

**Role: Lecturers and Designers**

The **Group Manager** tool allows Groups to be created for Assignment or Study purposes. Members can be added to the Groups created. Groups can then be linked to Group Assignments. You can access **Group Manager** in the **Teach** tab. In order to see the **Teach** tab you require Lecturer access. In order to create Group Assignments, you require to use the Build tab. In order to see the Build tab, you require Designer access.

- [Create a Custom Group](#)
- [Create Multiple Groups](#)
- [Create a Group with Sign up Sheets](#)
- [Link a Group Assignment](#)

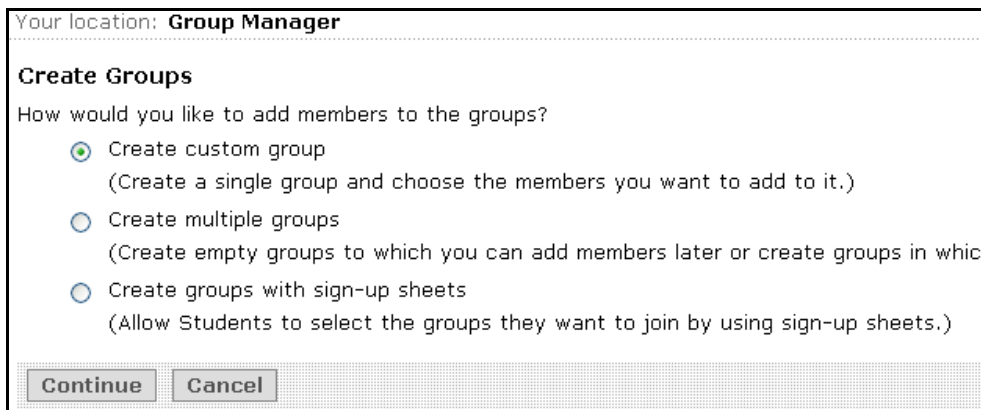
1. To go to the Group Manager, click on the Teach tab.



2. Click on **Group Manager** under Instructor Tools.

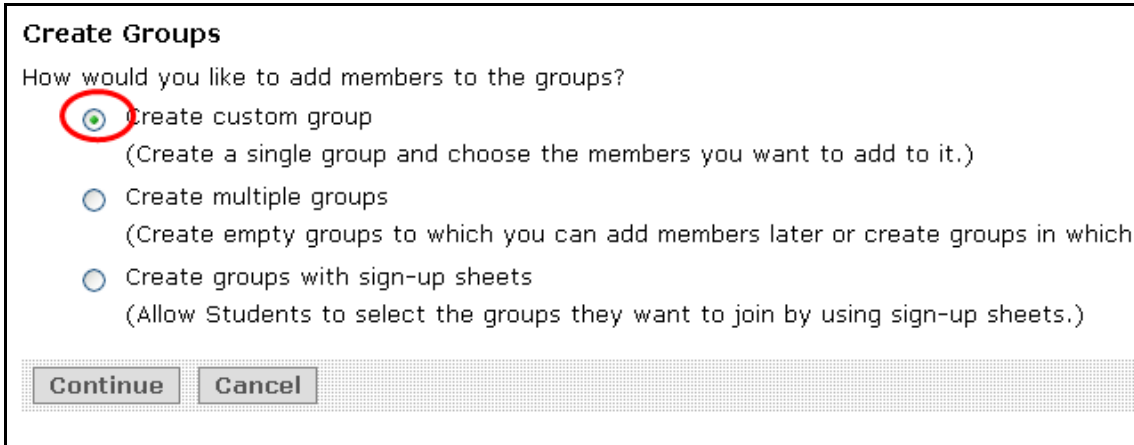


In the **Group Manager**, there are three options to create groups. Under the **Custom Group** option, a single group can be created, and members added to it. In the **Multiple Groups** option, multiple groups can be created, and members can be added later, or distributed randomly. In the **Create Groups with Sign Up Sheets** option, Groups with Sign up Sheets can be created, and members can sign up to a group.



