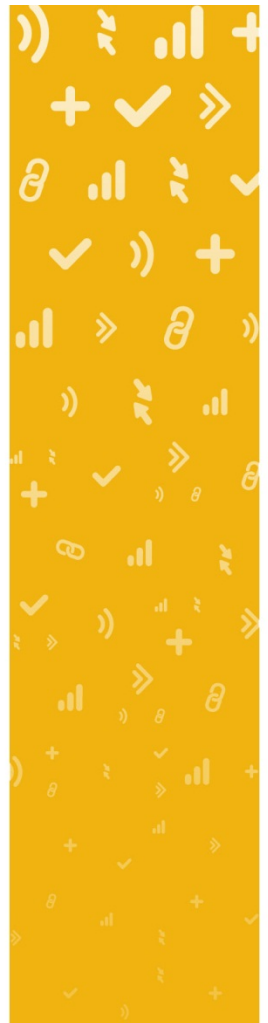




# Building Communities Online

## Session Handout

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# Create Groups

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In your own words, define Groups as they relate to Blackboard Learn:

There are two ways to create groups: Single or Group Set. What is the difference?

Indicate YES or NO if an instructor can allow groups to use the following tools:

YES or NO: Blog

YES or NO: Discussion Board

YES or NO: Email

YES or NO: File Exchange

YES or NO: Journal

YES or NO: Tasks

YES or NO: Wiki



## Overview: Create Groups

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/030\\_Create\\_Groups](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/030_Create_Groups)

## Overview: Group Tools

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/020\\_Course\\_Groups\\_and\\_Tools](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/020_Course_Groups_and_Tools)

# Group Enrollment Options

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Write the group enrollment type next to the correct description:

\_\_\_\_\_ : allows you to assign each student in your course to a group.

\_\_\_\_\_ : automatically distributes membership into groups based on a designated number of students per group or the designated number of groups. Can only be used in group sets.

\_\_\_\_\_ : allows students to add themselves to a group using a sign-up sheet.

There are two things that are unique when creating groups using a Group Set. What are they?

Describe how the self enroll method works:



## Group Enrollment Methods

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/030\\_Create\\_Groups#About\\_Group\\_Enrollment\\_Methods](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/030_Create_Groups#About_Group_Enrollment_Methods)

## How to Create a Single Group

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/030\\_Create\\_Groups#How\\_to\\_Create\\_a\\_Single\\_Group](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/030_Create_Groups#How_to_Create_a_Single_Group)

## How to Create a Group Set

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/030\\_Create\\_Groups#How\\_to\\_Create\\_a\\_Group\\_Set](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/030_Create_Groups#How_to_Create_a_Group_Set)

# Group Best Practices Resources

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## Group Collaboration

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/100\\_Best\\_Practices\\_Groups/010\\_Best\\_Practice\\_Group\\_Collaboration](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/100_Best_Practices_Groups/010_Best_Practice_Group_Collaboration)

## Presenting Groups

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/100\\_Best\\_Practices\\_Groups/020\\_Best\\_Practice\\_Presenting\\_Groups](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/100_Best_Practices_Groups/020_Best_Practice_Presenting_Groups)

## Group Membership

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/100\\_Best\\_Practices\\_Groups/030\\_Best\\_Practice\\_Group\\_Membership](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/100_Best_Practices_Groups/030_Best_Practice_Group_Membership)

## Group Assessment

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/100\\_Best\\_Practices\\_Groups/040\\_Best\\_Practice\\_Group\\_Assessment](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/100_Best_Practices_Groups/040_Best_Practice_Group_Assessment)

## Activity: Create Group

For this activity, you will practice creating a Group using one of the enrollment methods outlined above.

1. Review the resource Best Practice: Presenting Groups and decide how you want to present the groups to your students.
2. Create your new group using one of the enrollment options.
3. Choose the tools you will make available.
4. Click **Submit**.
5. Add the Group to your course using the presenting group method you selected.

### Best Practice: Presenting Groups

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/050\\_Course\\_Groups/100\\_Best\\_Practices\\_Groups/020\\_Best\\_Practice\\_Presenting\\_Groups](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/050_Course_Groups/100_Best_Practices_Groups/020_Best_Practice_Presenting_Groups)

## Blogs & Journals

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What is the difference between a Blog and a Journal?

What is the difference between an individual and course blog?

What if....

Match the action with the correct description.

