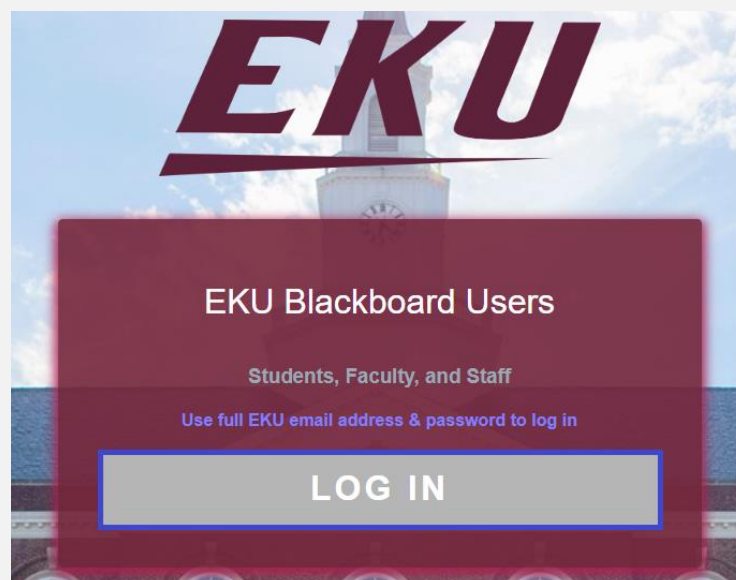# EKU ONLINE INSTRUCTIONAL DESIGN CENTER

HOW TO CREATE A GROUP SET

A Group Set is a category that contains a set of groups. They allow you to create multiple groups at one time. For example, you can create a group set for a project or class discussion boards that contains multiple groups. This is also helpful if you want to have students participate in different groups for different assignments.
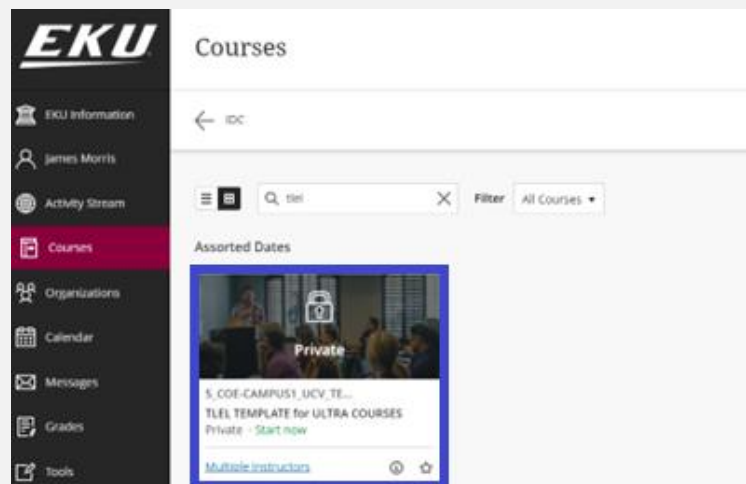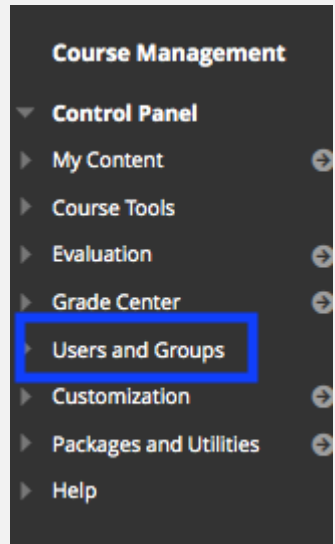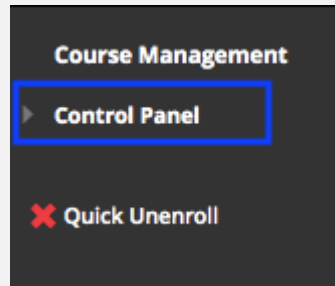
STEP 1

Log into Blackboard.	

STEP 2

Select the appropriate course.	

