Enrolling Students In Groups Instructions

Purpose: Enrolling Students In Groups Instructions walks through the process of enrolling students in previously created groups and verifying group membership.

*Note* These instructions reference the Kent State Online Template. If you are not using this template for your course and would like more information, please review the Getting Started section on The Framework Build page of the Online Teaching website (http://www.kent.edu/onlineteaching/build).

Enrolling Students In Groups Instructions

Needed to Complete:

To complete “Enrolling Students In Groups Instructions”, you will need to:

• Be logged into Blackboard Learn
• Be in the course that needs students enrolled in Groups
• Be enrolled as an Instructor, Teaching Assistant, or Course Builder in the course

Step 1: Navigate to Groups

Navigate to Groups. This area can be accessed by expanding the Users and Groups option under the Control Panel section on the left-hand navigation menu and clicking the Groups link.
Step 2: Determine How Groups Were Created

*Note* Make sure that Edit Mode (upper-right hand corner) is set to ON or the Groups area will not display correctly.

Determine how Groups were created by checking the Group Set column. If there is just a dash (-), the Group was created using Single Group. If there is text under the Group Set column in the row corresponding to the Group that needs student enrollment, the Group was created using Group Set.

Single Group enrollment is covered in Steps 3 - 7.

Group Set enrollment is covered in Steps 8 - 12.

The All Users tab, useful for either Group type, is covered in Steps 13 - 14.
Step 3: Access Edit Group For Single Group Enrollment

Access **Edit Group** by clicking the drop-down arrow that appears to the right of the **Group** name and choosing **Edit Group**.

![Edit Group Access](image)

Step 4: Click the Add Users Button

Under 4. **Membership**, click the **Add Users** button.

![Add Users Button](image)
Step 5: Add Users

In the Add Users window that appears, click the check box next to each student’s name that should be enrolled in the currently selected Group and click the Submit button.

![Add Users Window]

Step 6: Submit Changes

Under 5. Submit, click the Submit button.

![Submit Button]

Step 7: Repeat Steps 3 - 6 For All Single Groups

Repeat Steps 3 - 6 for all Single Groups that need student enrollment.

*Note* Single Group enrollment does not prevent students from being enrolled in multiple Groups. Students will appear in the Add User list even if they are already enrolled in another Group.
Step 8: Access Group Sets

To access Group Sets, click on the Group Sets tab in upper-right hand corner of the Groups area.

Step 9: Access Edit Group Set Enrollments

Access Edit Group Set Enrollments by clicking the drop-down arrow that appears to the right of the Group Set name and choosing Edit Group Set Membership.
Step 10: Enroll Users

There are two options for enrolling students. **Option 1** is **Random Enrollment**, which randomly enrolls students in the Groups of the Group Set as evenly as possible, given the number of Groups and students. **Option 2** is **Manual Enrollment**, which allows for the manual selection of which students to enroll in which Groups of the Group Set.

*Note* Make sure to continue on to **Step 11** after completing **Option 1** or **Option 2** to Submit Changes.

**Option 1: Random Enrollment**

A) Under 2. **Group Set Enrollments**, click the **Randomize Enrollments** button.

B) In the **Randomize Group Enrollments** window, click the **Submit** button.
Option 2: Manual Enrollment

A) Under 2. Group Set Enrollments, click the Add Users button for a Group that needs enrollment.

B) In the Add Users window that appears, click the check box next to each student's name that should be enrolled in the currently selected Group and click the Submit button.

C) Repeat A & B for all Groups within the Group Set.

*Note* Under 2. Group Set Enrollments "Hide members already in another group in this set" is checked by default. This will prevent students from appearing in the Add User list if they are already enrolled in another Group. If a student needs to belong to multiple Groups within a Group Set, uncheck this option or use the All Users tab as described in Steps 13 - 14.
Step 11: Submit Changes

Under 3. Submit, click the Submit button.

Step 12: Repeat Steps 8 - 11 For All Group Sets

Repeat Steps 8 - 11 for all Group Sets that need student enrollment.

Step 13: Access All Users

To access All Users, click on the All Users tab in upper-right hand corner of the Groups area.
Step 14: Verify Group Membership and Enroll Students Not Already Enrolled

In the All Users area, it is easy to tell which students are not enrolled in a Group by looking for students who do not have a Group indicated under the Groups column.

*Note* During the first week of the term, revisit this area periodically to ensure that newly added students are enrolled in a Group.

To enroll a student in a Group from this area:

A) Click the +Add to Group link that appears in the Groups column.

B) In the Select a Group window, choose a Group from the drop-down list and click the Submit button.

C) Repeat A & B for all students that need to be enrolled in a Group.