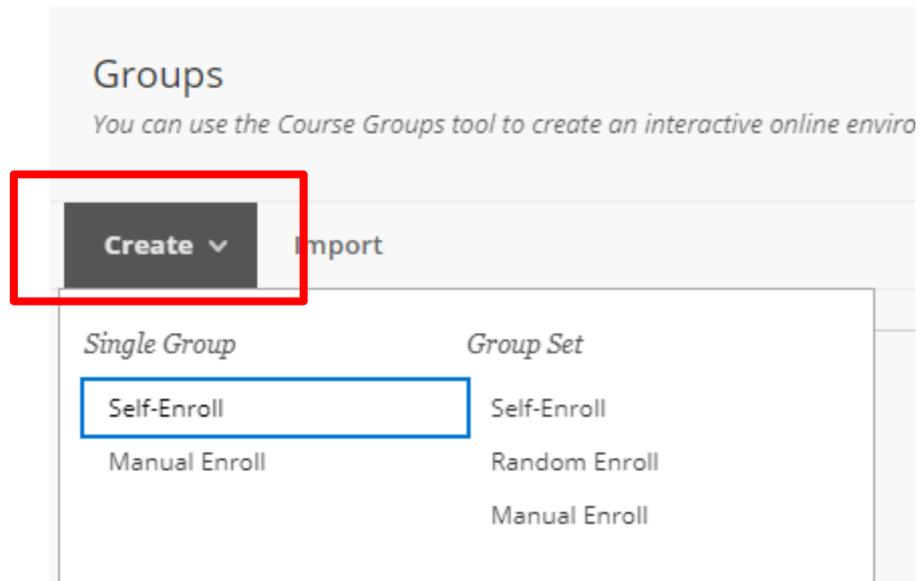
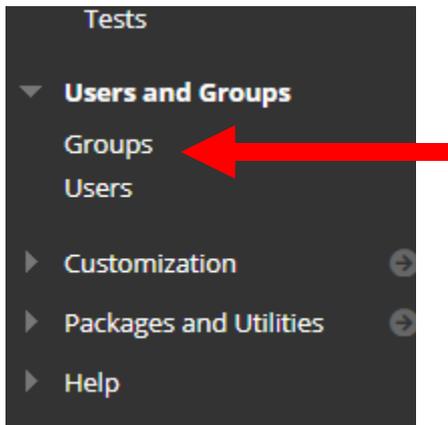
- Group Discussion – break discussions into smaller sub-groups of students
- Group Assignment submission
- Sign-ups
 - Specific Events with Limited Occupancy
 - Specific Event held at Different Times



CREATING GROUPS



Create



Provide a Name and Description

GROUP INFORMATION

* Name

Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), and various text formatting tools.

Path: p

* Group is visible to students No Yes

* Group is visible to students No Yes Sign-up Sheet Only



Self-Enrollment Option
Note: students do not see which group they chose later!



Tool Availability

TOOL AVAILABILITY

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

Content Market Tools

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.

LibGuidesBasic

Wikis

No grading

Grade: Points possible:



Smart View

GROUP OPTIONS

Create smart view for this group

Used for Grading

Can also be created
later if you forget



Self-Enrollment Only Options

SIGN-UP OPTIONS

* Name of Sign-up Sheet

Sign-up Sheet Instructions



Path: p

Words:0

Maximum Number of Members

Allow students to see names of other members in a group before they sign up.

Show Members

The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.

Allow students to sign-up from the groups listing page.



Group Set Options

GROUP SET OPTIONS

* Number of Groups

Create smart view for each group in set.

Manual and Self-Enroll

GROUP SET OPTIONS

Create smart view for each group in set.

MEMBERSHIP

Automatic distribution applies only to students who are currently enrolled in your course. Additional students may be enrolled manually.

* Determine Number of Groups by

Number of Students per Group

Number of Groups

* Determine how to enroll any remaining members

Distribute the remaining members amongst the groups.

Put the remaining members in their own group.

Manually add the remaining members to groups.

