

SacCT 9.1

Groups Workshop



CALIFORNIA STATE UNIVERSITY, SACRAMENTO

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WORKSHOP DESCRIPTION

Overview

During this two hour workshop we will discuss how you may set up groups and make the tools available to the students, such as blogs, discussions, and file exchange.

Students now are living in a sharing culture, where involvement with others is not a foreign concept. Social Media is an integrated part of many students' life. Which bring the groups tool in SacCT 9.1 to a means where students who grapple with difficult or interesting questions, can collaborate, and have peer-to-peer interaction, this may very well offer an inclusive learning experience.

Prerequisites

- Basic understanding of the functions in SacCT

Objectives

Participants attending this workshop will learn:

- What groups tools are available when students are allowed to these implements
- How to create and edit the groups you created
- Share and learn from other attendees in how to manage groups in his/her courses

INTRODUCTION

Working in groups allows students to build valuable workplace skills as they interact with others to learn to share, and to create. You as the instructor gift the students a platform to sharpen their critical thinking skills, as well as prepare them for positive collaboration in the workplace.

You may wonder how a group can complete a project and share it with the rest of the class. An example may be for individual groups to work on an assignment and then post their final findings to the assignment link and to a discussion board post for the whole class to see.

You may even use the *Adaptive Release* option if you want to release different content to groups. For instance if you assign one portion of a reading to one group, and have another portion of the reading to another group. The groups may then use the tools you make available in each group to share the readings, and finally each group can post to the class discussion board. This way everyone in the class may benefit from the collaboration effort of the groups.

GROUPS IN SACCT 9.1

Getting Started with Groups

Please view the PDF document regarding the Groups tool in Blackboard 9.1:

http://www.usc.edu/its/blackboard/support/bb9/assets/manuals/Blackboard_Learn_9.1_Getting_Started_with_Groups.pdf

Students can learn to collaborate on projects, assignments, and peer-to-peer interaction within a variety of groups when you:

- Create a single group
- Create all your groups at once
- Allow students to self-signup for groups
- Create random groups
- Manually assign your students to groups
- Permit students to create their own groups

Learn Step-by-Step To Create Groups

Creating a Group [video by Blackboard]

http://ondemand.blackboard.com/r91/movies/bb91_groups_creating_single_group.htm

Creating Group Sets [video by Blackboard]

http://ondemand.blackboard.com/r91/movies/bb91_groups_creating_group_sets.htm

GIVE THE PLATFORM TO SHARPEN CRITICAL THINKING SKILLS

Tools that students can use within their groups when you permit:

- **Blogs:** *soapbox* posts from one or more in the group that are displayed by date of entry. Replies can only be made by side comments.
- **Discussion Board:** *dialog* entries between two or more students.
- **Journals:** private reflections and writings. Likened to a *diary*.
- **Email:** send and receive emails among the group members.
- **File Exchange:** students upload a file and share it with each other. Their own private drop box.
- **Tasks:** groups enter tasks and priorities for the group. The tracking status may be defined with the task tool.
- **Wikis:** group members may add and edit content within the same collaborative writing space.

Create Access for Groups

To create groups of students within your *Blackboard* course, access your course menu and click *Groups*. You may also find *Groups* under *Users and Groups*. But before you continue there is the default option for students to create their own groups.

Permit or not Permit Students to create their own Study Groups

You may permit students the option to create their own groups. When students create their own groups, they may personalize their space. Tools such as virtual classroom are available with Chat. A task tool is even available to the group to keep their priorities organized when working in a group. When students create their own groups with their own set of tools, they also have the privacy that only the members of their groups can see what they have created. This is a great way for study groups. If you do not want your students to have their own little private study groups you have to turn this feature off.

Click on **Group Settings** and uncheck the following boxes:

1. **Permit Students to Create Single Self-Enrolled Groups**
2. **Permit students to Edit Student Created Group**
3. Click **Submit** to turn this feature off

Create A Single Group

1. Click the **Create Single Group button** on the Groups screen.
2. Select either from the drop-down list:
 - a. **Self-Enroll** to allow members to join groups themselves using a sign-up sheet, by either open enrollment or limit enrollment per maximum group. Members may join as many groups that are available, or
 - b. **Manual Enroll** and you enroll members.

For instance if you select *Manual Enroll*:

1. Type a **Name** for the group.
 - a. The *Description* is optional. Type a description if you want.
2. Choose if the Group is going to be available to the students or not with a click in the radio button *No* or *Yes*.
3. Then select the *Tools* that you want to be available to the students within the group. The tools will only be accessible and viewed by the group.
4. Click **Submit** to complete the task.

Create Group Sets

1. Click on **Create Group Set** on the Groups screen.
2. Select either from the drop-down list:
 - a. *Manual Enroll* – you can add the members, which give you the option to randomly enroll members evenly across the number groups created, or
 - b. *Random Enroll* – where you allow Blackboard to randomly distribute all members amongst the groups, or

- c. *Self-Enroll* – you have students’ use the sign-up sheet by either controls the group number or how many people in a group.
 3. Type a **Name** for the group.
 - a. The *Description* is optional. Type a description if you want.
 4. Choose if the Group is going to be available to the students or not with a click in the radio button *No* or *Yes*.
 5. Select the *Tools* that you want to be available to the students within the group. The tools will only be accessible and viewed by the group.
 6. Click **Submit** to complete the task.
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Edit groups

You may want to add somebody to a group or remove somebody from a group. You can by clicking on the *Groups* link in the *Course Menu*.

1. Click on the **two downward facing arrows** next to the group name that you want to edit.
2. Click on Edit from the drop-down list.
3. Scroll down to **Membership** and you will see the people currently enrolled in the group.
 - a. If you want to add a person, click to select the name under the *Items to Select* and click the **greater than sign** > to move the name to the *Selected Items* on the right side.
 - b. If you want to remove a person, click to select the name of the person under Selected Items.
4. Click **Submit**. Click Submit to complete the changes to the edit.

RESOURCES

Faculty / Staff Resource Center

Located in ARC 3012. Assistance available on walk-in basis.

[FSRC Website](http://www.csus.edu/irt/acr/fsrc/) - <http://www.csus.edu/irt/acr/fsrc/>

Getting Help

[Academic Technology Consultants](#)

<http://www.csus.edu/atcs/contact.htm>

1on1 Help @ ATCS on Thursdays 1-4 pm in ARC 3005 (no appointment necessary)

[Help Desk - Problem Reports & Contact Information](#)

<http://www.csus.edu/irt/ServiceDesk/contact.html>

[IRT Service Desk](#)

(916) 278-7337 or servicedesk@csus.edu

[SacCT 9.1 Resources](#)

<http://www.csus.edu/sacct>

[SacCT Help](#)

web-courses@csus.edu

Campus Resources

[Accessibility at Sacramento State](#)

<http://www.csus.edu/accessibility>

[Educational Tools](#)

<http://www.csus.edu/atcs/tools>

[Online Tutorials](#)

<http://www.csus.edu/training/handouts/tutorials.stm>

[Training](#)

<http://www.csus.edu/training>

[Training Handouts](#)

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