Groups Quick Start Guide

The Groups tool allows you to put users into groups so that they can communicate with one another via Discussions and submit assignments to the Dropbox as a group. As an instructor, you have access to Groups via Edit Course on the course navigation bar. Users can see their group enrollments by going to Classlist and clicking on the icon to the right of their name; however, they cannot see who else is in their groups. To allow users to see group members, you must add the Groups tool to the course navigation bar. To do so, see the Course Management Quick Start Guide or our BeachBoard Help Pages.

Type of Group Enrollments

# of Groups - No Auto Enrollments
Use this enrollment type when you know how many groups you want to create and which users you want in each group. If you have already set up groups outside of BeachBoard, you most likely would choose this option.

# of Groups
A specified number of groups are created and users are divided amongst those groups. There are two ways users are added to groups. In the first way, users are added using a brick laying algorithm. For example, the first user is added to Group 1, the second to Group 2, etc. until all users have been placed in a group. The second option is to have the system randomly place students into groups.

Groups of #
Only the minimum number of groups needed to place users in groups of a specified maximum size are created. For example, 5 groups will be created for a class of 23. Group enrollments cannot exceed the maximum size.

# of Groups - Self Enrollment
A specified number of groups are created. Users enroll in their chosen groups by clicking the icon next to their name in the Classlist or by clicking Groups on the course navigation bar.

Create Groups

Groups are organized by Category. If you have several group projects using the same groups, you only need one category. However, if you have several group projects with different groups for each project, you will need to make a Category for each project.

Create a Category
1. Click Edit Course on the course navigation bar, then Groups if you have not added Groups to your course navigation bar. If you have, click Groups on the course navigation bar. Doing so always brings you to the Manage Groups page.
2. From the Manage Groups page, click New Category.
3. Enter a Category Name (example: Group Project #1).
4. Enter a Description of the category (optional).
5. Select an Enrollment Type. See Type of Group Enrollments for more information on enrollment types.
6. Specify the Number of Groups/ Number of Users per group depending on the Enrollment Type you chose.
7. Select Auto-Enroll New Users if you want new users to be enrolled in groups automatically.
8. Select Randomize users in groups if you want users to be placed in groups randomly.
9. Select Set Up Discussion Areas if you want to associate discussion topics with the groups in the category.

For assistance, contact itss@csulb.edu
10. Select **Set Up Locker** if you want the group members to be able to share a Locker (storage area).
11. Select **Set Up Dropbox** if you want to associate Dropbox folders with the groups in the category.
12. Click **Create**. If you selected Set Up Discussion Areas/Locker/Dropbox, you will then be directed to set up these areas (see below). If not, you will stay on this page.

**To Enroll Users in Groups**
If you have selected # of Groups – No Auto Enrollments, you will need to place users in their groups.

1. From the **Manage Groups** or **Edit Category** page, click the **Enroll Users** icon.
2. Check the box for the desired group for each user.
3. Click **Save**.

**To Edit Group Names**
1. From the **Manage Groups** page, click the name of the Group (example, Group 1).
2. Type a new name in the Group Name box.
3. Click **Save**.

**Set Up Group Discussion Areas**
When you create a category with the **Set Up Discussion Areas** option checked, you are automatically taken to the Create Restricted Discussion Areas page. From this page you can create a separate topic for each group within an existing or new forum in the Discussions tool. The topics will be titled by group name (example, Group 1) and will be restricted to only members of that group.

1. **Select** the Forum you want from the drop-down list if you have already created a forum in the Discussions tool. Or click **New Forum** to create a new forum.
2. Click **Add Another** if you want to add more than one discussion topic per group.
3. Click **Create** or **Create and Next**. When finished, click **Done**.

**Set Up Group Dropbox**
When you create a category with the **Set Up Dropbox** option checked, you are automatically taken to the **Create Dropbox Folders** page (or right after you set up Discussion areas, if you selected that option as well). Group Dropbox folders enable users to turn in assignments as a group; they see what others in their group have submitted and the group is graded as a whole, not individually.

1. Enter a **Name** for the folder (for example, Group Project Papers).
2. Enable Plagiarism Detection if you would like submissions to be sent to TurnItIn for Originality reports (optional).
3. Assign the folder to **Category**, if you have already created them, or click **New Category** to create a new category (optional).
4. Associate the folder with a **Grade Item** from the drop down menu if you want the folder to be tied to an item in your grade book or click **New Grade Item** to create a new grade item for the assignment.
5. Enter the max. amount of points in the Out of: box.
6. Add any instructions about the assignment in the **Custom Instructions** text box (optional).
7. Attach any files that you want to make available to users from the Dropbox folder (for example, a sample lab report). (Optional)
8. Click **Add Another** if you want to create another group Dropbox folder (for example, Group Project Presentations).
9. Click **Create**. When finished, click **Done**.

**Note:** Clicking the **Skip** button takes you to the next page in the setup process without creating any group Dropbox folders.

For more information, see our **BeachBoard Help Pages**.