Random



Managing Group Sets

Bulk Actions View Options Page 1 of 2

NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
Module 1 Group # 1	Module 1 Group #	14	No	Yes
Module 1 Group # 2	Module 1 Group #	12	No	Yes
Module 2 - Group # 1	Module 2 - Group #	12	No	Yes
Module 2 - Group # 2	Module 2 - Group #	14	No	Yes

- List of Groups
- Edit Group Set Properties
- Edit Group Set Membership**
- Email Group Set
- Delete Group Set



Edit Group Set Membership

GROUP SET ENROLLMENTS

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

Randomize Enrollments Collapse All

Module Group # 1

Name: Module 1 Group # 1
Add Users Remove All Users

USER NAME	FIRST NAME	LAST NAME	ROLE
			Student x
			Student x
			Student x

Module Group # 2

Name: Module 1 Group # 2
Add Users Remove All Users

USER NAME	FIRST NAME	LAST NAME	ROLE
			Student x



Access to Group and Tools

Module 1 Group # 1 

[Add Course Module](#) [Add Group Module](#)

▼ Group Properties

Group Description

This group is to be used for Module 1 Discussion.

Group Members



▼ Group Tools

Group Discussion Board

▼ Group Assignments



COMMUNICATE WITH GROUPS



Using Email Tool

All Users

Send email to all of the users in the Course.

All Groups

Send email to all of the Groups in the Course.

All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

All Student Users

Send email to all of the Student users in the Course.

All Instructor Users

Send email to all of the Instructor users in the Course.

All Observer Users

Send email to all Observer users in the Course.

Single / Select Users

Select which users will receive the email.

Single / Select Groups

Select which Groups will receive the email.

Single / Select Observer users

Send an email to selected Observer users.



Single / Select Groups

* Indicates a required field.

EMAIL INFORMATION

* To

Available to Select

GroupProject 1 - Hyflex
GroupProject 2 - Accessibility

Selected



Invert Selection

Select All

Invert Selection

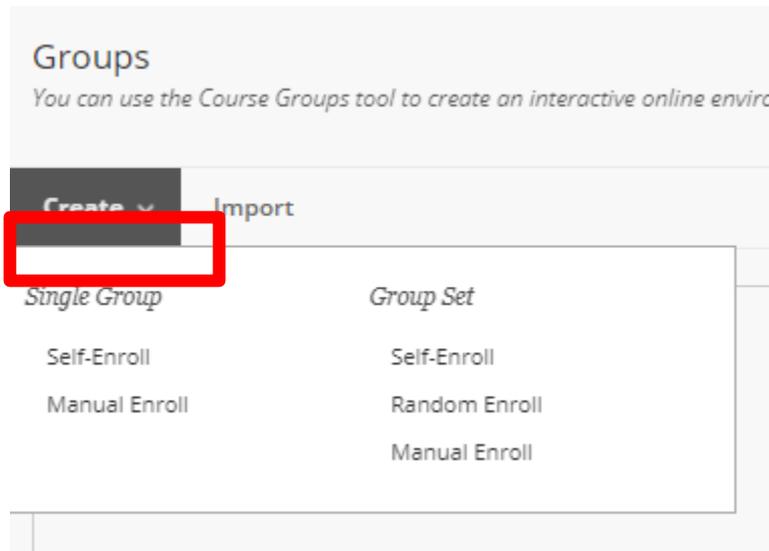
Select All



GROUPS FOR SIGN-UPS



Create Self-Enroll Single Group



We have an event
where only 10
students can attend.