### Create a Custom Group

1. To create a Custom Group, click the button next to Create a Custom Group, in the Group Manager box.
2. Click Continue

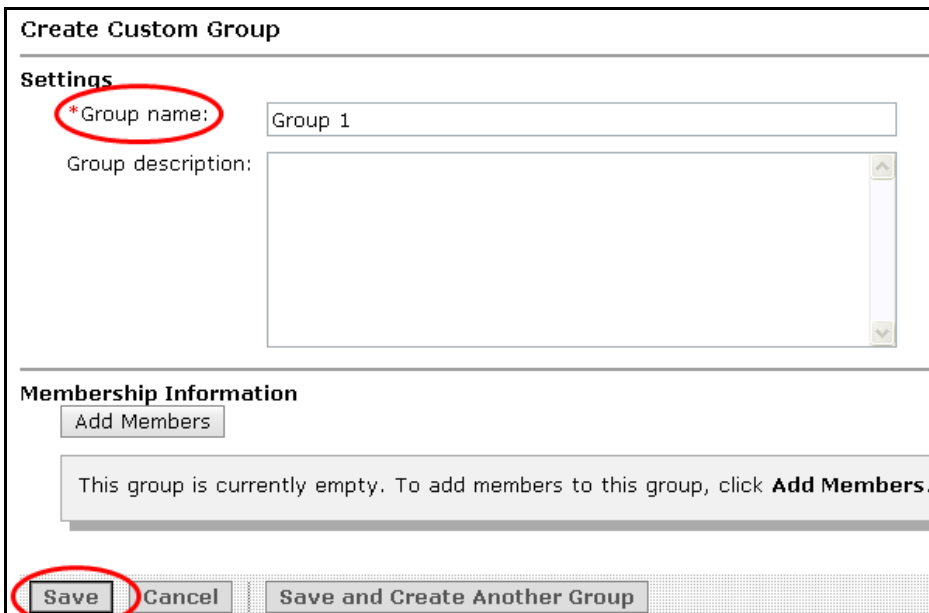


**Create Groups**

How would you like to add members to the groups?

- Create custom group  
(Create a single group and choose the members you want to add to it.)
- Create multiple groups  
(Create empty groups to which you can add members later or create groups in which...
- Create groups with sign-up sheets  
(Allow Students to select the groups they want to join by using sign-up sheets.)

2. In the Create Custom Group box, add a name for the Group, and optionally add a description.
3. Click on Add members to add individual members to the Custom Group.



**Create Custom Group**

**Settings**

\*Group name:

Group description:

**Membership Information**

This group is currently empty. To add members to this group, click **Add Members**.

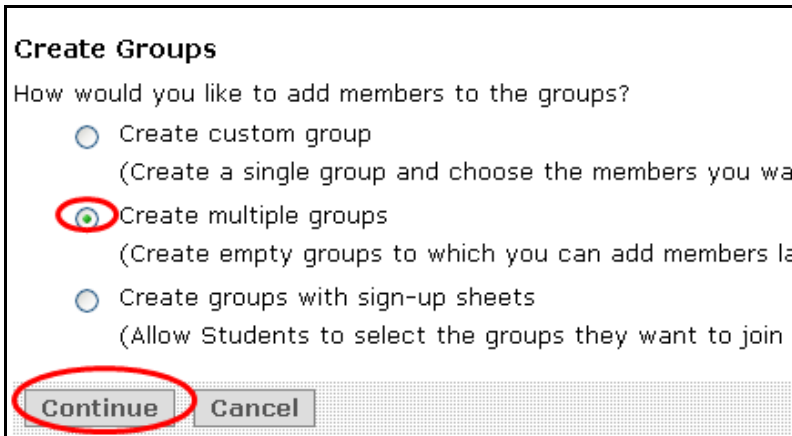
4. Click **Save**.

