

Job Aid

How to set up Classroom Groups in BlazeVIEW



CENTER *for*
eLEARNING
VALDOSTA STATE UNIVERSITY

Center for eLearning

2020

Contents

Easy Group Set Up in BlazeVIEW	2
Accessing your Groups	2
Creating New Categories	2
Category Name	2
Description	3
Enrollment Types	3
Optional: Creating the Workspace: Setting up Lockers	4
Finalizing your Groups	4
Editing Groups.....	4
Viewing and Changing Group Enrollments	5

Easy Group Set Up in BlazeVIEW

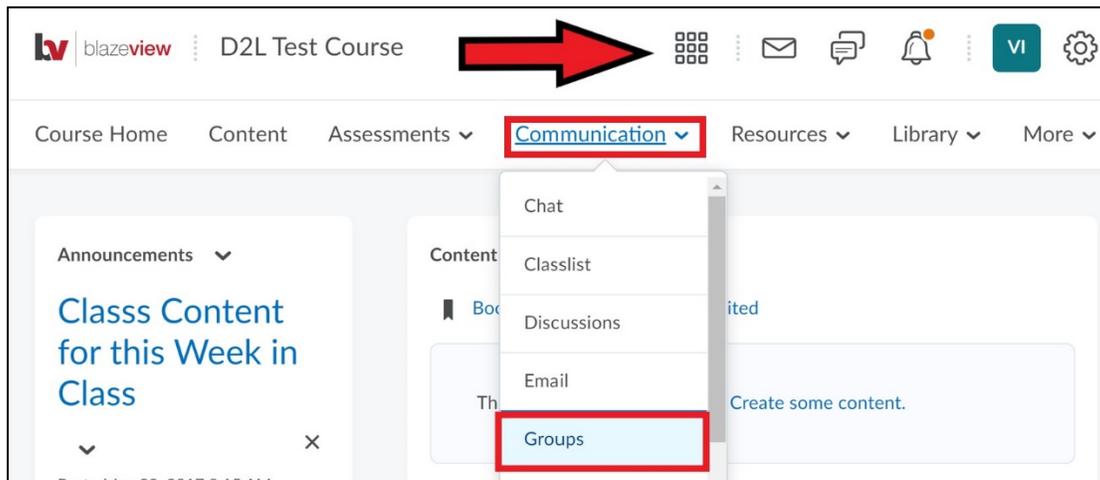
BlazeVIEW offers the ability for instructors to create groups to schedule on-campus student attendance.

Accessing your Groups

Choose the course in which you will be working. You can select your course from your waffle icon or your pinned courses on your BlazeVIEW homepage.

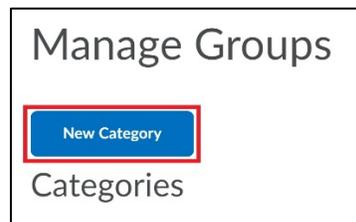
From the course Navbar, choose Communication.

Select Groups.



Creating New Categories

From your Groups tab, you will need to create a category for your on-campus class meeting schedule. To create a category, select the blue **New Category** button.



Category Name

Name your category **On-Campus Class Meeting Groups**:

 A screenshot of the 'New Category' form. The title 'New Category' is at the top. Below it, the section 'Category Information' is shown. A text input field labeled 'Category Name *' contains the text 'On-Campus Class Meeting Groups' and is highlighted with a red box.

Description

Utilize the description box to provide information about the category, and instructions, rubrics, videos, pictures, or any other additional information you may want to share with your students.

Enrollment Types

Select **# of Groups** as the **Enrollment Type**. Enter the **Number of Groups** based on the number of days per week the class meets on campus, e.g., for Monday/Wednesday and Tuesday/Thursday set two (2) groups; and for Monday/Wednesday/Friday classes, set three (3) groups.

For this example, we will set up a Monday/Wednesday class and set the Number of Groups to 2.

A Group Prefix is not required and will default to **Group** after saving the settings.

Under Advanced Properties, select **Auto-enroll new users**. Selecting this option will automatically enroll new students who are added after the group assignments are created. **NOTE:** With this option, group assignments are alternated for every other student in the Classlist. **OPTIONAL:** To further randomize student group assignments, check **Randomize Users in Groups** as well.

To make the description of the groups visible to learners from within their groups, select **Make category and group descriptions visible to group members**.

Optional: Creating the Workspace: Setting up Lockers NOT REQUIRED FOR CLASSROOM GROUPS

Use this option when you want students to work together on team assignments or projects. This allows them to upload files and organize their work into shared folders. Once created, groups can access their lockers from the Resources tab at the top of your course. From their locker, students can also email their group.

Finalizing your Groups

Once you are satisfied with your initial group settings, select the blue **Save** button at the bottom of your screen.

Additional Options

▼ [Collapse additional options](#)

Create Workspace

Set up discussion areas ?

Set up lockers ?

Set up assignments ?

File submission ▼

Save
Cancel

Editing Groups

To change the name of a Group or Groups, click the name of the Group you want to change.

View Categories

On-Campus Class Meeting Groups ▼

✉ Email
🗑 Delete

	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	On-Campus Class Meeting Groups (2) ▼				
	Group assignments for student on-campus attendance schedule.				
<input type="checkbox"/>	Group 1	8			
<input type="checkbox"/>	Group 2	8			

Under the Edit Group options, enter the new **Group Name**.

You can enter or edit text in the **Description** field. This information appears under the Group Name on the Manage Groups page.

Click the **Save** button.

Enroll Users View Enrollment

Edit Group

Group Name *

Monday On-Campus Attendance

Group Code *

grp_2076307_1

Description

Paragraph B I U Font Family Font Size

Students assigned to this group will attend Monday on-campus classes.

Save Cancel

Viewing and Changing Group Enrollments

If a student needs/wants to switch the day of on-campus attendance, you can change his/her enrollment by clicking the selector arrow next to the Category name, **On-Campus Class Meeting Groups**, and selecting **Enroll Users**.

<input type="checkbox"/>	Groups	Members	Assignment
<input type="checkbox"/>	On-Campus Class Meeting Groups (2) ▼		
	Group assignments for student on-campus		
<input type="checkbox"/>	Monday On-Campus Attendance		
	Students assigned to this group will attend Monday on-campus classes.		
<input type="checkbox"/>	Wednesday On-Campus Attendance	8	
	Students assigned to this group will attend Monday on-campus classes.		

The Enroll Users option will display a full list of the students enrolled in the course and their assigned Group.

To add a participant to a Group, check the box to the right of the participant's name in the desired Group column.

To remove a participant from a Group, uncheck the box to the right of the participant's name in the desired Group column.

Click the **Save** button at the bottom of the page when you are finished with all changes.

Last Name ▲, First Name, Username, Org Defined ID	Monday On-Campus Attendance Users: 8	Wednesday On-Campus Attendance Users: 8
[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>

For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).



CENTER for
eLEARNING
VALDOSTA STATE UNIVERSITY