Event Information

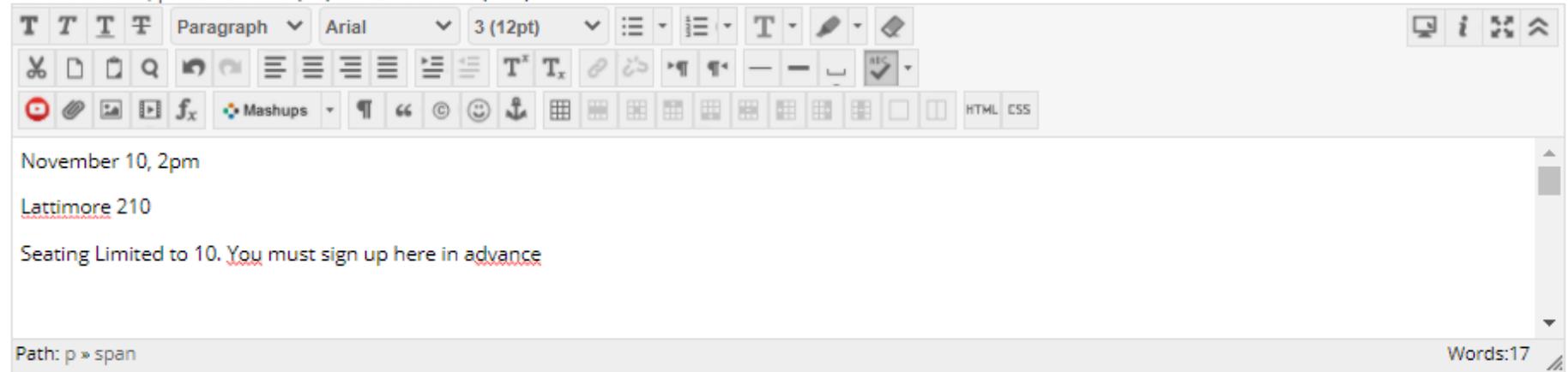
GROUP INFORMATION

* Name

Limited Seating Event

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a rich text editor interface. The toolbar includes various icons for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), font style (bullet, numbered), font color, background color, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and other tools. The content area contains the following text:

November 10, 2pm

Lattimore 210

Seating Limited to 10. You must sign up here in advance

Path: p » span

Words:17

* Group is visible to students No Yes Sign-up Sheet Only



Tools for this Event

TOOL AVAILABILITY

- 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
- Content Market Tools
- LibGuidesBasic
- Wikis
 - No grading
 - Grade: Points possible:

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.



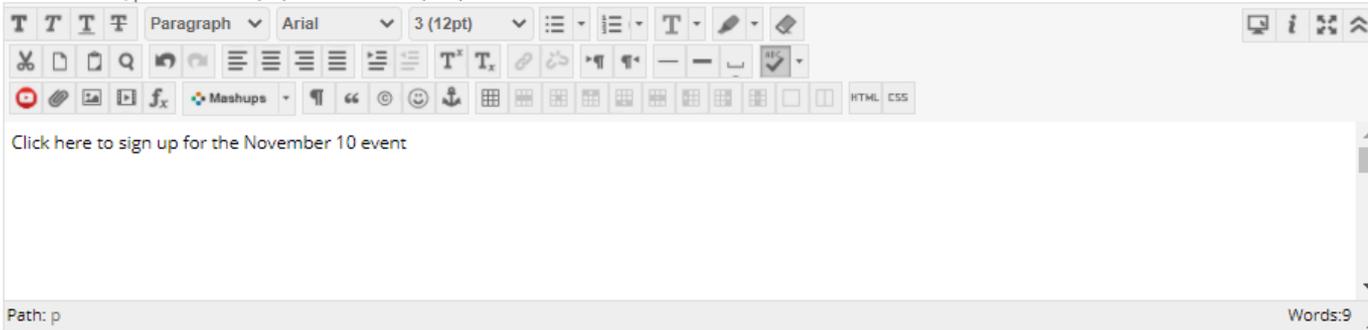
Sign up information

SIGN-UP OPTIONS

* Name of Sign-up Sheet

Sign-up Sheet Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a rich text editor interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), paragraph alignment (left, center, right, justified), bulleted and numbered lists, indentation, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and other functions. Below the toolbar is a text area containing the text "Click here to sign up for the November 10 event". At the bottom of the text area, it shows "Path: p" and "Words:9".

Maximum Number of Members

Allow students to see names of other members in a group before they sign up.

