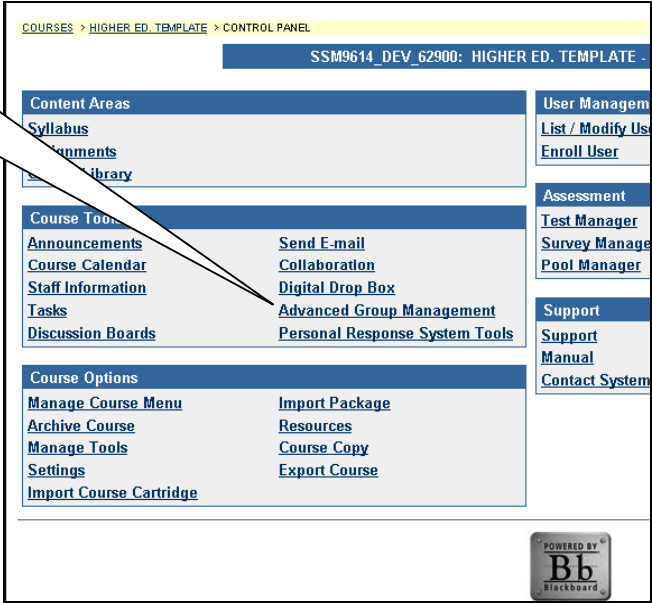


How do I use the Advanced Group Management Tool?

Step 1. Access the Advanced Group Management Tool.

Enter the Advanced Group Management Tool in the Course Tools area through the Control Panel.

Click **Advanced Group Management** in the Course Tools area of the Control Panel.



The screenshot displays the Blackboard Control Panel for a course titled 'SSM9614_DEV_62900: HIGHER ED. TEMPLATE'. The interface is organized into several sections:

- Content Areas:** Includes links for Syllabus, Announcements, and Library.
- Course Tools:** This section is highlighted with a callout box. It contains a grid of links: Announcements, Course Calendar, Staff Information, Tasks, Discussion Boards, Send E-mail, Collaboration, Digital Drop Box, **Advanced Group Management** (highlighted), and Personal Response System Tools.
- Course Options:** Includes links for Manage Course Menu, Archive Course, Manage Tools, Settings, Import Course Cartridge, Import Package, Resources, Course Copy, and Export Course.
- User Management:** Includes List / Modify Users and Enroll User.
- Assessment:** Includes Test Manager, Survey Manager, and Pool Manager.
- Support:** Includes Support Manual and Contact System.

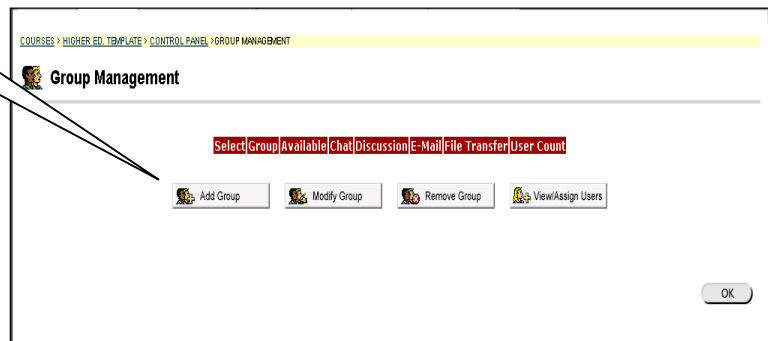
A 'POWERED BY Blackboard' logo is visible in the bottom right corner of the screenshot.

Go to Step 2.

Step 2. Add a group.

