Job Aid

How to set up Classroom Groups in BlazeVIEW

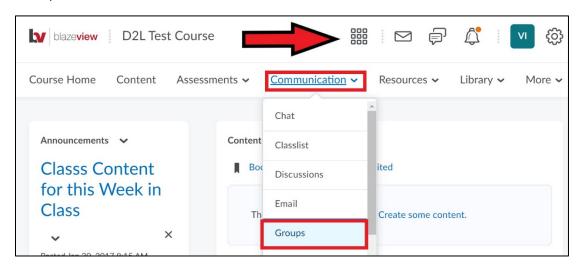# Contents

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.
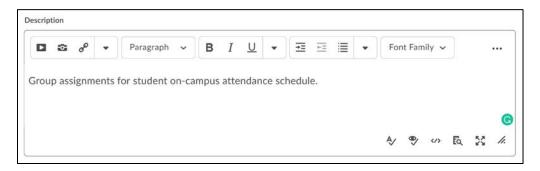

Category Name
Name your category **On-Campus Class Meeting Groups:**

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.
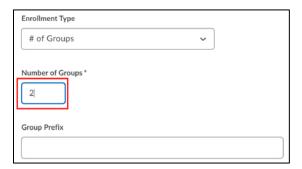

Enrollment Types

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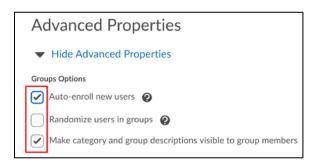
For this example, we will set up a Monday/Wednesday class and set the Number of Groups to 2.

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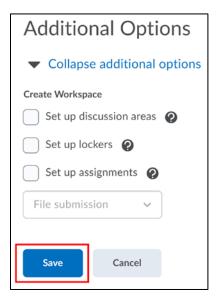
Optional: Creating the Workspace: Setting up Lockers
NOT REQUIRED FOR CLASSROOM GROUPS

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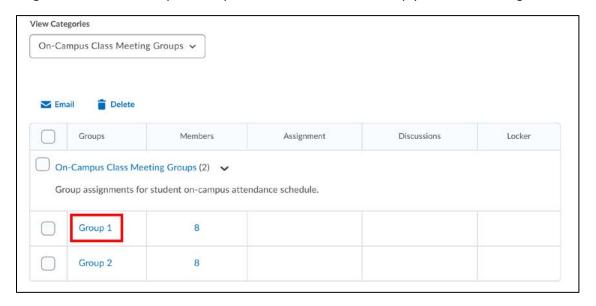
Finalizing your Groups
Once you are satisfied with your initial group settings, select the blue **Save** button at the bottom of your screen.
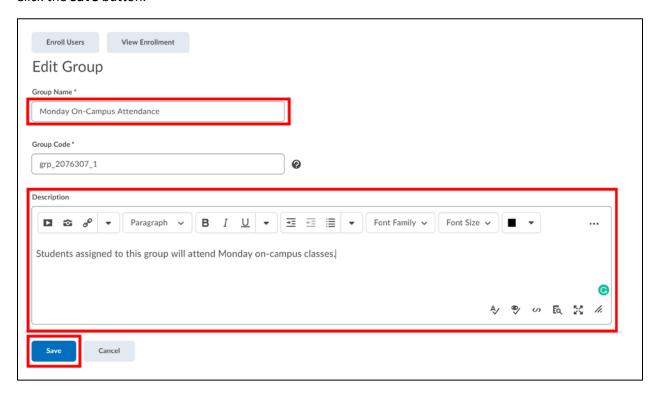

Editing Groups
To change the name of a Group or Groups, click the name of the Group you want to change.

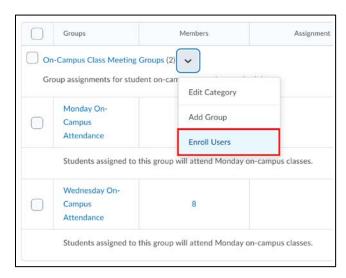Under the Edit Group options, enter the new **Group Name**.

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.

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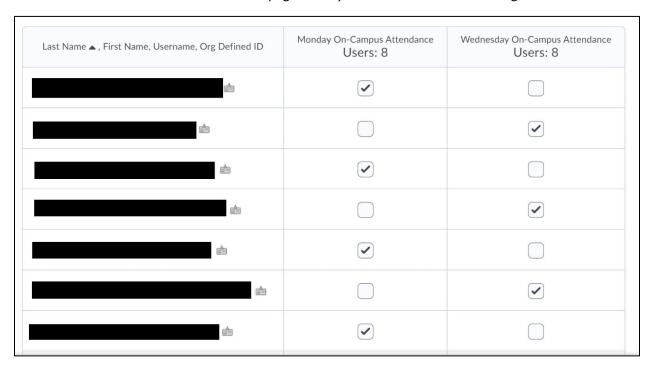
The Enroll Users option will display a full list of the students enrolled in the course and their assigned Group.

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
███████████████	☑	☐
███████████	☐	☑
█████████████	☑	☐
█████████████	☐	☑
████████████	☑	☐
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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.

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