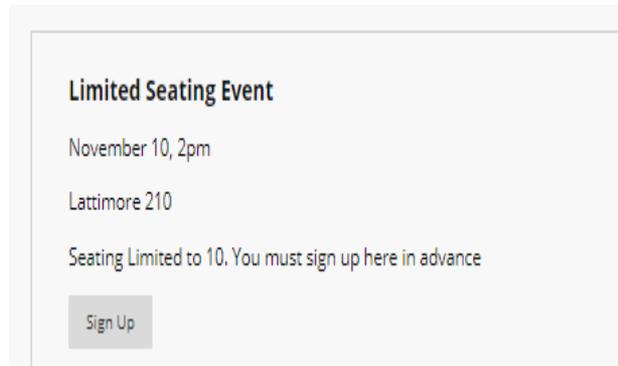
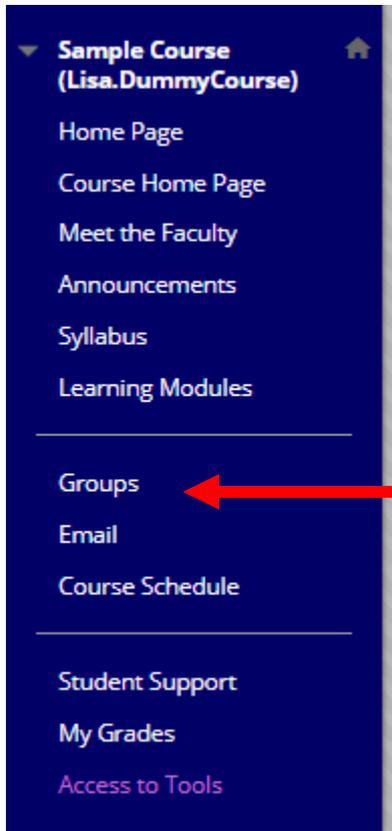
Show Members

The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.

Allow students to sign-up from the groups listing page.



How the Student Reviews



Student View

Sign Up Sheet

SignUp Sheet Name: Sign-up November 10

SignUp Sheet Instructions:

Click here to sign up for the November 10 event

Limited Seating Event

November 10, 2pm

Lattimore 210

Seating Limited to 10. You must sign up here in advance

Group Members : None

Max Members Allowed : 10

Sign Up

Limited Seating Event

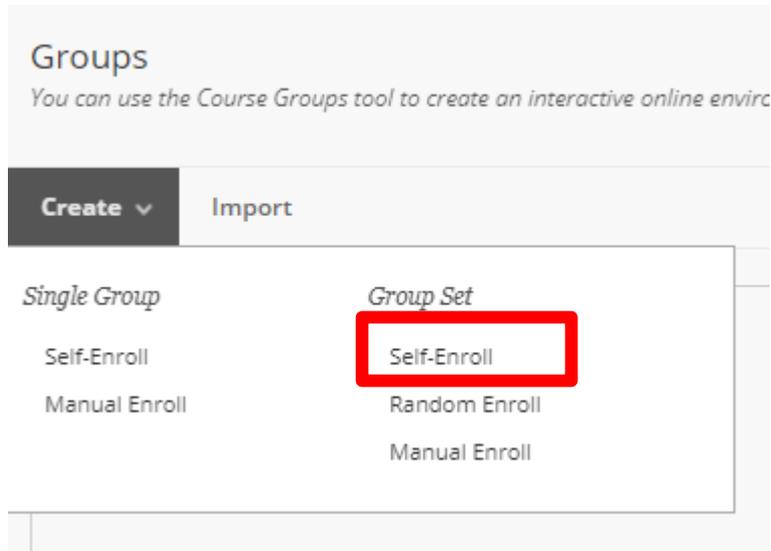
November 10, 2pm

Lattimore 210

Seating Limited to 10. You must sign up here in advance



Create Self-Enroll Group Set



We are having students choose a workshop, recitation, lab session. Every student must choose a group.