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### Create Multiple Groups

Multiple groups can be created in which members can be added later.

1. In the Create Groups box, select the Create Multiple Groups option



**Create Groups**

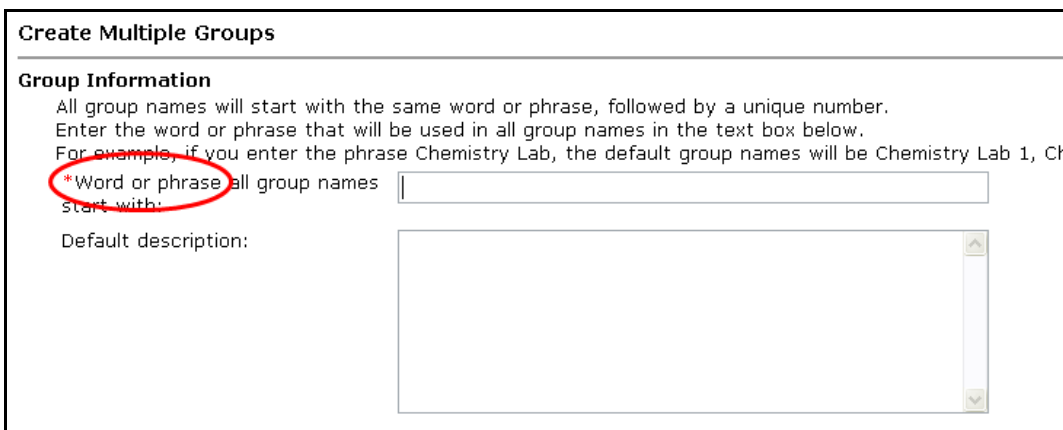
How would you like to add members to the groups?

- Create custom group  
(Create a single group and choose the members you want to add)
- Create multiple groups  
(Create empty groups to which you can add members later)
- Create groups with sign-up sheets  
(Allow Students to select the groups they want to join)

**Continue** **Cancel**

2. Click **Continue**

3. Under Group Information, in the **Word or phrase all group names start with** text box, enter a unique word or phrase with which all group names should begin



**Create Multiple Groups**

**Group Information**

All group names will start with the same word or phrase, followed by a unique number.  
Enter the word or phrase that will be used in all group names in the text box below.  
For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

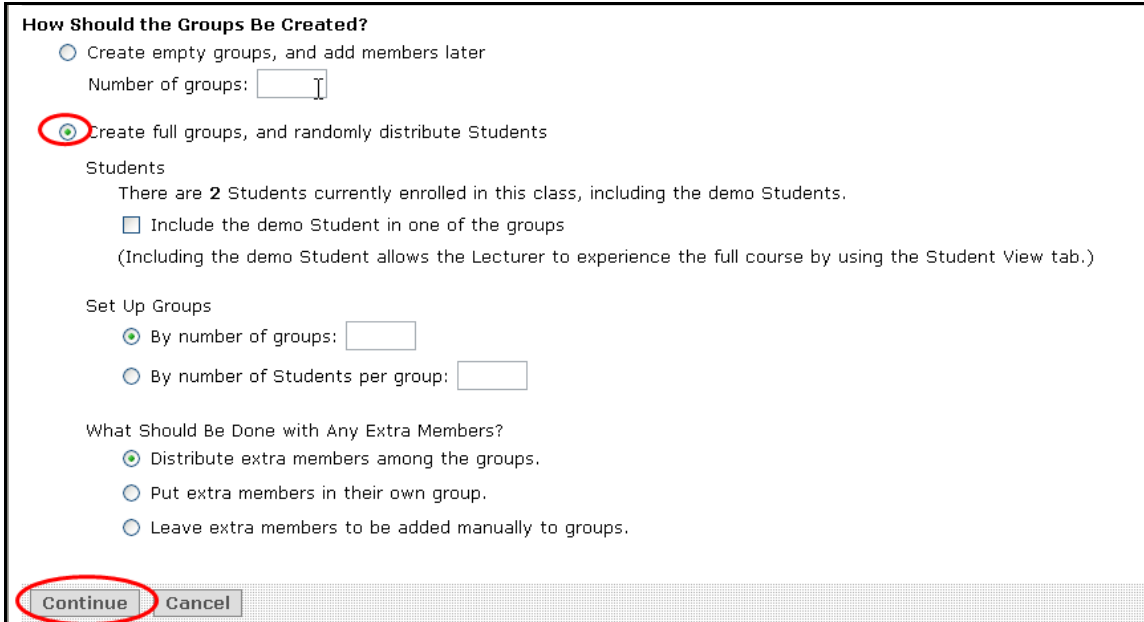
\*Word or phrase all group names start with:

