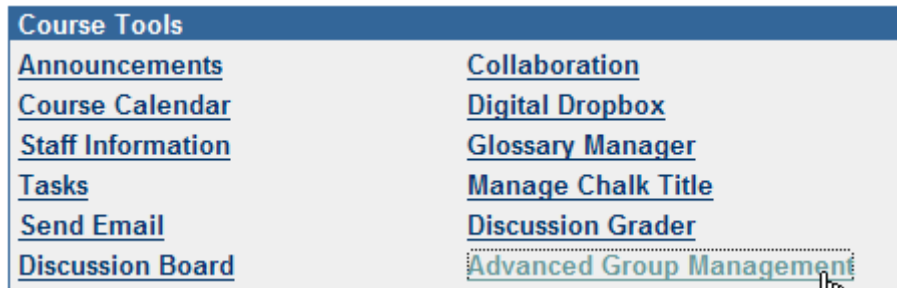


Academic Technology Services

Advanced Group Management Overview

The Advanced Group Management tool is a building block that provides a user-interface for managing groups in your Blackboard course.



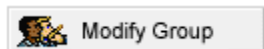
From the Control Panel

1. Click on the **Advanced Group Management** link in the **Course Tools** section.
2. Click on one of the four option buttons and read below.

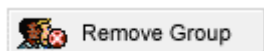
Function Types



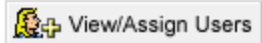
1. Enter the **Group Name**.
2. You have the option of entering a description of the group.
3. Click the check boxes to enable the group discussion board, virtual classroom, file exchange or email function.
4. The group is visible by default, select **No** if you do not wish for the group functions to be available until a later time.
5. Click **Submit**.



1. To modify a group or groups, select the checkboxes in the **Select** column for the appropriate groups.
2. Click on the **Modify Group** button
3. Change the group name. Modify, add or remove a description. Change any of the settings to make functions, or the group, available or unavailable.
4. Click the **Submit** button.



1. To remove a group or groups, select the checkboxes in the Select column for the appropriate groups.
2. Click the **Submit** button.
3. In the Delete Group List page, make certain the group(s) listed is appropriate. If not, uncheck any groups you do not wish to delete.
4. Click **Submit**.



1. Select the group or groups to which you want assign students. Students can be assigned to multiple groups.
2. Click the **View/Assign Users** button.
3. In the new page, you will see a list of users, their role and the group or groups you selected in the previous window.
4. If you do not have any groups created at this point, each student will have a red X to the right of their name in the group(s) column(s).

| | | | |
|---------------|----|---|---|
| Student, Name | ST | X | X |
|---------------|----|---|---|
5. There are two buttons to modify student assignments to groups.

Modify – To select the student group placement yourself, click the Modify button. The list will change to include a checkbox in the column for each selected group to the right of each student.

| | | | |
|---------------|----|-------------------------------------|--------------------------|
| Student, Name | ST | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---------------|----|-------------------------------------|--------------------------|

For each student you wish to be in a specific group, select the check box in the column associated with the group you wish them to join.

Randomize – This tool randomly places students in groups. In order to use this, you must have no students assigned to courses. If you do, remove the students from their selected courses before continuing. Click on the Randomize button. Follow the on-screen instructions for specifying how many students you want in each identified group and whether you want to allow overlaps.

6. Click **Submit** and **OK**.