Set up Recitation Group Info

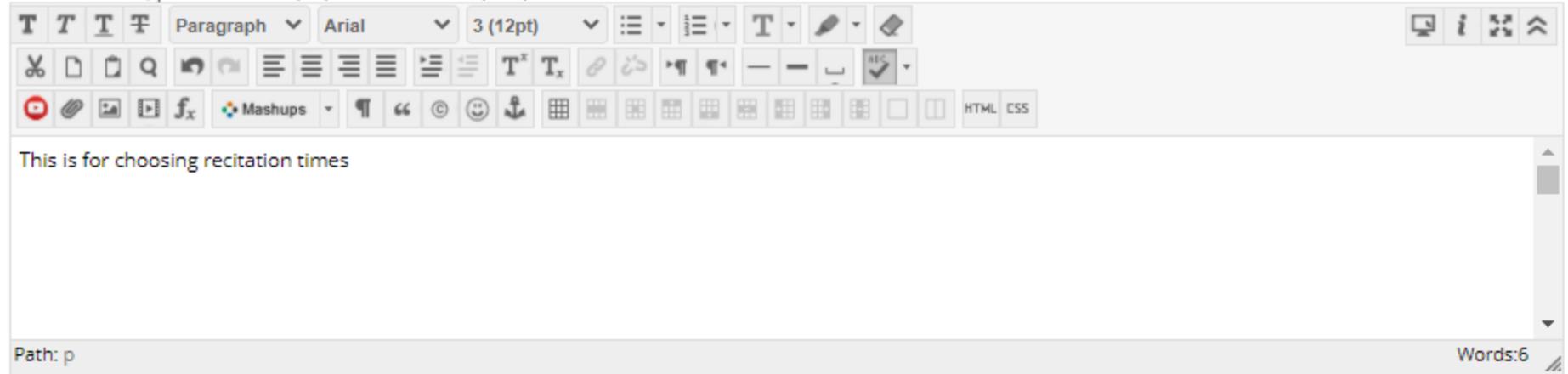
GROUP INFORMATION

* Name

Recitation Times

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



The image shows a rich text editor interface. The toolbar includes options for text formatting (bold, italic, underline, strikethrough), paragraph alignment (left, center, right, justified), font style (bulleted list, numbered list, decrease indent, increase indent), text color, background color, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert table of contents, and insert table of contents. The content area contains the text "This is for choosing recitation times". The status bar at the bottom shows "Path: p" and "Words:6".

* Group is visible to students No Yes Sign-up Sheet Only



Tools for Groups

TOOL AVAILABILITY

- 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
- Content Market Tools

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.

- LibGuidesBasic
- Wikis
 - No grading
 - Grade: Points possible:



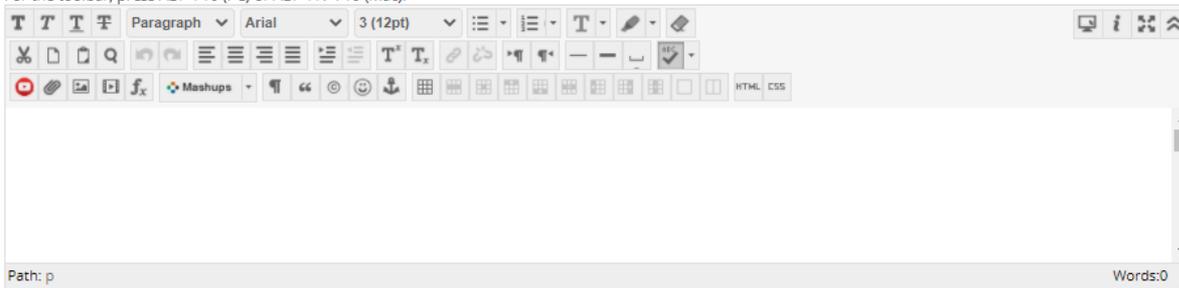
Sign-up Information

SIGN-UP OPTIONS

* Name of Sign-up Sheet

Sign-up Sheet Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large empty text area. At the bottom of the editor, it shows "Path: p" and "Words:0".

Maximum Number of Members

Allow students to see names of other members in a group before they sign up.

Show Members

The sign-up sheet can appear on the groups listing page or be added as a link from other areas, such as a content area, content folder, learning module, or lesson plan. You can apply adaptive release rules to the content page link, which provides the ability to limit the availability of the sign-up sheet.

Allow students to sign-up from the groups listing page.

GROUP SET OPTIONS

* Number of Groups

Create smart view for each group in set.