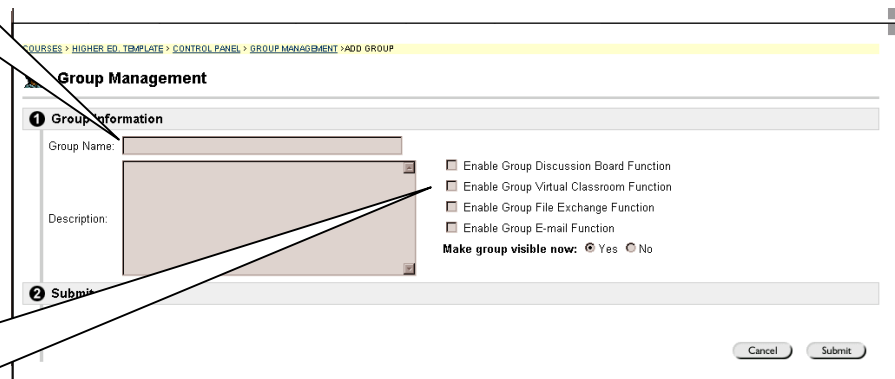
- Click **Add Group** and then assign a name and description.
- Check the features you want the group to use (e.g., Discussion Board, Email, Virtual Classroom, etc.), and then click **Submit**.

Click **Add Group**.



Assign a **Group Name** and **Description**.

When you click **Add Group**, the screen below will appear.



The screenshot shows the 'Add Group' form. At the top, there is a breadcrumb trail: COURSES > HIGHER ED. TEMPLATE > CONTROL PANEL > GROUP MANAGEMENT > ADD GROUP. Below this, the page title is 'Group Management'. The form is divided into two sections: '1 Group Information' and '2 Submit'. The 'Group Information' section contains a 'Group Name' text box, a 'Description' text area, and four checkboxes: 'Enable Group Discussion Board Function', 'Enable Group Virtual Classroom Function', 'Enable Group File Exchange Function', and 'Enable Group E-mail Function'. Below these checkboxes is a 'Make group visible now:' section with radio buttons for 'Yes' and 'No'. The '2 Submit' section contains 'Cancel' and 'Submit' buttons.

Check the features you want the group to use, and click **Submit**.

Go to Step 3.

Step 3. Assign users.

From the Group Management screen, select one or more groups to which you want to assign users, then click **View/Assign Users**.

NOTE: Once groups are made and users are assigned, **forums must be created in each group** before students can post entries. See directions in the instructor manual on [how to create forums](#).

From the Group Management screen, select one or more groups to which you want to assign users.

The screenshot shows the 'Group Management' interface. At the top, there is a breadcrumb trail: COURSES > NEW FEATURES IN BLACKBOARD > CONTROL PANEL > GROUP MANAGEMENT. Below this is the title 'Group Management'. The main content is a table with the following columns: Select, Group, Available, Chat, Discussion, E-Mail, File Transfer, and User Count. The table contains the following data:

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input type="checkbox"/>	A1	✓	✓	✓	✗	✓	18
<input type="checkbox"/>	A2	✓	✓	✓	✗	✓	18
<input type="checkbox"/>	A3	✓	✓	✓	✗	✓	16
<input type="checkbox"/>	A4	✓	✓	✓	✓	✓	0
<input type="checkbox"/>	A5	✓	✓	✓	✓	✓	8
<input type="checkbox"/>	A7	✓	✓	✓	✓	✓	16
<input type="checkbox"/>	A8	✓	✓	✓	✓	✓	18
<input type="checkbox"/>	LIS	✓	✓	✓	✓	✓	15
<input type="checkbox"/>	ODDL	✓	✓	✓	✗	✓	17

Below the table, there is a 'Select All' checkbox and four buttons: 'Add Group', 'Modify Group', 'Remove Group', and 'View/Assign Users'. The 'View/Assign Users' button is highlighted with a yellow background. An 'OK' button is located at the bottom right of the screen.

Click **View/Assign Users**.

Go to Step 3a or 3b.

Step 3a. Assigning users to a single group.

- Scroll to the bottom of the Assign Users screen and select **Modify**.
- On the next screen, select users and then click **Submit**.

Scroll to the bottom of the Assign Users screen and select **Modify**.

COURSES > HIGHER ED. TEMPLATE > CONTROL PANEL > GROUP MANAGEMENT > USER ASSIGNMENT

Assign Users

1 User Assignment

Users	Role	Groups
Flynn, John	IN	X
Smith, Robert	IN	X
Shanifa	IN	X

2 Modify

[Perform random user assignment](#)

Cancel Modify

When you click **Modify**, the screen below will appear.

