

Quick Guide – Creating Groups

Quick Guide – Creating Groups

This guide outlines how to create groups in Courses and Organisations in MyAberdeen.

Creating Groups

You can create groups in the following ways:

- Create Course Groups in the Details and Actions menu, which can be used to filter by groups in the Turnitin Assignment Inbox, messaging groups, releasing content to students, filtering the gradebook based on group membership and assigning students to Breakout groups in Collaborate.
- Import Groups and group members into your course.
- Within Assignments and Discussions, which should be used if you are expecting your students to work in groups and make one submission as part of the whole group.

Create Course Groups

Refer to Blackboard's help pages on creating groups: [Create Groups \(blackboard.com\)](https://blackboard.com/help/create-groups).

Importing Groups into your Course/Organisation

Follow the steps below to import groups to your course/organisation:

1. Open the Groups tab in the course and select 'Import Group Set'.

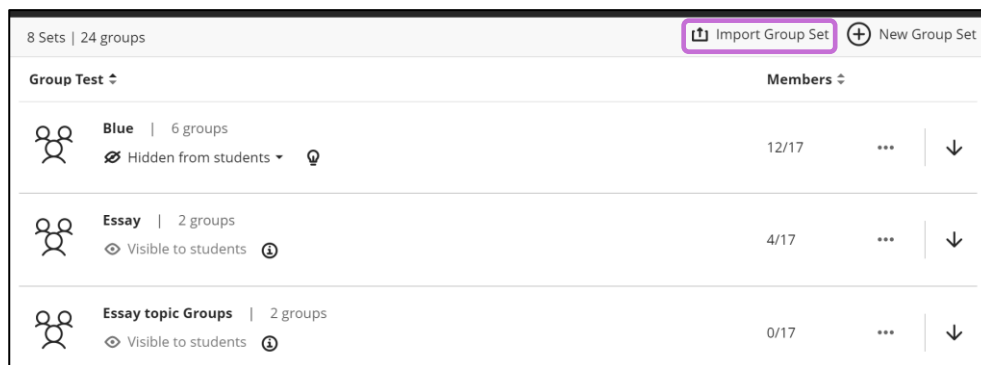
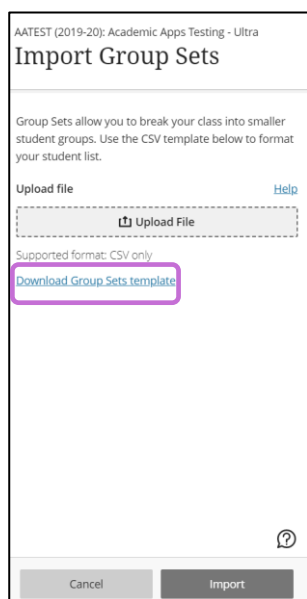


Figure 1 Shows the Course Groups page with the 'Import Group Set' icon on the top right.

2. Download the 'Group Sets template' to create your Group Set. The template is a .csv file that can be opened in Excel and is pre-populated with five column headings: Group Code, Title, Description, Group Set and Self Enrol.

Quick Guide – Creating Groups




AATEST (2019-20): Academic Apps Testing - Ultra

Import Group Sets

Group Sets allow you to break your class into smaller student groups. Use the CSV template below to format your student list.

Upload file [Help](#)

 Upload File

Supported format: CSV only

[Download Group Sets template](#)

[?](#)

Cancel Import

Figure 2 shows the Import Group Sets tab with the option to download group sets template.

Group Code: Enter a different code for each group. The code should describe the purpose of the group. It will not be visible in MyAberdeen, but you need the group code for assigning members so keep a note of this. If you use the same name for groups in another group set, then these will not load properly. (e.g. Wednesday AM; Wednesday PM; Friday AM)

Title: This is how the name of the group will appear in your course/organisation. This should be a combination of the Group Set and Group Code.

Description: This should be something similar to the Title, and that makes sense to your students. This column is not mandatory to complete.

Group Set: This indicates each unique group in the set. (e.g a group set could be a Tutorial Groups)

Self-Enrol: Indicate (Y or N) whether you would like to allow students to self-enrol.

Warning: When completing your spreadsheet, you must add something under every column other than Description, which is optional.