Default description:

4. Optionally, you can add a description in the Default Description box for each group. This description can later be edited.

5. Under **How should the Groups be Created**, if you want to create a number of empty groups with members to be added later, select that option.

6. In the **Number of Groups** text box, enter the number of groups to be created.



**How Should the Groups Be Created?**

Create empty groups, and add members later  
Number of groups:

Create full groups, and randomly distribute Students

Students  
There are 2 Students currently enrolled in this class, including the demo Students.

Include the demo Student in one of the groups  
(Including the demo Student allows the Lecturer to experience the full course by using the Student View tab.)

Set Up Groups

By number of groups:

By number of Students per group:

What Should Be Done with Any Extra Members?

Distribute extra members among the groups.

Put extra members in their own group.

Leave extra members to be added manually to groups.

7. If you want to create groups with members, and randomly distribute the students in groups, select that option.

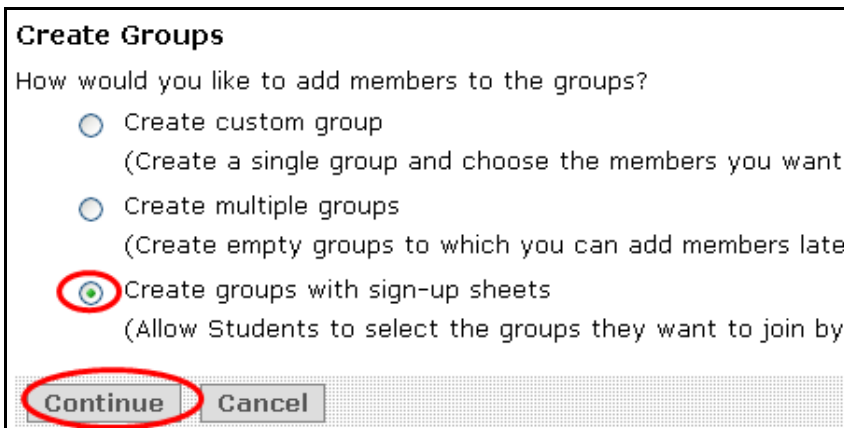
8. Under **Set Up groups**, choose to set up by the number of groups, or by the number of students in each group.

9. Choose one of the options under **What should be Done with Any Extra Members**

10. Click **Continue**

### Create Groups with Sign up Sheets

1. To create Groups with Sign up Sheets, select Create Groups with Sign up Sheets



**Create Groups**

How would you like to add members to the groups?

Create custom group  
(Create a single group and choose the members you want)

Create multiple groups  
(Create empty groups to which you can add members later)

Create groups with sign-up sheets  
(Allow Students to select the groups they want to join by)

2. Click Continue

3. Enter the number of groups
4. Enter Word or phrase all group names will start with
5. Optionally , add a brief description to describe the Groups
6. Enter the Maximum number of students per group
7. Tick the box **Allow Students who have not yet joined a group to see names of group members**, to allow students to see who has signed up to which Groups.

