

Creating Groups and Group Assignments in Blackboard Ultra

Getting Started

1. Open Groups
2. At the upper right corner of the page, click New Group Set
3. Name the new group set
4. In the Group students field, you have 3 options to choose from:
 - a. Custom – you manually create the groups and manually assign students to each group
 - b. Randomly assign – Blackboard Ultra will create groups and assign all students evenly and randomly. You may adjust the number of groups, which may adjust the number of students in each group.
 - c. Self-enrollment – you set up the number of members to be placed in a group. The students will choose which group they prefer to be in.

Custom Group

1. In the Group students field, select Custom
2. Determine the number of groups you would like, then locate the purple line under the Unassigned students area, then click the circled plus icon to create a group. Repeatedly click the circled plus tool for the number of groups you would like.
3. Once the groups have been created, select the more options button (...) located to the right of each student's name, then choose from the list of groups to assign them to that group.
 - a. As students are assigned, their name card moves from the Unassigned students area to selected group area
4. After all students have been assigned, click the Save button at the bottom of the page.

Randomly assign

1. In the Group students field, select Randomly assign
 - a. Automatically, groups are created and students assigned evenly among the groups
2. You may adjust the number of students in each group by changing the amount of groups. Do this by clicking the arrow in the Number of Groups field.
3. After all students have been assigned, click the Save button at the bottom of the page.

Self-enrollment

1. Before creating a self-enrollment group, you must make the group set visible to students. Select Visible to Students at the upper right corner of the page
2. Under Advanced Options, select the enrollment start and end dates for this group set. Optionally, you may also enter a description of the group set.
3. Select the maximum number of students to be assigned to each group. Blackboard Ultra will mathematically adjust the number of groups created based on this numerical entry.
4. You may edit the name of each group by clicking the More Options (...) link at the right of each group
5. After all settings are completed, click the Save button at the bottom of the page.

A new announcement labeled “Join a group to participate in (Group Set Name)” will be created. This announcement will appear on the start date you set for the self-enrollment group. You may choose to go to the Announcements page and add instructions to the announcement by editing the announcement. On the start date of the self-enrollment group, students will go to the Groups page and select their group. Once a group membership has been met, the group will not be listed as an option on the Groups page. If you did not select a start date, enrollment will be available immediately in the Groups page.

Creating Group assignments

You may create a group assignment by creating a new assignment or by editing an existing assignment. When an assignment is designated as a group assignment, only one group member submits the work. When grading, all group members will receive the grade you enter, but you also can adjust each group member’s score individually as needed. To designate an assignment as a group assignment:

1. Create a new assignment, or locate an existing assignment and choose Edit
2. On the assignment’s edit page, select the assignment settings by clicking the gear shaped icon.
3. In the assignment settings panel, scroll down to locate the Assigned Groups category, then click the Assign to groups link
4. At the top of the page, click the arrow in the Group students field, then locate and select the group set you would like to designate to this assignment.
5. Click Save.
 - a. The assigned groups show now display the number of groups assigned to this assessment.
6. When you have completed all of the required settings, click the Save button at the bottom of the Assignments Settings panel.