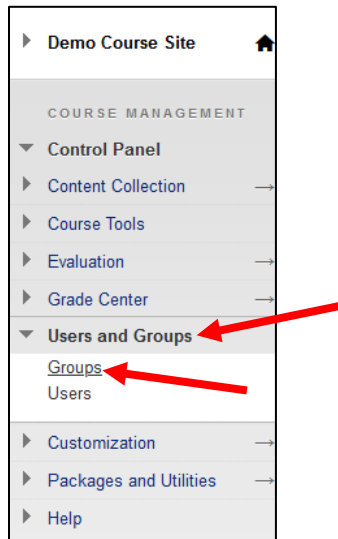


## Creating a Random Enroll Group Set

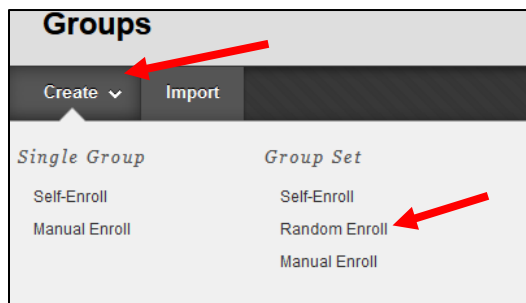
### Step 1: Access the Groups Tool

On the course menu, click **Users & Groups** and then click on **Groups**.



### Step 2: Create the Group

Place your mouse arrow over the **Create** button and choose **Random Enroll** under *Group Set*.




### Step 3: Name the Group

Give your group set a **name** and choose **Yes** or **No** near *Group is visible to students*.





- **Yes** - Students gain access to a private group area where they can work with each other.
- **No** - This group can only be used to determine visibility of an item via Adaptive Release.

Most instructors choose **Yes**.


**GROUP INFORMATION**

\* Name  

Description

**T** **T** **T** Arial 3 (12pt) **T**    

Path: p

\* Group is visible to students  No  Yes 

#### Step 4: Group Tools

Uncheck Blogs, Journals, Academic Materials, Content Market Tools, and Wikis. These tools aren't useful. This leaves a few other tools that you can make available to the groups:

- **Discussion Board** - Provides a place for private group discussions. Also allows you to create graded private group discussion activities.
  - Choose **Do not allow student group members to create forums** if you plan on creating graded group discussions.
- **Email** - Allows group members to easily email each other.
- **File Exchange** - Provides a space where group members can store/share files.
- **Tasks** - Allows group members to create tasks and assign them to each other.
- **Bb Collaborate** - Allows group members to meet live online using their webcams/microphones.

**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

Academic Materials

Blackboard Collaborate Ultra  
 Allow all group members to create and access session recordings.  
 Do not allow student group members to create or access session recordings.

Content Market Tools

Wikis  
 No grading  
 Grade: Points possible:

### Step 5: Membership

Next to **Determine Number of Groups by** decide how many groups you would like to generate. The system will automatically distribute the course roster into these groups evenly.

- **Number of Students per Group** generates groups based on how many students (maximum) you would like to have in each group. In a class of 20, if you wanted no more than 5 students per group, it would generate 4 groups.
- **Number of Groups** lets you decide how many groups will be generated.

Next to **Determine how to enroll any remaining members** you can decide what happens if you have more students than can fit into the generated groups.

**MEMBERSHIP**

\* 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.

### Step 6: Accessing/Editing Groups

Click the **down arrow** next to a group set name and choose **Edit Group Set Properties** to revise any settings you previously set. Choose **Edit Group Set Membership** to adjust group names and members.

Click on the name of a group to access the group homepage where you can email the group, view their files, join their live meetings, and access/create group discussions.

View Options ▾

	Group Set	Enrolled Members
ps 1 ▾	Final Project Groups ▾	3
ps 2 ▾	Final Project Groups	
ps 3 ▾	Final Project Groups	

