

Groups Management

No matter how large...organize, manage, and monitor your virtual groups easily



The Groups Management Building Block provides the ability to:

- Easily see which students are in which groups, including which students are not in any groups.
- Easily see and modify group memberships. Avatars are now available to distinguish among users.
- Choose and manage membership for groups sets with an improved workflow.
- Import and export groups and group memberships.
- Sort columns, perform bulk actions for deleting groups, and create Grade Center smart views for one or more groups on the **All Groups** page.
- Optionally, manage tool availability for all groups on the **All Groups** page.

IMPORTANT! You can easily determine if your institution has made this Building Block available to use in your courses. As shown in the following image, you will see three links at the top of the page for **All Groups**, **Groups Sets**, and **All Users**. You will also see the **Import** function on the action bar. The ability to see the columns for the groups tools is controlled by the **View Options** drop-down list, so you may not see these columns when you first access the groups tool.

All Groups Page

Click the links at the top of the page to sort your view by groups, group sets, or users. **All Groups** is the default view and has sortable columns that contain details about all of the groups for your course.

Groups													
Create ▾ Import											Export		Group Settings
Bulk Actions ▾ View Options ▾													
<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enroll	Available	Blogs	Collaboration	Discussion Board	Email	File Exchange	Journals	Tasks Wikis	
<input type="checkbox"/>	Global Warming 1	Global Warming	5	No	Yes	✓	✗	✓	✓	✓	✓	✓	
<input type="checkbox"/>	Global Warming 2	Global Warming	5	No	Yes	✓	✗	✓	✓	✓	✓	✓	
<input type="checkbox"/>	Global Warming 3	Global Warming	5	No	Yes	✓	✗	✓	✓	✓	✓	✓	

After you create groups, you have the option to make tools available or unavailable. Click the check mark in a tool's column to make it unavailable—an **X** appears. Click the **X** in a tool's column to make it available—a check mark appears. Use the **View Options** drop-down list on the action bar to show or hide tool availability.

With the **Bulk Actions** drop-down list on the action bar, you can select groups for deletion or create smart views in the Grade Center for each group. A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

All Users Page

On the **All Users** page, you can view which groups students belong to, search for users, add multiple users to a group, and delete users from groups.

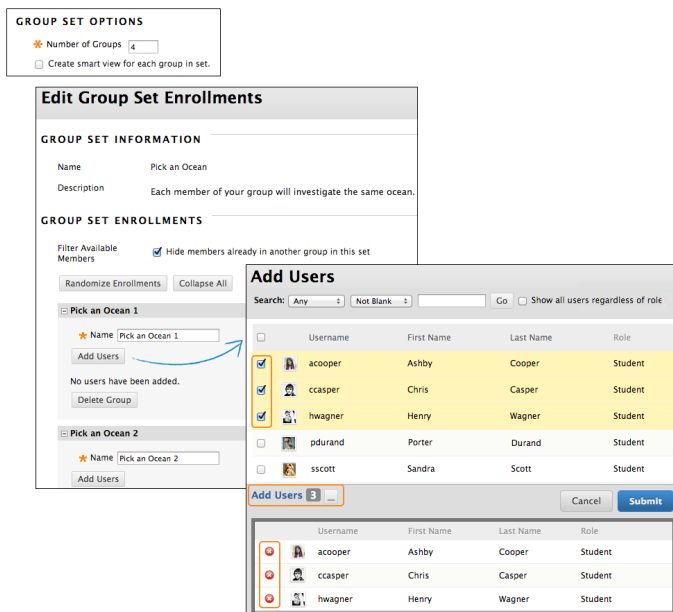
The screenshot shows the 'All Users' page with a search bar and a table of users. A blue arrow points from the 'Add to Group' button in the table to a modal window titled 'Select a Group'.

Username	First Name	Last Name	Role	Groups
acooper	Ashby	Cooper	Student	Global Warming 1 X
ccasper	Chris	Casper	Student	Global Warming 4 X + Add to Group
hwagner	Henry	Wagner	Student	Global Warming 3 X
pdurand	Porter	Durand	Student	Global Warming 1 X

The modal window 'Select a Group' shows a list of users with checkboxes and a 'Submit' button. The first user, 'acooper', is selected.

Selecting Group Members

Whether you are creating one group or a group set, you search for and select group members from the new **All Users** page.



Your selected group members appear in the bottom area with a number showing the total count. Click the **Show List** function, represented by a full square, to open the **Add Users** area to view your selections. When you open the area, the square icon collapses. To remove a user, click the **X**.

Importing and Exporting Groups

You can export a CSV (comma-separated value) file containing your existing groups and group members, reorganize as needed offline, and then import them. **Disregard this section on Importing/Exporting Groups**

On the main **Groups** page, use the import and export functions on the action bar to add new users and groups. However, you cannot remove users or groups. During these processes, you cannot add new users **to your course**.

On the **Import Groups** page, you can also select the group tools you want each group to have access to. Previous tool availability settings are overwritten.

Import Groups

IMPORT GROUP MEMBERS

Attach File

IMPORT GROUPS

Attach File

TOOL AVAILABILITY

- Wikis
- Commercial Content Tools
- Blogs
- Collaboration
- Email
- Discussion Board
- File Exchange
- Journals
- Tasks

On the **Export Groups and Members** page, make a selection for what you want to export:

- **Groups only**
- **Group members only**
- **Groups and group members**

Export Groups and Members

EXPORT

Groups only

Group members only

Groups and group members

Include header row

Sample CSV Files

Download the following files to use as examples when formatting your own files:

[Sample for group members \(CSV\)](#)

[Sample for groups \(CSV\)](#)

Group Codes

Disregard this section on Group Codes

Groups codes are unique identifiers used strictly for import purposes. You may reveal a column in the interface to see the group codes, but you cannot edit group codes while in your course. Group codes also appear in downloaded CSV

files. You can edit the group codes in the CSV file when importing existing users to a group to ensure the users are added to the correct group. Group codes are necessary to provide a unique way to identify each group in case they have the same name.

When viewing all groups, use the **View Options** drop-down list to show and hide the **Group Code** column.

The screenshot shows the Blackboard Groups management interface. At the top, there are tabs for 'All Groups', 'Group Sets', and 'All Users'. Below the tabs are buttons for 'Create', 'Import', 'Export', and 'Group Settings'. A 'Bulk Actions' dropdown menu is open, and a 'View Options' dropdown menu is also open, showing 'Show Tool Availability' and 'Hide Group Code' options. The 'Group Code' column in the table below is highlighted with an orange box.

<input type="checkbox"/>	Name	Group	0	No	Yes	Available	Group Code
<input type="checkbox"/>	Red	Sports_club	0	No	Yes	Yes	Red
<input type="checkbox"/>	Silver	Sports_club	0	No	Yes	Yes	Silver
<input type="checkbox"/>	Yellow	Sports_club	0	No	Yes	Yes	Yellow

