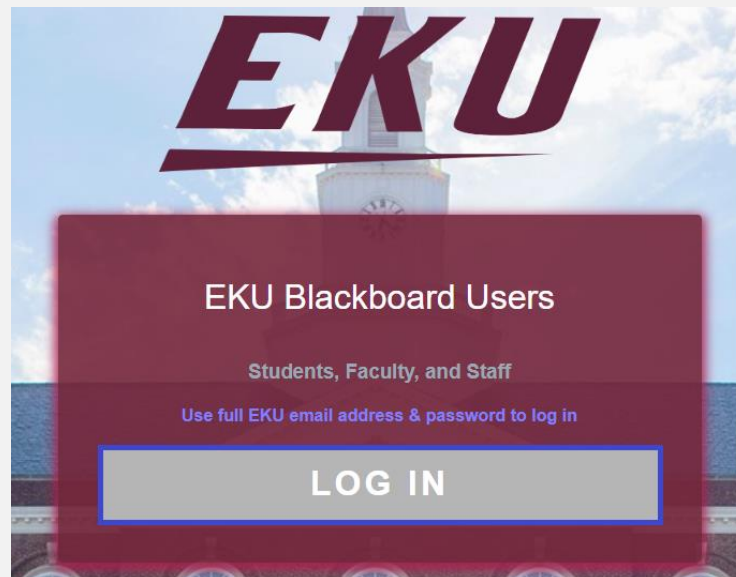# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

## ADDING STUDENTS TO GROUPS

As you prepare for the coming term, an important consideration is to ensure that any groups in your course have students in them. Though the groups will copy over from a previous course, students in each term will need to be added as follows:
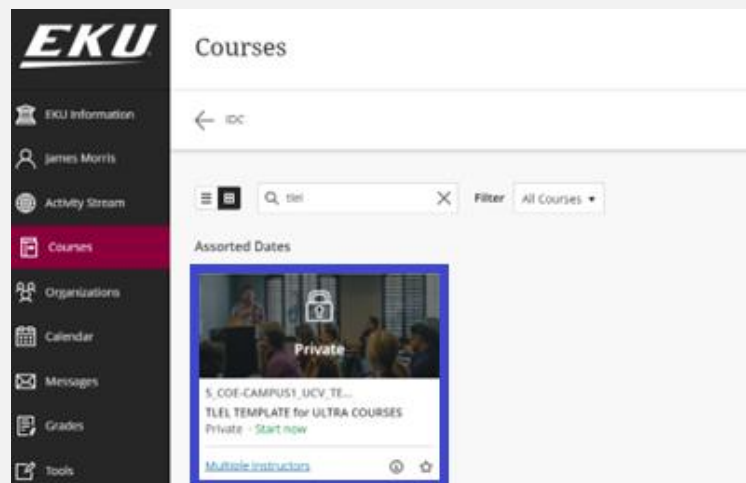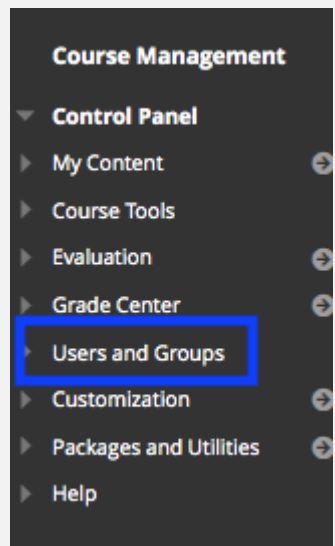
| STEP 1 |
| --- |

Log into Blackboard.



| STEP 2 |
| --- |

Select the appropriate course.

# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

**Course Management**

▸ **Control Panel**
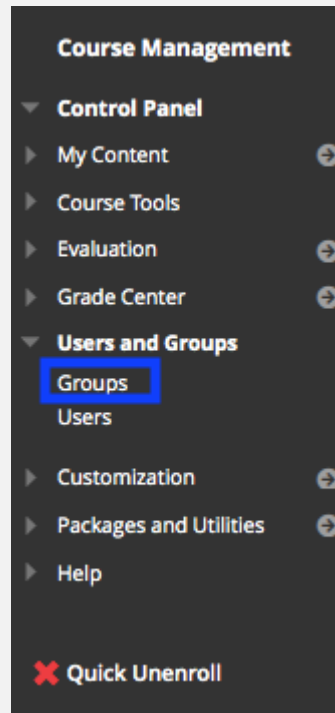
✖ **Quick Unenroll**