View Options ▾

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

**Group Properties**

Group Description

Group Members ▾

- Andrew Hinote
- Andrew Hinote
- Bb Demo User

**Group Tools**

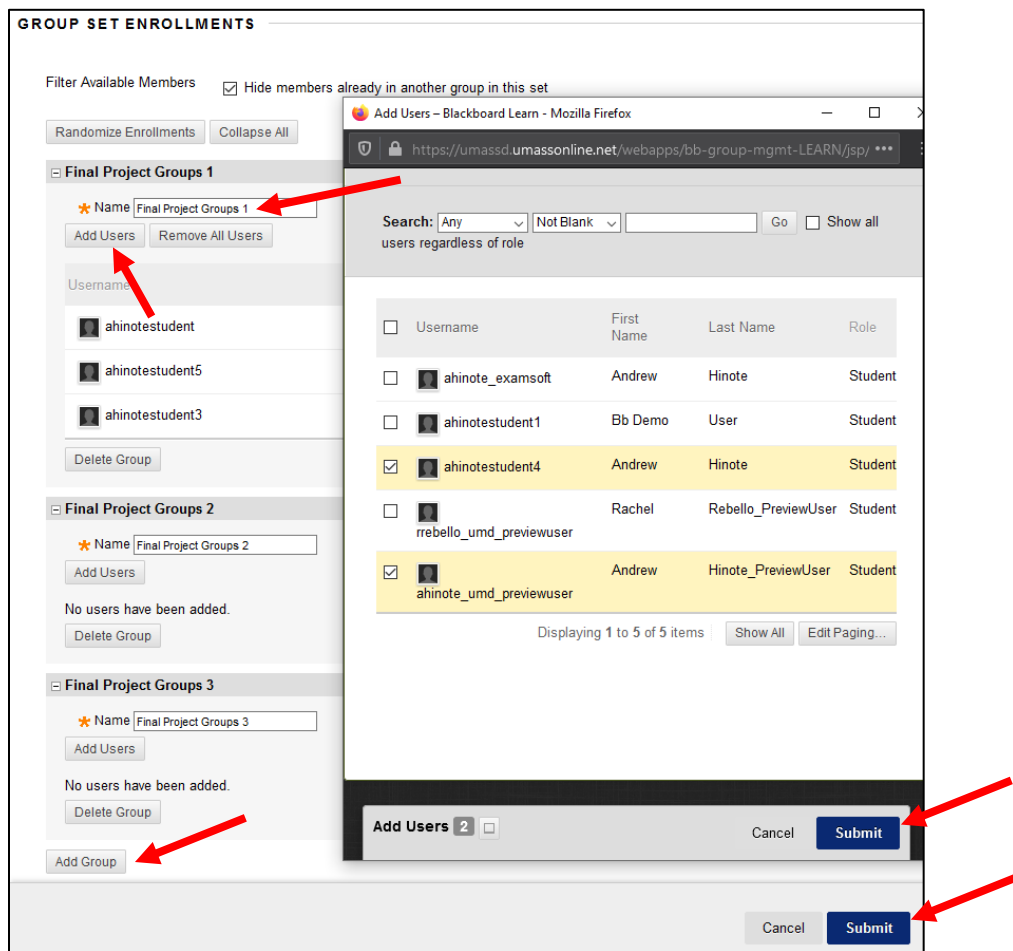
- Collaborate
- File Exchange
- Group Discussion Board
- Send Email

**Group Assignments**

### Step 6a: Add Group Members

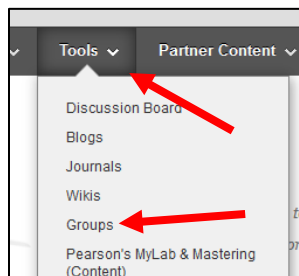
When you choose **Edit Group Set Membership**, you can:

- Adjust the name of each group as needed in the **Name** fields.
- Use the **Add Users** button to add a student to a group.
- Use the **Add Group** button at the bottom of the page to add additional groups if needed.
- Click the **Submit** buttons once you have finished setting up your groups.



### Step 7: Linking to Groups

The best way for students to access a group space is for you to link to it in one of your content areas. From a content area (such as a weekly area) click **Tools** at the top of the page and then choose **Groups**.



Choose **Link to a Group or Group Set**, click on the **name of your group set**, and then click **Next**.

**CREATE LINK: GROUP**

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

Link to a Group or Group Set
 

---Select group below---  
**Group Set:**  
 Final Project Groups

Create New Group or Group Set
 

--Select group type--

Provide directions for what students should do in the group area in the **Text** box, and then click **Submit**.

This creates a link for students to click on that will take them to their group homepage.

**LINK INFORMATION**


\* Link Name

Color of Name  Black

Link Group: Final Project Groups

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

Arial 3 (12pt)


**Final Project Groups**  
 Follow this link to access your group space where you will...