Quick Guide – Creating Groups

	A	B	C	D	E
1	Group Code*	Title*	Description	Group Set*	Self Enroll*
2	Wednesday AM	Wednesday AM Tutorial Group	Wednesday AM Tutorial Group	Tutorial Groups	N
3	Wednesday AM	Wednesday AM Tutorial Group	Wednesday AM Tutorial Group	Tutorial Groups	N
4	Wednesday AM	Wednesday AM Tutorial Group	Wednesday AM Tutorial Group	Tutorial Groups	N
5	Wednesday AM	Wednesday AM Tutorial Group	Wednesday AM Tutorial Group	Tutorial Groups	N
6	Wednesday PM	Wednesday PM Tutorial Group	Wednesday PM Tutorial Group	Tutorial Groups	N
7	Wednesday PM	Wednesday PM Tutorial Group	Wednesday PM Tutorial Group	Tutorial Groups	N
8	Wednesday PM	Wednesday PM Tutorial Group	Wednesday PM Tutorial Group	Tutorial Groups	N
9	Wednesday PM	Wednesday PM Tutorial Group	Wednesday PM Tutorial Group	Tutorial Groups	N
10	Friday AM	Friday AM Tutorial Group	Friday AM Tutorial Group	Tutorial Groups	N
11	Friday AM	Friday AM Tutorial Group	Friday AM Tutorial Group	Tutorial Groups	N
12	Friday AM	Friday AM Tutorial Group	Friday AM Tutorial Group	Tutorial Groups	N
13	Friday AM	Friday AM Tutorial Group	Friday AM Tutorial Group	Tutorial Groups	N

Figure 3 shows an example spreadsheet where there is one group set with three groups in it. All groups are not self-enrol.

- Once you have completed and saved the spreadsheet, return to the 'Import Group Sets' page and select 'Upload File', select the correct file from your device and click 'Import'. The groups will now upload to MyAberdeen.

AATEST (2019-20): Academic Apps Testing - Ultra

Import Group Sets

Group Sets allow you to break your class into smaller student groups. Use the CSV template below to format your student list.

Upload file [Help](#)

Upload File

Supported format: CSV only

[Download Group Sets template](#)

Cancel
Import

Figure 4 shows the Import Group Sets tab with the options to upload file and import file.

Quick Guide – Creating Groups

Assigning Group Membership

Warning: To import group members, you will need a 'Group Code' for each group within the set. This can only be generated from importing groups, so ensure you follow the above steps to do this before you import members.

1. Select the ellipses to the right of the Group set you would like to assign members to and then select edit.

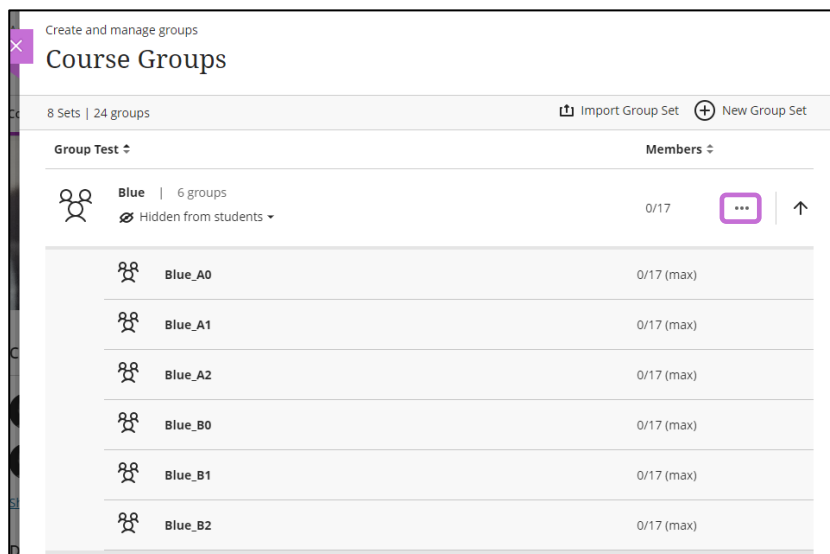


Figure 4 shows the Course Groups page with the ellipses next to the Group set highlighted.