STEP 3
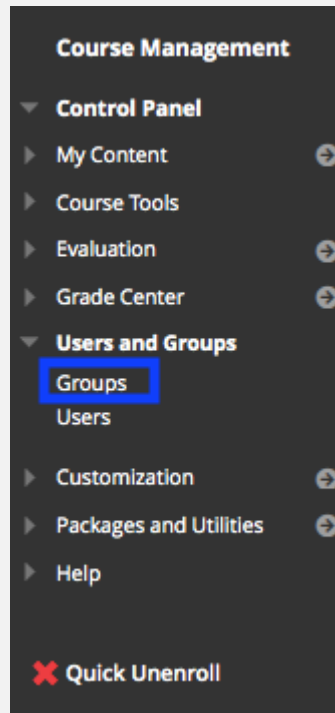
Course Management

▶ **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.
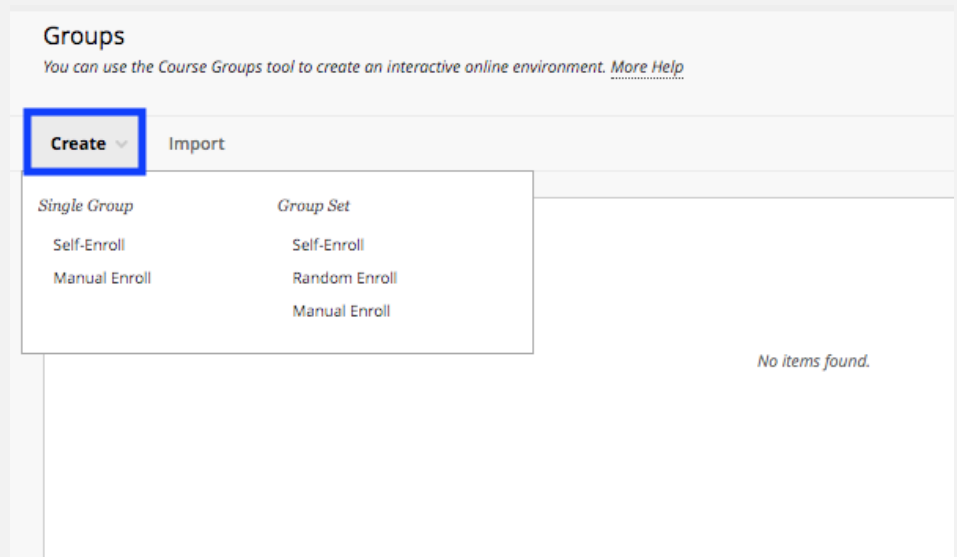
Course Management

▼ **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

On the *Groups* page, select *Create*.
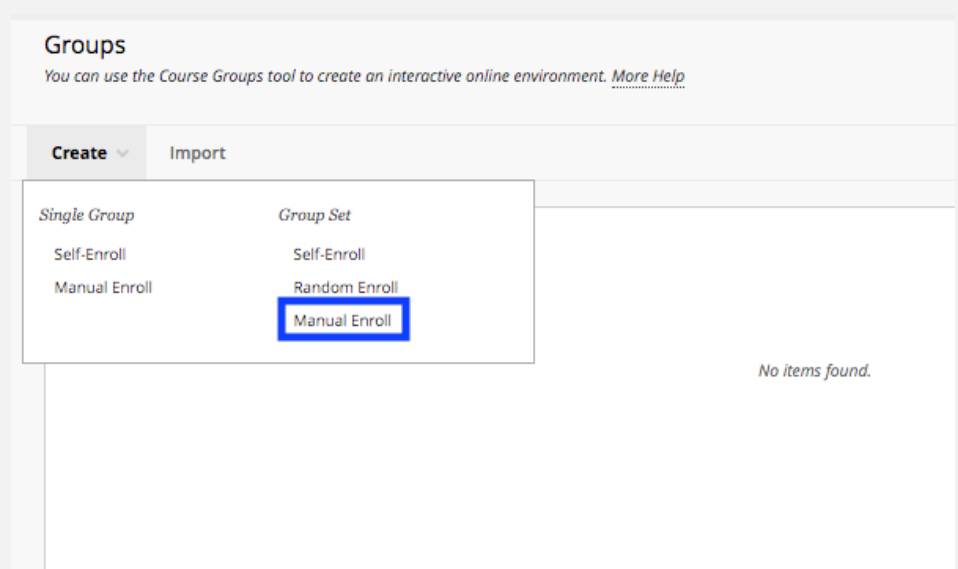
Groups

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

Create ⌄	Import

Single Group	Group Set
Self-Enroll	Self-Enroll
Manual Enroll	Random Enroll
	Manual Enroll

No items found.