COURSES > HIGHER ED. TEMPLATE > CONTROL PANEL > GROUP MANAGEMENT > USER ASSIGNMENT

Assign Users

1 User Assignment

Users	Role	Groups
Flynn, John	IN	<input type="checkbox"/>
Smith, Robert	IN	<input type="checkbox"/>
Taite, Shenifa	IN	<input type="checkbox"/>

2 Modify

Cancel Submit

Select users and then click **Submit**.

Go to Step 4.

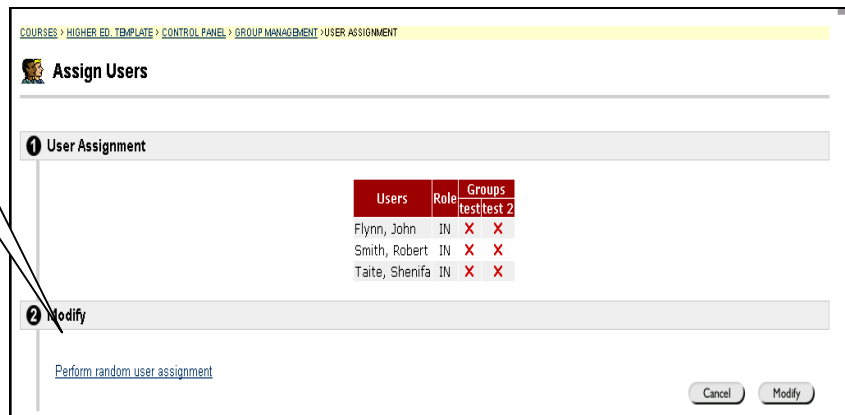
Step 3b. Assigning users to multiple groups.

When assigning users to multiple groups, instructors have a choice of randomly assigning all users to various groups or selecting specific users for each group.

To randomly assign users:

- Select the "Perform random user assignment" link on the **2. Modify** section of the Assign Users screen.
- On the Random User Assignment screen, type in the number of students to be assigned in each group. The total must equal the total number of users. Then click **Submit**.

Click **Perform random user assignment**.



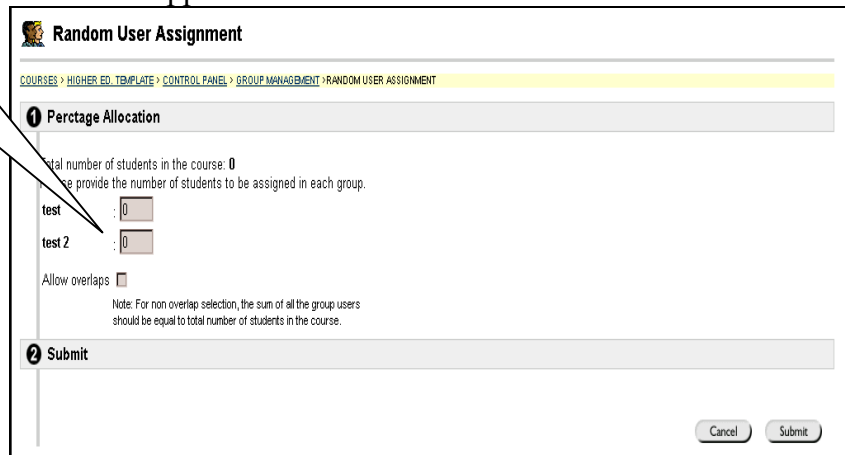
The screenshot shows the 'Assign Users' interface. At the top, there is a breadcrumb trail: COURSES > HIGHER ED. TEMPLATE > CONTROL PANEL > GROUP MANAGEMENT > USER ASSIGNMENT. Below this is the title 'Assign Users'. The main content area is divided into two sections: '1 User Assignment' and '2 Modify'. In the '1 User Assignment' section, there is a table with the following data:

Users	Role	test	test 2
Flynn, John	IN	X	X
Smith, Robert	IN	X	X
Taite, Shenifa	IN	X	X

In the '2 Modify' section, there is a link labeled 'Perform random user assignment' and two buttons: 'Cancel' and 'Modify'.