Action	Description
<input type="checkbox"/> You delete a blog or journal while users are posting.	2. The blog or journal and all comments are deleted.
<input type="checkbox"/> You make a blog or journal unavailable while users are posting.	5. The blog or journal remains visible to you in <b>Edit Mode</b> , but does not appear to users
<input type="checkbox"/> You change the <b>Allow Users to Edit and Delete Entries</b> setting.	1. Entries remain, but users cannot edit them.
<input type="checkbox"/> You change the <b>Allow Users to Delete Comments</b> setting	3. Comments remain, but users cannot delete them.
<input type="checkbox"/> You enable blog or journal grading.	4. You cannot change this setting. Delete the blog or journal and the Grade Center column to remove it.

## Activity: Create a Blog

- Blogs can be a very useful form of communication in your course. It is an effective means of gaining insight into students' activities and provide a way to share the knowledge and materials collected.
- From your Practice Course (or an active course if you're ready to start using), create your Blog.
  1. Choose the Blog location.
    - i. Will you add a link from the Course Menu?
    - ii. Will you add a link from within a Content Page or Folder?
  2. Choose a Blog type.
    - **Course Blogs:** You can create a course blog and determine the topic you want addressed. All course members can add blog entries and comment on blog entries.
    - **Individual Blogs:** Each person can add entries only to their own blog. All other course members can view and add comments to it.
  3. Will it be graded?
  4. Once created, you should post an introductory post outlining the use of the Blog and how students are expected to contribute.



### Creating a Blog

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/030\\_Blogs/010\\_Create\\_a\\_Blog](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/030_Blogs/010_Create_a_Blog)

### Editing and Managing Blogs

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/030\\_Blogs/020\\_Edit\\_and\\_Manage\\_Blogs](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/030_Blogs/020_Edit_and_Manage_Blogs)

### Grading a Blog

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/030\\_Blogs/030\\_Grade\\_Blogs](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/030_Blogs/030_Grade_Blogs)



## Activity: Create a Journal

- Journals are a great way to provide your students with the opportunity for reflective, private writing. They are ideal for individual projects and to catalog how students feel or relate to the material being covered in class.
- While you may think Journals belong only in creative writing, consider this activity: You can ask your students to write a weekly journal entry reflecting on the material that was covered that week. You can tell your students that you will be periodically checking on their progress and assigning extra credit points for their participation. This allows students the opportunity to put into their own words the content they are learning and provides you with the means to assign extra credit points (if needed).
- From your Practice Course (or an active course if you're ready to start using), create a Journal.
  - Provide instructions to your students on how the journal should be used, how often you will be checking it, and if it will be graded.



### Overview: Journals

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/040\\_Journals](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/040_Journals)

### Creating a Journal

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/040\\_Journals/010\\_Creat3\\_Journal](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/040_Journals/010_Creat3_Journal)

### Editing and Managing a Journal

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/040\\_Journals/020\\_Edit\\_and\\_Manage\\_Journals](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/040_Journals/020_Edit_and_Manage_Journals)

# Wikis

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What is a Wiki?

How does the Wiki Tool track change?

Name at least two benefits using a Wiki provides to your course:



## Overview: Wikis

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/020\\_Wikis](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/020_Wikis)

## Best Practices: Wikis in Actions

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/020\\_Wikis/005%2F%2FBest\\_Practice\\_Wikis\\_in\\_Action](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/020_Wikis/005%2F%2FBest_Practice_Wikis_in_Action)

## Create Wiki Topics

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/020\\_Wikis/010\\_Creating\\_Wiki\\_Topics](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/020_Wikis/010_Creating_Wiki_Topics)

## Create Wiki Pages

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/020\\_Wikis/020\\_Creating\\_Wiki\\_Pages](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/020_Wikis/020_Creating_Wiki_Pages)

## Grading Wikis

[https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/080\\_Collaboration/020\\_Wikis/040\\_Grading\\_Wikis](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/080_Collaboration/020_Wikis/040_Grading_Wikis)

## Activity: Wiki

- One really great use of the Wiki is creating a glossary of terms. While there is a Glossary tool in Learn, it must be populated by an Instructor. However, if you use a Wiki, you students can populate the glossary. This gives them the opportunity to build and share their knowledge from class exercises.
- Let's practice creating a Wiki. You can use your Practice Course or in an active course if you're ready to start using.
- From the Course Menu, Add a Tool Link and Choose Wiki.
- Create a New Wiki and modify the settings:
  - When will it be available?
  - Will you allow students to participate?
  - Will you grade the wiki?
- Provide instructions to your students on how the wiki will be used, how often you will be checking it, and if it will be graded.