

Group Management Enhancements - Learn SP16

This document explores the new group features available in Learn SP16 (installed summer 2014).

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What are groups?

The Groups Management Building Block allows staff to :

- Easily see which students are in which groups, including which students are not in any groups.
- Easily see and modify group memberships. Avatars (small pictures) are now available to distinguish between users.
- Choose and manage membership of group sets, with an improved workflow.
- Import and export groups and group memberships.
- Sort columns, perform bulk actions for deleting groups, and create Grade Centre smart views for one or more groups on the All Groups page.

Import Groups

Users can create groups(s) by importing a file in .csv format. This .csv file is split into columns, some of which may be left empty.

If the csv file doesn't meet the criteria the import will fail and you will receive an error message.

Groups codes are a new feature which are unique identifiers used strictly for import purposes. You may reveal a column in the interface to see the group codes, but you cannot edit group codes after group creation.

The Group column headers are:

Group Code, Title, Description, Group Set, Available, Personalization, Self Enroll, Max Enrollment, Show Members, Sign Up From Group List, Sign Up Name, Sign Up Instructions

If you are creating a csv for import, you don't need to put a value in every column, just leave the column empty. Create a spreadsheet and choose the "save as .csv" option. Format your spreadsheet as shown below or download example .csv files from Blackboard's further information pages (see below for link).

Excel Example

Group Code	Title	Description	Group Set	Available	Personalisation	Self Enroll	Max Enrollment	Show Members	Sign Up From Group List	Sign Up Name	Sign Up Instructions
All_the_Browns	All the Browns			Y		N					
ATTENTION:_Field_trip_Friday	ATTENTION: Field trip Friday	<p>Fourth year's ONLY</p>		Y	Y	Y	0	Y	Y	Sign up here	

These examples will produce the following groups:

Group example 1:

Group will be called All the Browns with the group code All_the_Browns. The group is available and group personalisation will be set to No.

Group example 2:

Group will be called 'ATTENTION: Field Trip Friday' with the group code 'ATTENTION:_Field_trip_Friday'. The group description is 'Fourth Years Only' and the group is available with personalisation enabled. It's a self-enrol group with members visible to students and they will sign up via the group list called 'Sign up here'.

Import Group Members

Group Members can also be imported via .csv file.

Excel Example

Group Code	User Name
uat_group_1	S001
uat_group_2	S002

User S001 will be imported into the group with group code uat_group_1 and S002 will be imported into the group with group code uat_group_2.

To import groups once you have prepared your .csv file, open your Learn course

- Go to Control Panel > Users and Groups > Groups > select Import.
- The Group management console will open.
- Select Import Group Members > Browse and select the .csv file.
- Select Import Groups > Browse and select the .csv file.
- Select Tool Availability for the groups > select Submit .

IMPORT GROUP MEMBERS

Click Browse to select an import file (CSV) containing group memberships. Uploading large files may take a long time.

Attach File

IMPORT GROUPS

Click Browse to select an import file (CSV) containing a list of groups. Uploading large files may take a long time.

Attach File

TOOL AVAILABILITY

Select the group tools you want available for all groups created by your import file. Previous tool availability settings are overwritten.

- Calendar
- Collaboration
- Email
- Discussion Board
- Tasks
- File Exchange
- Blogs
- Journals
- Wikis

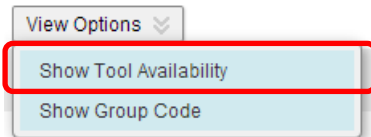
An email notification will be sent to confirm the groups have been created and the action has been completed.

Enhanced Group Tool Management

Enhanced group management tools are available to give easier overviews of groups and the tools they use.

Groups and Tools

Go to Groups > select View Options > Show Tool Availability.



All the course groups will be displayed along with the number of users enrolled, group type, availability and group tools selected. The group tools can be turned off or on from this view by using the tick and cross toggles.