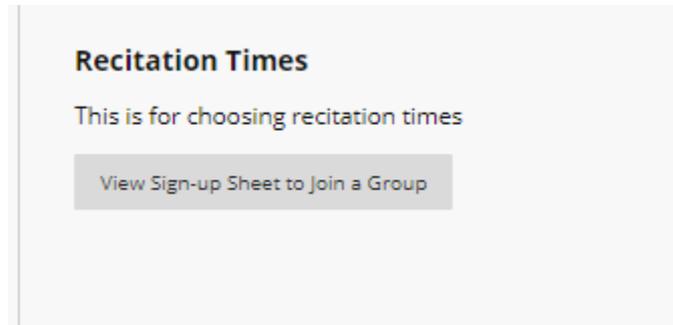
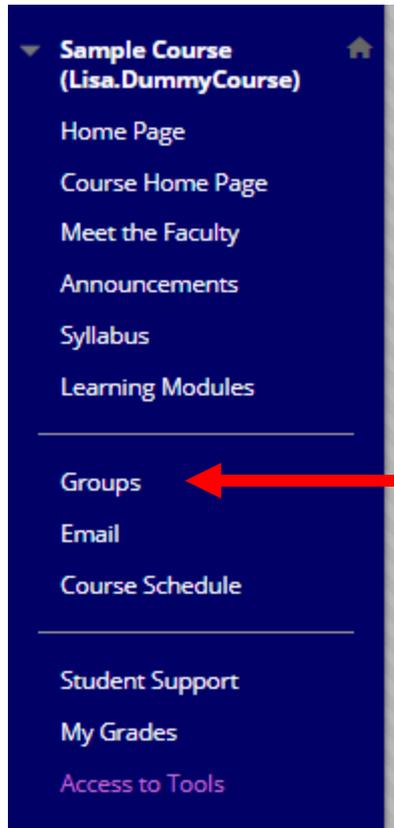
Edit Names of Groups

The screenshot shows a list of groups with checkboxes. The first group, 'Recitation Times - 01 Monday', is selected. A context menu is open over the second group, 'Recitation Times - 02 Tuesday', showing options: 'Open Group', 'Edit Group', 'Email Group', 'Delete Group', and 'Open Smart View'. Below the list are buttons for 'Bulk Actions' and 'View Options'.

<input type="checkbox"/>	Recitation Times - 01 Monday	Recitation Times	0	Yes	Yes
<input type="checkbox"/>	Recitation Times - 02 Tuesday	Recitation Times	0	Yes	Yes
<input type="checkbox"/>	Recitation Times - 03 Wednesday	Recitation Times	0	Yes	Yes
<input type="checkbox"/>	Recitation Times - 04 Thursday	Recitation Times	0	Yes	Yes
<input type="checkbox"/>	Recitation Times - 05 Friday	Recitation Times	0	Yes	Yes



How Student Signs-up



List of Recitations

SignUp Sheet Name: Recitation -

SignUp Sheet Instructions:

Recitation Times - 01 Monday

This is for choosing recitation times

Group Members : None
Max Members Allowed : 10

[Sign Up](#)

Recitation Times - 02 Tuesday

This is for choosing recitation times

Group Members : None
Max Members Allowed : 10

[Sign Up](#)

Recitation Times - 03 Wednesday

This is for choosing recitation times

Group Members : None
Max Members Allowed : 10

[Sign Up](#)

Recitation Times - 01 Monday

This is for choosing recitation times



GROUPS DISCUSSION BOARDS



Access All Discussion Boards

▼ **Course Tools**

- Achievements
- Announcements
- Blogs
- Contacts
- Content Market Tools
- Course Calendar
- Date Management
- Discussion Board
- Glossary
- Journals
- Rubrics
- Send Email
- Tasks
- Tests, Surveys, and Pools
- Wikis



DISCUSSION BOARD

ED406.2015SUMMER.14142

Module 1 Group # 1

Module 1 Group # 2

Module 2 - Group # 1

Module 2 - Group # 2

Module 3 Group # 1

Module 3 Group # 2



Edit Each Group Board

DISCUSSION BOARD
ED406.2015SUMMER.14142
Module 1 Group # 1
Module 1 Group # 2
Module 2 - Group # 1
Module 2 - Group # 2
Module 3 Group # 1
Module 3 Group # 2



The screenshot shows a discussion board interface. At the top, there is a 'Delete' button. Below it is a table with a header row:

<input checked="" type="checkbox"/> FORUM	DESCRIPTION
<input checked="" type="checkbox"/> Module 1 Group # 1	Module 1 - Wha

 Below the table, there is another 'Delete' button. A context menu is open over the 'Module 1 Group # 1' row, listing the following options: Open, Edit (highlighted), Grade, Manage, Change Due Date, Copy, and Delete.