Type in the number of students to be assigned in each group.

When you click **Perform random user assignment**, the screen below will appear.



The screenshot shows the 'Random User Assignment' interface. At the top, there is a breadcrumb trail: COURSES > HIGHER ED. TEMPLATE > CONTROL PANEL > GROUP MANAGEMENT > RANDOM USER ASSIGNMENT. Below this is the title 'Random User Assignment'. The main content area is divided into two sections: '1 Percentage Allocation' and '2 Submit'. In the '1 Percentage Allocation' section, there is a text input field for 'Total number of students in the course: 0'. Below this, there are two input fields for 'test' and 'test 2', both containing the number '0'. There is a checkbox for 'Allow overlaps' which is currently unchecked. A note below the input fields reads: 'Note: For non overlap selection, the sum of all the group users should be equal to total number of students in the course.' In the '2 Submit' section, there are two buttons: 'Cancel' and 'Submit'.

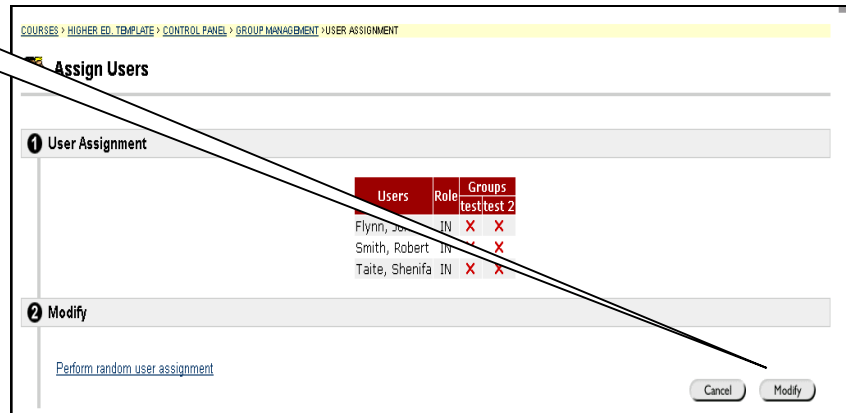
Continue Step 3b.

Step 3b. (cont.)

To select users for multiple groups:

- Click **Modify** on the Assign Users screen.
- On the next screen, select users and then click **Submit**.

Click **Modify**.



When you click **Modify**, the screen below will appear.

1. Select users to be assigned.

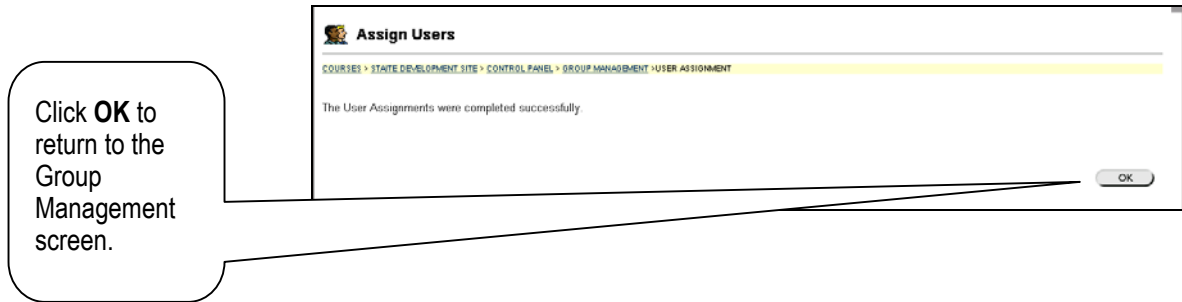


2. Then click **Submit**.

Go to Step 4.

Step 4. Return to Group Management screen.

When you click **Submit**, you have completed the process and will see the screen below. Click **OK** to return to the Group Management screen.



End.