

Creating Groups and Assigning Groups to Course Content

The process of creating and using groups is a simple feature that is available in every Blackboard class. In Blackboard Ultra groups can only be created by the instructor. This allows students to form small groups to share content, work on assignments, and collaborate. Instructors can set up the groups for the students or you can have the choice of a manual enrollment feature where the student can select what group to work with.

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The group feature can be found on the horizontal action menu at the top of the course. Select **Groups** to begin.



In the **Course Groups** window, you will see the total number of groups on the left, **Import Group Set** from another class section on the right along with **New Group Set**. In most cases, you will choose **New Group Set** to begin.





Sandbox_Pate_Ultra Example Class Group					Visible to students •
Group students Custom	•		Number of groups: 0		
Enter your search term]		
Unassigned student (1-1 of 1) Matthew Pate					
inpoter		48 🔻	items per page		
		Select the plus sign to create a	custom group and add students.		
			0		
				Cancel	Save

In this window, the instructor can title the **Group Set** name with any title chosen. This is usually related to the assignment the students are working on collaboratively. Below you will see **Custom** in the **Group Students** drop-down menu. The 2 options are teacher-created (custom) or manual enrollment. You will notice the heading **Unassigned Students**. This is where you can select the three ellipses next to the person's name to open the options menu. This will allow the creation of a subgroup within the **Group Set**. Each student can be placed into a created group that was initially created by the instructor or a new group can be created and the student can enroll right from this options menu.

Sandbox_Pate_Ultra		
Example Class Group		 Visible to students -
Group students Custom -	Number of groups: 1	٩.
All students assigned		
	•	
Group Assignment 1		
$\land \cdot \ \ \ \ \ \ \ \ \ \ \ \ \ $		
Add description here	I	6
Matthew Pate		
mpare!		
		1 member
	Cancel	Save

Here you can change the group name, add a description, and see who has been enrolled so far. Click **Save** to update the group information.





Sandbox_Pate_Ultra		Course Settings
Content Calendar Announcements Discussions Gradebook Messages Analytics Groups		Student Preview
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Group Set 🗢	Members ‡	
Example Class Group 1 Group So Visible to studgets -	1/1	🗸

When **Save** is clicked the window reverts back to when the group was initially created showing the unassigned student if applicable and example group with the assigned enrollment. You are not limited by how many groups you can create, but a small number is easier to manage. With the remaining students left, you can click the **ellipsis** and the option to **create a new group** or **enroll in a previously created group** if available.



Assigning a Group to an Assignment

Now that the groups and enrollments have been completed, the instructor can apply these groups to various components in Blackboard. Groups need to be **visible** to be applied to assignments.

ssignments) • Visible to students •	^
Digital Composition Analysis Due date: 2/22/24, 12:00 AM	
◊ Visible to students •	
Please make sure you zip any large files before uploading.	

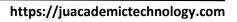
Choose the assignment you would like to assign to a group or set of groups.

sandbax_Pate_Ultra Digital Composition Analysis				\bigcirc Visible to students $ \cdot $
Content and Settings Submissions (0) Student Activity				
f Form Content		Form S	Settings	\$\$
	el you are progressing with your techniques of applying vector-based line art over ample components in their native state before any blending or effects have been		a Feb 22, 2024 12:00 AM (EST)	
Allow students to add content at e Submission	nd of form		ade ints 100 maximum points tempts allowed	
Students can add text, images, and files I	here.	Assi	signed groups sgroups	

Choose the cog wheel and scroll down to Additional Tools.

Canado Sandbox_Pate_Ultra	ion Analysis	×	Grading & Submissions
C Content and Settings Submissio	ns (0) Student Activity		Grade category
	Form Content	Form Settings	Attempts allowed
	At this point in the course, how do you field you are an angenering with your hedroligans of applying vector-based line at over matter intervent matters that is a start in the course of the composition. We will reverse the progress here veekly. We also students to add content at end of form: Submission Students can add text, images, and files here.	Due date Thur Feb 22, 2024 12020 AMT Grade category End Fonde Attempts allower Infantation Attempts allower Mid status	Grade using Points Assimum points 100 Additional Tools Ad

Here you will select **No Groups** to assign the created group or make a new group from the previous step.





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Group stude	Ats Custom		R.
All studen	s assigned		
	•		
Example S	tudent Group		
A 	Add a group description		
Matthew mpate1	Pate		
		1 me	.mber
	0		
	Cancel	Save	

You will select this link and the **create group** window opens. In the custom drop-down menu, you can apply the created group to the discussion or create a new group entirely to work on the assignment. The current enrollment is found underneath these options.

Once the group is applied you will see the **All Students Assigned** appear. Click **Save** to finalize the enrollment. You will need to click **Save** one more time to complete the settings change.

Discussion Topic	0	Discussion Settings	
		Grading Discussion isnt graded	
Example Group 1 in Class No Responses No Replies		Group discussion	
Responses (0)		Author	
Type a response		Matthew Pate (Me) No Responses No Replies	
		Example Group 1 in Class	
		Find participants	
		Bisk Student No Responses No Replies	
		Matthew Pate No Responses No Replies	

Finally, the groups assigned to the assignment will now appear and the collaboration can begin. Only students assigned to the group can see that specific group while the instructor can see all the groups. If the assignment is graded, specific grading criteria can be set up so each student receives the same grade point/grade score. This would be up to the discretion of the instructor.

Video: Creating Group Sets and Applying Groups to a Discussion or Assignment