STEP 6

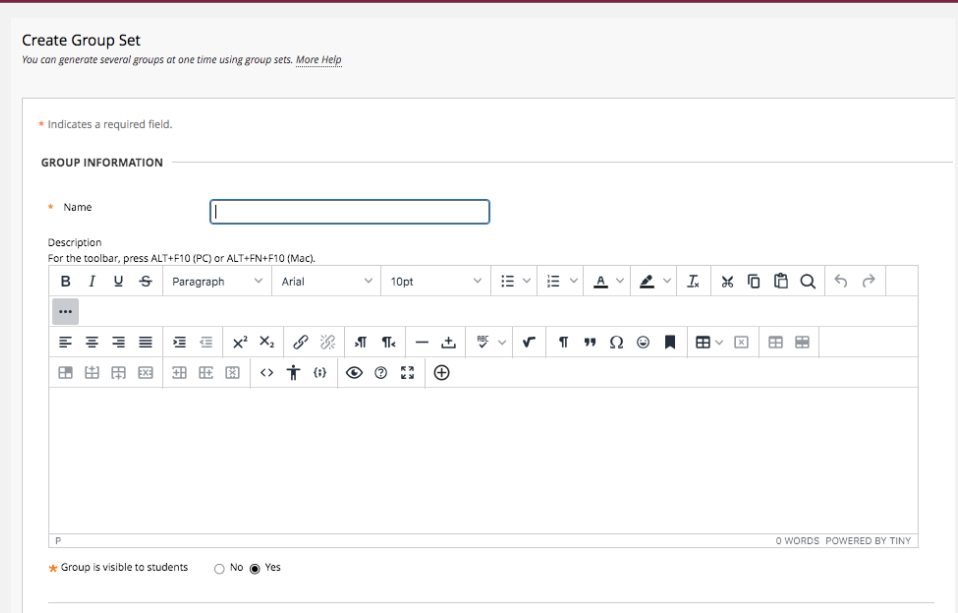In the *Group Set* list, select *Manual Enroll*. This will give you the ability to add students to groups once they are created.

Groups

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

Create | Import

Single Group	Group Set
Self-Enroll	Self-Enroll
Manual Enroll	Random Enroll
	Manual Enroll

No items found.

STEP 7

Once you have selected *Manual Enroll*, you will fill out the *Name* for the Group Set. Examples of names could be Discussion Board Groups, Project Groups, etc.

Create Group Set

You can generate several groups at one time using group sets. *More Help*

* Indicates a required field.

GROUP INFORMATION

* Name

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

B I U S   Paragraph   Arial   10pt

P   0 WORDS POWERED BY TINY

★ Group is visible to students   ○ No ● Yes

STEP 8

After completing the *Name*, you will scroll down and select whether you want to make the Group Set visible to students.

Create Group Set
You can generate several groups at one time using group sets. *More Help*

* Indicates a required field.

GROUP INFORMATION

* Name

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

* Group is visible to students   ○ No ● Yes

0 WORDS POWERED BY TINY

STEP 9

After adjusting the visibility to meet your needs, you will scroll down and enter how many total groups you want to have in the group set.

GROUP SET OPTIONS

* Number of Groups

☐ Create smart view for each group in set.

Click Submit to proceed.   Cancel **Submit**

STEP 10

If you would like to have a *Smart View* created for each group, you can check the checkbox. A *Smart View* is a focused look at the Grade Center that shows only the columns

GROUP SET OPTIONS

* Number of Groups

☐ Create smart view for each group in set.

Click Submit to proceed.   Cancel **Submit**

that match a set of criteria.

STEP 11

Once you have completed these steps, you can click submit.

GROUP SET OPTIONS

* Number of Groups

☐ Create smart view for each group in set.

*Click **Submit** to proceed.*

Cancel Submit

STEP 12

After clicking submit, you will see the *Group Set Enrollments* page. You can choose to add students to groups on this page and name your groups. To assign all students currently enrolled to groups at once, you can click *Randomize Enrollment.*

To individually add students or have more control over which students end up in which group, you can click *Add User* under each group heading.

Edit Group Set Enrollments

GROUP SET INFORMATION

Name
GROUP NAME

Description

GROUP SET ENROLLMENTS

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

Randomize Enrollments   Collapse All

⊟ **GROUP NAME 1**

* Name GROUP NAME 1

Add Users

No users have been added.

Delete Group

Add Group

*Click **Submit** to proceed.*

Cancel Submit

STEP 13

Once you have added students, you can click submit.

Note: The students that you enrolled in groups are only the students registered at that time. You will need to monitor the course as students are added to enroll the new additions in groups. To learn how to enroll the new additions in groups, follow the steps for *Enrolling Students in Groups*.

Edit Group Set Enrollments

GROUP SET INFORMATION

Name
GROUP NAME

Description

GROUP SET ENROLLMENTS

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

Randomize Enrollments   Collapse All

⊟ **GROUP NAME 1**

★ Name GROUP NAME 1

Add Users

No users have been added.

Delete Group

Add Group

Click **Submit** to proceed.   Cancel   Submit