**Create Groups with Sign-Up Sheets**

**Group Settings**

All group names will start with the same word or phrase, followed by a unique number.  
 Enter the word or phrase that will be used in all group names in the text box below.  
 For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

\*Number of groups:

\*Word or phrase all group names start with:

Default description:

\*Maximum Students per group:

Student view:  Allow Students who have not yet joined a group to see the names of group members to see a list of group members.

In **Sign up Sheet settings**

8. Enter the Sign up Sheet title
9. Enter the Sign up Sheet Instructions
10. Place the Sign up Sheet on the Homepage by selecting the option from the Select menu.

**Sign-Up Sheet Settings**

Students join a group by clicking a sign-up sheet, which is placed in a folder.

\*Sign-up sheet title:

Sign-up sheet instructions:

Place the sign-up sheet link on: 

- Select -  
 - Select -  
 Home Page  
 Pre-requisite Materials  
 Lecture Material

 will go to choose the group they want to join.

\* Required field

11. Click **Continue**.

12. In the **Confirm Created Groups** window, confirm the created groups. Rename the groups if desirable.

13. Add or edit Descriptions in the Description box.

14. Edit the maximum number of students, if required.

**Confirm Created Groups**

**Sign-up sheet title:** Assignment Group  
**Sign-up sheet instructions:**  
**Group total:** 4  
 Edit groups titles and descriptions if desired:

Group Name	Description	Maximum Stu
1 * Assignment Group 1		4
2 * Assignment Group 2		4
3 * Assignment Group 3		4
4 * Assignment Group 4		4

15. Click **Save**.

16. The Groups are now added to the **Group Manager**.

**Group Manager**

**Create Groups**

<input type="checkbox"/> Group Name ↑	Sign-Up Sheet Title
<input type="checkbox"/> Group Assignment 1 ⌵	Group Assignment
<input type="checkbox"/> Group Assignment 2 ⌵	Group Assignment
<input type="checkbox"/> Group Assignment 3 ⌵	Group Assignment
<input type="checkbox"/> Group Assignment 4 ⌵	Group Assignment

Create Group Activity: - Select -

A link appears on the Home Page for the Group Sign up sheet



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## Link a Group Assignment to the Groups

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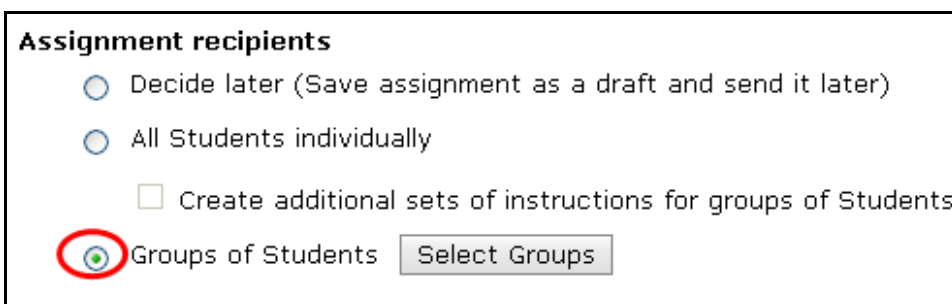
**Tip: In order to link a Group Assignment to Group/s, Group/s have to be created in advance.**

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A Group Assignment can be created following the steps set out for creating individual Assignments. For more details on creating an Assignment, please see the Learning Card on **Creating and Editing Assignments**.

In the **Create Assignment** box

1. Add a Title, Description, and Submission format, following the Steps set out in the Learning Card on **Creating and Editing Assignments**.
2. Under **Assignment Recipients**, select the option **Groups of Students** and click **Select Groups**.

A screenshot of the 'Assignment recipients' section in the Blackboard interface. It contains four radio button options: 'Decide later (Save assignment as a draft and send it later)', 'All Students individually', 'Create additional sets of instructions for groups of Students' (which is a checkbox), and 'Groups of Students'. The 'Groups of Students' option is selected, indicated by a red circle around its radio button. To the right of this option is a button labeled 'Select Groups'.