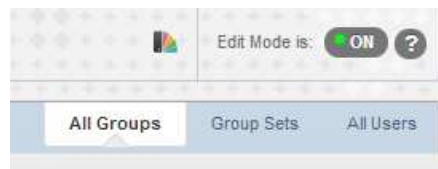
		Bulk Actions	View Options						
<input type="checkbox"/>	Name	Group Set	Enroled Members	Self-Enrol	Available	Blogs	Calendar	Discussio Board	
<input type="checkbox"/>	Group set for project work 1	Group set for project work	3	No	Yes	✓	✗	✗	
<input checked="" type="checkbox"/>	Group set for project work 2	Group set for project work	3	No	Yes	✓	✗	✗	

There is a context menu next to each group name which allows you to further edit group properties, including a new "create smart view" feature for managing grade centre overviews of the group members.



The group code can also be displayed. This is required when importing members by csv.

The tabs at the top right of the Group management page give more overview options.

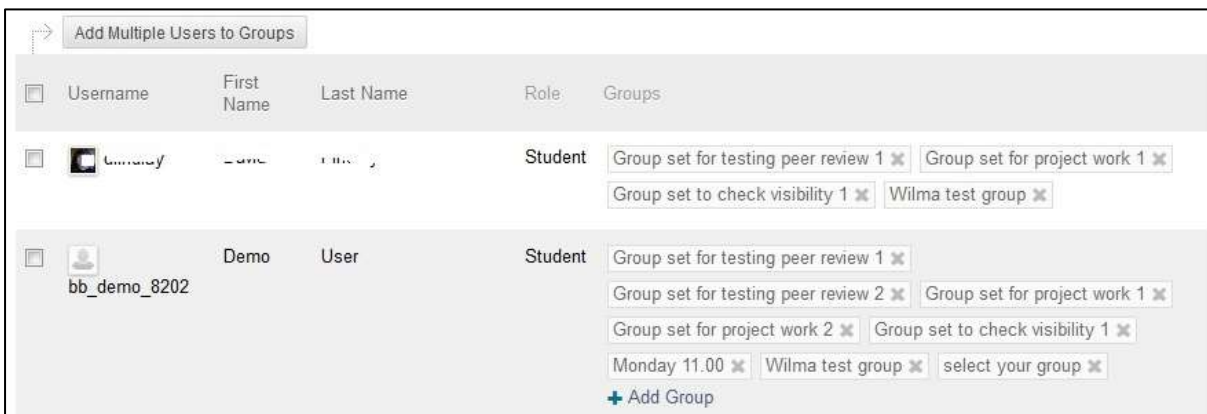


All Groups: is the default display and allows for group management.

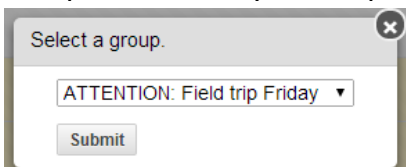
Group Sets: displays created group sets

All Users: displays all users enrolled on the course with their groups, and tools to add / remove users from groups.

Group User Management



Within the **All users** tab multiple students can be added to a group via selecting Add Multiple Users. They will be prompted to select a group.



Export Group

A .csv file containing group information can be exported.
In the group panel select "Export"

You can choose from three options:

Groups Only: export the group configuration and not the membership

Group Members Only: export the group code and group members

Group and Group Members: creates two files, group information and group members

EXPORT

Groups Only
 Group Members Only
 Groups and Group Members

Include Header Row

Select Submit > Export > Export History.

A link to the export csv file will be created allowing the user to download the exported group.

Export History			
File	Type	Date	
20140526152003_zp_mblaney_SP14_groups.csv	File	26-May-2014	Remove

Important!

You can use the import and export functions to add new users and groups, but you cannot use it to remove them.

Further information about groups and group management tools is available from the Blackboard site at https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Instructor/000_Product_Updates/Groups_Management_Building_Block.

If you require this document in an alternative format please contact Kelly Hall on (phone) 650 8770 or email Kelly.Hall @ed.ac.uk