Scroll down and click on the Control Panel located on the left sidebar. Click on *Users and Groups* to expand the *Users and Groups* section.
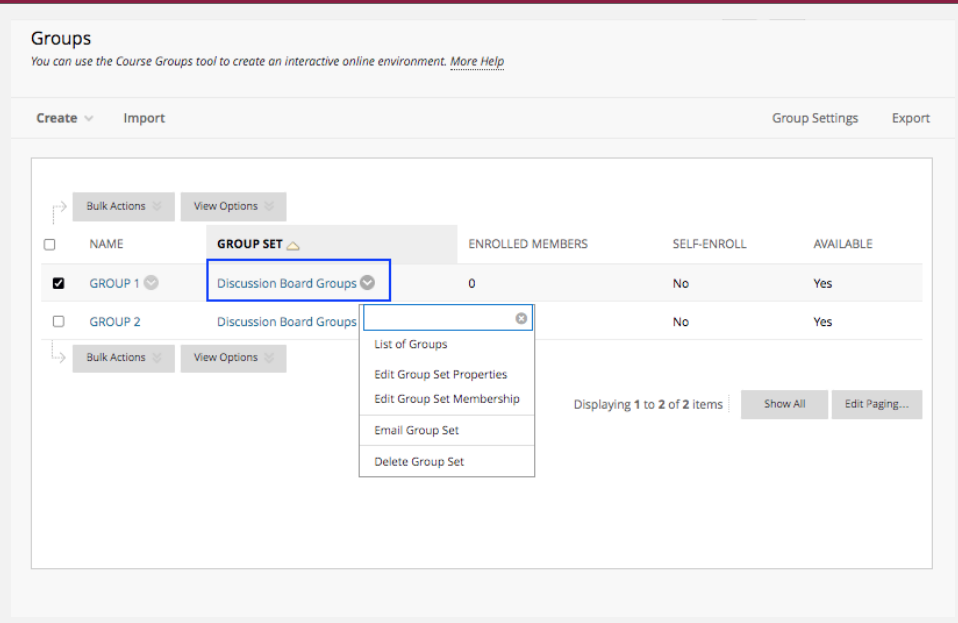
**Course Management**

▾ **Control Panel**
▸ My Content ⊜
▸ Course Tools
▸ Evaluation ⊜
▸ Grade Center ⊜
▸ Users and Groups
▸ Customization ⊜
▸ Packages and Utilities ⊜
▸ Help
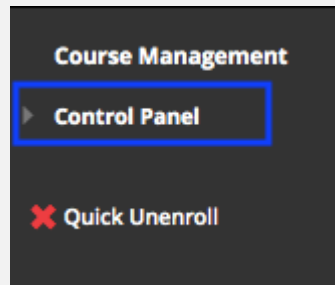
# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

## STEP 4

Click on *Groups*.

**Course Management**

**Control Panel**

▶ My Content ⊖

▶ Course Tools

▶ Evaluation ⊖

▶ Grade Center ⊖

▼ Users and Groups
Groups
Users

▶ Customization ⊖

▶ Packages and Utilities ⊖

▶ Help

✖ Quick Unenroll

## STEP 5

Once you are on the *Groups* page. Hover over the Name of the Group Set, a down caret will appear.

### Groups
You can use the Course Groups tool to create an interactive online environment. *More Help*

Create ▾    Import                                    Group Settings    Export

| | NAME | GROUP SET △ | ENROLLED MEMBERS | SELF-ENROLL | AVAILABLE |
|---|---|---|---|---|---|
| ☑ | GROUP 1 ⊙ | Discussion Board Groups ⊙ | 0 | No | Yes |
| ☐ | GROUP 2 | Discussion Board Groups | | No | Yes |

List of Groups
Edit Group Set Properties
Edit Group Set Membership            Displaying **1** to **2** of **2** items    Show All    Edit Paging…
Email Group Set
Delete Group Set

# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

## STEP 6

Click on *Edit Group Set Membership* located in the caret menu.

### Groups

You can use the Course Groups tool to create an interactive online environment. *More Help*

Create ∨    Import                                                                    Group Settings    Export

| | NAME | GROUP SET △ | ENROLLED MEMBERS | SELF-ENROLL | AVAILABLE |
|---|---|---|---|---|---|
| ☑ | GROUP 1 | Discussion Board Groups | 0 | No | Yes |
| ☐ | GROUP 2 | Discussion Board Groups | | No | Yes |

Bulk Actions    View Options

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

Displaying **1** to **2** of **2** items    Show All    Edit Paging...

## STEP 7

To randomly enroll students, click the *Randomize Enrollments* button. To manually enroll students into groups, click the *Add Users* button under each group name.

Edit Group Set Enrollments

**GROUP SET INFORMATION**

Name
Discussion Board Groups

Description

**GROUP SET ENROLLMENTS**

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

Randomize Enrollments     Collapse All

⊟ **GROUP 1**

★ Name | GROUP 1

Add Users

No users have been added.

Delete Group

⊟ **GROUP 2**

★ Name | GROUP 2

Add Users

No users have been added.

Delete Group

Add Group

Click **Submit** to proceed.                    Cancel   Submit

## STEP 8

Once students have been added, click submit.

Edit Group Set Enrollments

**GROUP SET INFORMATION**

Name
Discussion Board Groups

Description

**GROUP SET ENROLLMENTS**

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

Randomize Enrollments    Collapse All

□ **GROUP 1**

⭐ Name  GROUP 1

Add Users

No users have been added.

Delete Group

□ **GROUP 2**

⭐ Name  GROUP 2

Add Users

No users have been added.

Delete Group

Add Group

Click **Submit** to proceed.                          Cancel   Submit