Student Access to Boards

Module 2 - Literature Review

Build Content ▾ Assessments ▾ **Tools ▾** Partner Content

Module Overview ▾

Overview

In this module, you will learn

Learning Objectives

At the end of this module, you

1. Consider your views a
2. Identify steps in the pr
3. Identify important con
4. Choose appropriate b
5. Compose a summary

- Discussion Board
- Blogs
- Journals
- Wikis
- Groups**
- Tools Area
- Panopto Video Link
- Achievements
- GoReact
- More Tools >

CREATE LINK: GROUP

Link to the Groups page, link to a specific group or group set, or create a new group or group set

- Link to the Groups Page
- Link to a Group or Group Set

Link to a Group or Group Set

----Select group below----

Group Set:

- Discussion Group
- Module 1 Group #
- Module 2 - Group #
- Module 3 Group #
- Module 4 - Discussion Group 1
- Module 4 Group #
- Module 5 Group #
- Module 5 Group #

Create New Group or Group Set

--Select group type-- ▾ Go



What the Student Sees



Module 2 - Discussion ✓

- Post your initial response by Monday, September 26.
- Review your classmates' posts
- Post substantive responses to **at least** two classmates by Monday, October 3.

Evaluation of Discussion Board:

- Initial post (2 points): Should include your response to the discussion question
- Responses (1 point): Should include replies to two group members
- Responses (1 point): Should include any reply to questions asked by instructors
- Late (-.5 point): For initial responses not made by September 26.
- Late (-.5 point): For responses to classmates or instructor not made by October 3.



Access through the Group

Module 2 - Group # 1

Add Personal Module

▼ Group Properties

Group Description
This group is to be used for Module 2 Discussion.

Group Members



▼ Group Tools

Group Discussion Board

▼ Group Assignments



TEST EXCEPTIONS WITH GROUPS



Add Exceptions

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete

Add User or Group



Add User or Group

Search: Any ▼ Not Blank ▼ Go

<input type="checkbox"/>	USER OR GROUP	USERNAME	NAME
<input type="checkbox"/>			
<input type="checkbox"/>			GroupProject 1 - Hyflex
<input type="checkbox"/>			GroupProject 2 - Accessibility
<input type="checkbox"/>			Project Groups 1
<input type="checkbox"/>			Project Groups 2
<input type="checkbox"/>			Project Groups 3



Exceptions for all Group Members

TEST AVAILABILITY EXCEPTIONS

Click **Add User or Group** to search for course users and groups to add to the exception list. Timer and force completion must be enabled in the previous test availability step to enable those settings for exceptions. If you choose to use groups, you must make the group unavailable if you do not want students to see group members. Click **Remove all Exceptions** to delete all exceptions for the test.

Add User or Group

Remove All Exceptions

NAME	ATTEMPTS	AVAILABILITY
 GroupProject 1 - Hyflex	Single Attempt ▼	 



ADAPTIVE RELEASE WITH GROUPS



Content Available only to Group Members

Monday, November 9 - Sunday, November 15

Find feedback activities

- Edit
- Make Available
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Copy
- Move
- Delete

Module 9 - Evaluation

Availability: Item is hidden
This module covers the week of Monday, November 16 - Sunday, November 22

We have a **ZOOM** (online, synchronous) session on Monday, November 18 at 5:00 PM. Use the link located within the module.

Module 10 - Wrap-Up

MEMBERSHIP

This content item is visible to all users until a Membership criterion is created. Users must be specified in the Username list or must be in a selected Group.

Username

Enter one or more Username values or click **Browse** to Search. Separate multiple Username values with commas.

