

Working in groups online

Step-by-step guide for students

For Blackboard Vista 4.x

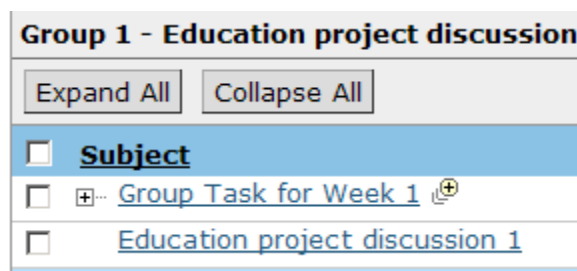
At times during your course you may be asked to work in groups online. You may be grouped with other students who are working with you on a particular project or a large number of students may be randomly split into smaller groups for discussion.

The two areas in where you are most likely to work in groups are:

- Discussions and
- Assignments.


Group discussion

1. The only difference you will notice when using group discussions is that the discussion will only be available to your group, not the whole class.
2. You may be assigned a particular role in a group discussion. For example, you may be asked to initiate discussion and to encourage input from others in the group, or to keep track of discussions on a particular subject and then summarise the findings for the whole group. Success of the group depends on active participation from all members.



Group assignments

Accessing group assignments

1. Click on  **Assignments** on the **Course Toolbar** or an **Assignments** icon on one of the course pages to access group assignments.
2. Your assignments inbox will display. The status of the assignment indicates if it is a group assignment or individual.



3. Click on the title of the assignment to open it.

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4. The Edit submission page will normally include instructions and attached document(s).

Edit Submission (Attempt 1)- Group 1 ▾

Instructions:
This is assignment 3 for Group 1 (see attached documents).
Please work together in your group. One person should submit the assignment on behalf of the group.
Enjoy the challenge!

Please work together on this project.
Everyone needs to have some input

Section Instructor Attachments:
None

Due Date
April 13, 2005 12:00 PM

Type:
Work in groups

Grading Criteria:
out of 100

Group Members:

Status: In Progress (Attempt 1)

Submission:
HTML Creator: Off / On

[Assignment 3-LH.doc](#) Der
[Naming convention.doc](#) D

Add Comment:

5. Click on the title of the attachment to open it.

Working on group assignments


- You may want to share draft or completed documents with other members of your group while working on this project. To do this click on **Add Attachments** and find the file to attach.
 - If the file is in the list that displays, click in the box beside the file name to select then click on **Add Selected**.
 - If the file is not in the list that displays, click **Upload file**, click **Browse ...** and find the file, click **Open**, then **Save**. Ensure that there is a tick in the box beside the file name, then click **Add Selected**.
- Click **Save as Draft**. The files you have attached will now be available to other members of your group.

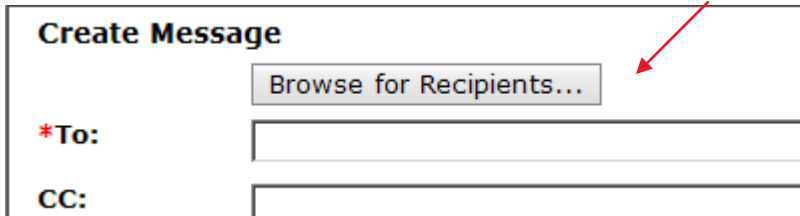
Submitting group assignments

- When the assignment is complete, it can be submitted by a member of the group. (For instructions on submitting assignments see the document: **Using the assignment submission tool step-by-step guide for students**.)
- When the assignment is marked, you may receive an individual grade for your contribution to the group assignment or your instructor may instead assign a grade to the group.

Group email

Sending a group email

1. When sending mail in **MyLO** you are able to choose to send an email to a group, if you are a member of that group.
2. Click on the Mail  icon on the **Course Tools** menu.
3. Choose **Create Message**, then **Browse for Recipients....**

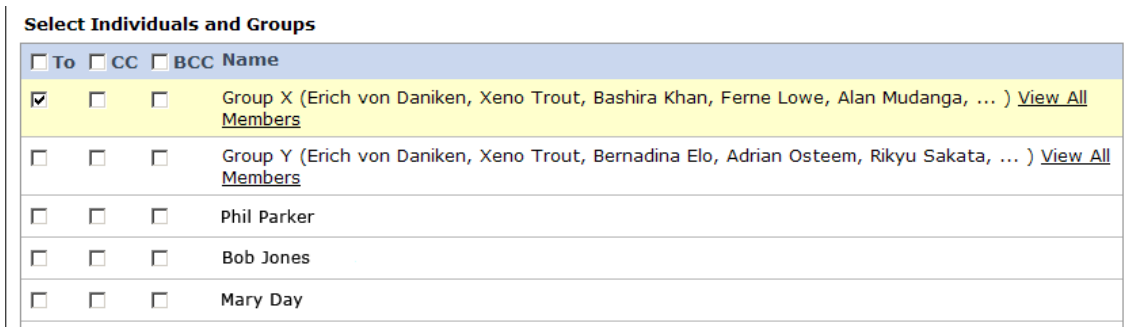


Create Message

***To:**

CC:

4. You can choose to send your message to a group by clicking in the **To** box to put a tick beside the name of the group. You can also send to individuals by putting a tick beside their name.



<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group X (Erich von Daniken, Xeno Trout, Bashira Khan, Ferne Lowe, Alan Mudanga, ...) View All Members
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group Y (Erich von Daniken, Xeno Trout, Bernadina Elo, Adrian Osteem, Rikyu Sakata, ...) View All Members
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phil Parker
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bob Jones
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mary Day

5. Scroll to the bottom of the page and click **Save**.
6. Type your message and then click **Send**.

For more information on the Mail tool see: [Using the mail tool quick guide](#).

It's different from being in class

Working in groups online can provide a more stimulating and supportive environment than working individually. However it is different from being in class and working directly with others. There are certain expectations and extra effort is needed to ensure that communication is effective and that everyone has equal participation.

Some things to keep in mind when working in groups online:

- Everyone needs to have some input. Don't sit back and let others do all of the work – your contribution is valuable.
- Respect the contributions and ideas of other members of the group. You don't need to agree with their ideas, however all members must be allowed the opportunity to contribute.
- Be polite. Think carefully about how others will interpret your online messages before you send them. Don't be afraid to disagree and to respond to others with your point of view, but direct any criticism to the argument not the person.
- Keep to timeframes – if you are late getting your part of the assignment done, it means that the group will be late.
- Be proactive. If you are having problems, contact your instructor or other members of your group. Share ideas and knowledge and assist others who may be experiencing problems.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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