3. Select the Groups to be linked to the Group Assignment

**Select Learning Groups**

Select the groups and click **Save**.

- Assignment 1 Extension Group
- Group Assignment 1
- Group Assignment 2
- Group Assignment 3
- Group Assignment 4

Instructions

- Provide groups with additional instructions

4. Click **Save**

5. You can click **Edit Group Instructions** to edit or add any instructions to the groups.

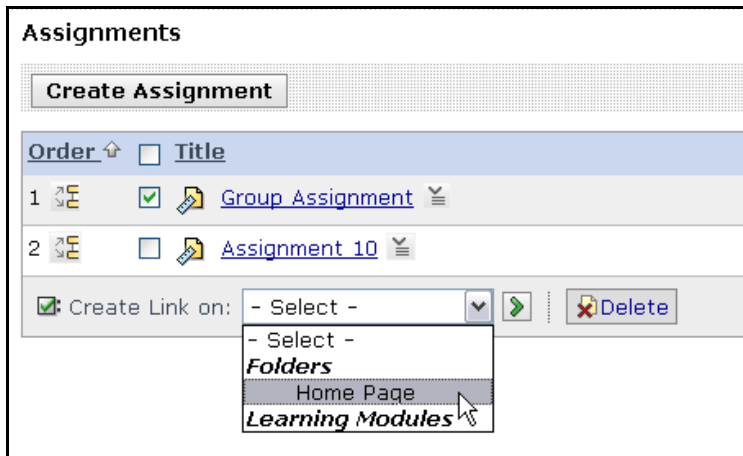
**Assignment recipients**

- Decide later (Save assignment as a draft and send it later)
- All Students individually
  - Create additional sets of instructions for groups of Students
- Groups of Students 
  - Group Assignment 1
  - Group Assignment 2
  - Group Assignment 3
  - Group Assignment 4
  -

6. Add **Dates** and **Grading Options** following the Steps set out in the Learning Card on **Creating and Editing Assignments**.

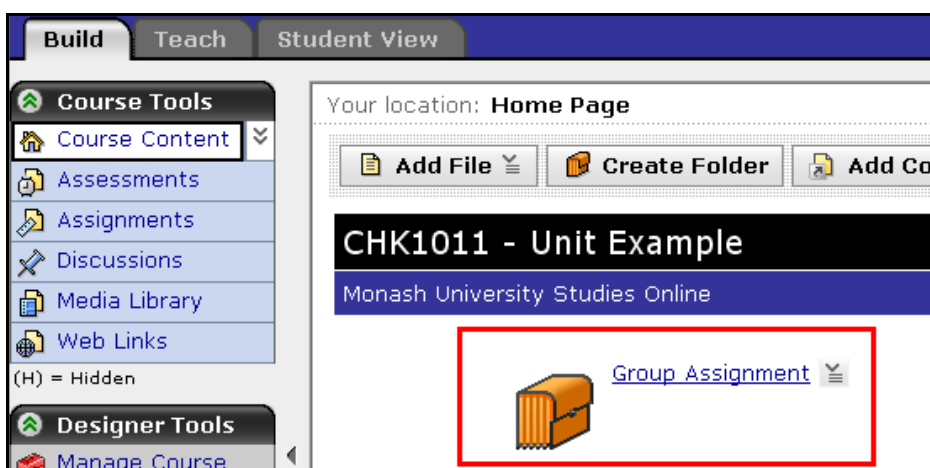
7. Click **Save**

8. Link the Group Assignment to the Homepage by ticking the box next to Group Assignment, and selecting the Home Page option under Select.



**Tip: The Assignment will remain hidden from students, until the groups have been created and members added.**

Optionally, all content relating to the Group Assignment, such as the Group Sign up Sheet, the Group Assignment, Learning Modules containing material for the Group Assignment, can be set up in a Folder titled Group Assignment on the Home Page.



For more details on creating Folders, and Learning Modules, see Learning Guides on **Creating Folders** and **Creating Learning Modules**.

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