2. Select the 'import groups or members' icon.

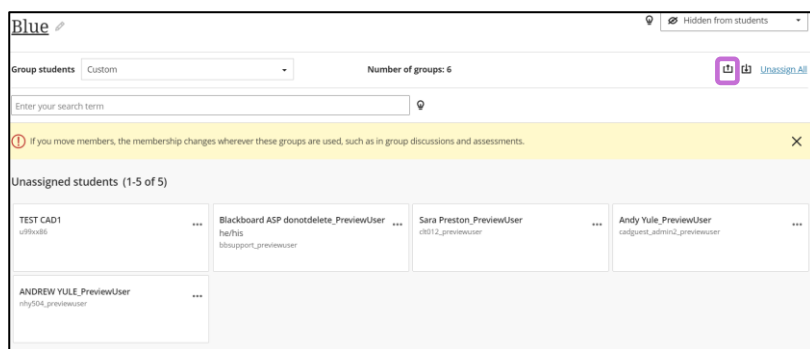


Figure 5 shows the edit group page open with the import groups or members icon highlighted.

3. Select the 'Assign Members' tab and download the 'members template'. The template is pre-populated with the following column headings: Group Code, Username, Student ID, First Name, Last Name, Group Set.

Quick Guide – Creating Groups

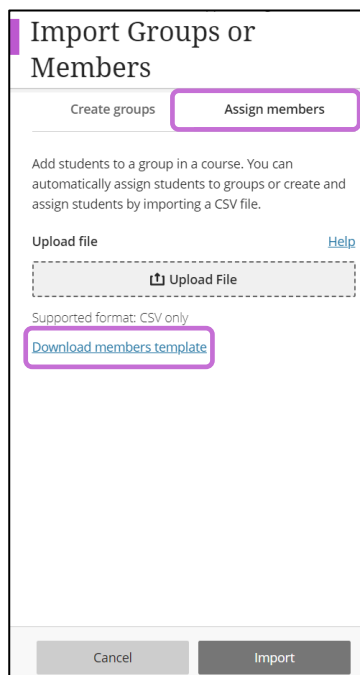


Figure 6 shows import groups or members tab with assign members and download members template highlighted.

4. Complete the Group codes column by copying and pasting from the upload file you used to import the Group sets.
5. Complete the usernames column. You can obtain a list of student usernames by downloading any column in the Gradebook, and then add them to this template.

Suggestion: The Group code next to a student's username dictates their group membership, so feel free to move this allocation around until it suits you.

6. You do not need to complete the other columns, so you can clear any contents from these. However, ensure you do not clear the column headings. Repeat the list of group codes as many times as you need to suit the number of students on your course.

Quick Guide – Creating Groups

	A	B
1	Group Code*	User Name*
2	Wednesday AM	guest29
3	Wednesday AM	guest18
4	Wednesday AM	guest30
5	Wednesday AM	guest11
6	Wednesday PM	guest12
7	Wednesday PM	guest28
8	Wednesday PM	guest17
9	Wednesday PM	guest16
10	Friday AM	guest15
11	Friday AM	u99xx87
12	Friday AM	u99xx85
13	Friday AM	guest10

Figure 7 shows an example spreadsheet for assigning members to groups. It shows three group sets with the usernames allocated to each group.

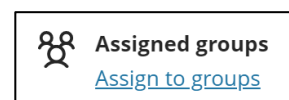
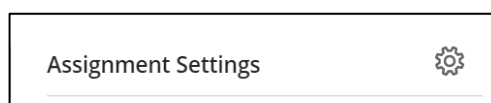
7. Save and upload the file to the course. Your groups will now be populated.

Suggestion: It is possible to create multiple group sets and attendant groups with a single file and it is also possible to assign students to multiple group sets.

Create Group Assignments and Group Discussions

To create a group Assignment (where you expect one submission to be made on behalf of the whole group) and group Discussions (where groups can have a private discussion area for their own group to chat about a topic), [create an assignment](#) or [discussion](#) and then allocate the groups in the settings, i.e.:

- Select the **plus icon** and click **create** within the Ultra course content page
- From the right-hand panel, select **Assignment**
- Once the New Assignment page opens, set up the assignment (e.g. assignment name and instructions) and select the Settings icon (the cog) to **open the Assignment Settings** panel
 - Provide a due date
 - If you wish, you can [allow class conversations](#) (if enabled for a group assignment, class conversation provides students access to a group conversation and a group Collaborate room).
 - Choose to [collect submissions offline](#), if relevant
 - Scroll down the settings to select **Assign to groups**
 - Here you can create a group or choose to re-use a group already created



Warning: You cannot create a group assignment with a time limit or enable anonymous or parallel grading.

Quick Guide – Creating Groups

Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Blackboard Help: [Create Group Assignments](#)
- Toolkit: [Push Groups MyTimetable MyAberdeen](#)