Course Groups

Items to Select	Selected Items
GroupProject 2 - Accessibility	GroupProject 1 - Hyflex
Project Groups 1	
Project Groups 2	
Project Groups 3	



GROUP ASSIGNMENTS



Settings for Group Assignment

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

- Individual Submission
- Group Submission
- Portfolio Submission

Selecting this option will require students to submit a portfolio as a response to this assignment

Items to Select

Project Groups 1
Project Groups 2
Project Groups 3



Selected Items

GroupProject 1 - Hyflex
GroupProject 2 - Accessibility

Invert Selection

Select All

Invert Selection

Select All

Number of Attempts

Single Attempt ▼



GRADING WITH GROUPS



Graded Tools

Discussion Board (and other tools, i.e. Journal, Wiki)

Column for each group

MODULE 1 GROUP # 1	MODULE 1 GROUP # 2
4.00	
	4.00
	4.00
	4.00
	4.00
4.00	
4.00	
4.00	
0.00	
	4.00



Grading Group Assignment

M7 - GROUP PROJECT - FINAL	GROUP LESSON FEEDBACK - MODULE 8	M G M F
!	--	--
!		
!		
!		

View Grade Details
Exempt Grade
Group Attempt
GroupProject 1 - Hyflex
10/20/20 !



Assignment Details

GRADE
LAST GRADED ATTEMPT /2
Group Members

ATTEMP
10/20/20 8:30 PM [input] /2

Submission
[HyFlex Lesson Plan 10.20.2020.docx](#)

Group Members

[redacted]	/2
[redacted]	/2
[redacted]	/2



Manage Smart Views

Grade Center : Full Grade Center 

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the

Create Column Create Calculated Column  **Manage**  Reports 

Grade Information Bar

<input type="checkbox"/>	LAST NAME 	FIRST NAME 	QU MC
<input type="checkbox"/>			

- Grading Periods
- Grading Schemas
- Grading Color Codes
- Categories
- Smart Views**
- Column Organization
- Row Visibility
- Send Email



Create a Smart View

1

Smart Views

Smart Views are focused views of the Grade Center. Any number of Smc

Create Smart View

2

* Indicates a required field.

SMART VIEW INFORMATION

* Name

Description

Type

Custom

Add as Favorite

3

- Grade Center
- Needs Grading
- Full Grade Center
- Assignments
- M1 groups
- Tests



Select by Course Group

SELECTION CRITERIA

Type of View

- Course Group** View one or more Course Groups.
- Performance** View specific users based on their performance on a single item.
- User** View individual users.
- Category and Status** View items by their category and status.
- Custom** Build a query based on user criteria.

Select Criteria

Select the groups to include in this Smart View. Hold down the Ctrl button to select multiple items from one drop-down list.

User Criteria:	Condition:	Value:
Group ▼	Equal to ▼	<div>Module 1 Group # 1 Module 1 Group # 2 Module 2 - Group # 1 Module 2 - Group # 2</div>

Filter Results

Columns to Display in Results:

All Columns ▼	<input type="checkbox"/> Include Hidden Information
---------------	---



Filter by Smart View

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports

Filter Work Offline

Current View: Full Grade Center Category: All Categories Status: All Statuses Show attempts

Full Grade Center

Grading Periods

Full Grade Center(Default)

Smart Views

- Assignments
- Blogs
- Discussion Boards
- Final Grade View
- Journals
- Self and Peer Assessments
- Preview of My Grades
- Tests
- Participation Grades



**THANK YOU
QUESTIONS?**



Evaluation

- <https://forms.gle/mPDzZYpcJwiFaFPt7>



More Workshops

<http://rochester.edu/online-learning/index.html>

- **How to Collect Online Assessments, including Projects, Presentations, and Performances**
 - Dates: *Friday, November 13, 12noon*
- **How to Facilitate an Online Exam**
 - Dates: *Friday, November 20, 12noon*
- **The Blackboard Grade Center**
 - Dates: *Friday, December 4, 12noon*
- **Blackboard Basics**
 - Date: *Monday, January 11, 12noon*
- **How-to Record and Deliver Video Lectures to your Students**
 - Dates: *Wednesday, January 13, 12noon*
- **Gradescope**
 - Dates: *Friday, January 15, 12noon*
- **Blackboard has a new Zoom connection tool – the Zoom Meeting Manager**
 - Dates: *Monday, January 18, 12 noon*
- **How to Facilitate a Live Zoom Class Session**
 - Dates: *Wednesday, January 20, 12 noon*



Video Tutorials

- <http://rochester.edu/online-learning/disruption/index.html>

