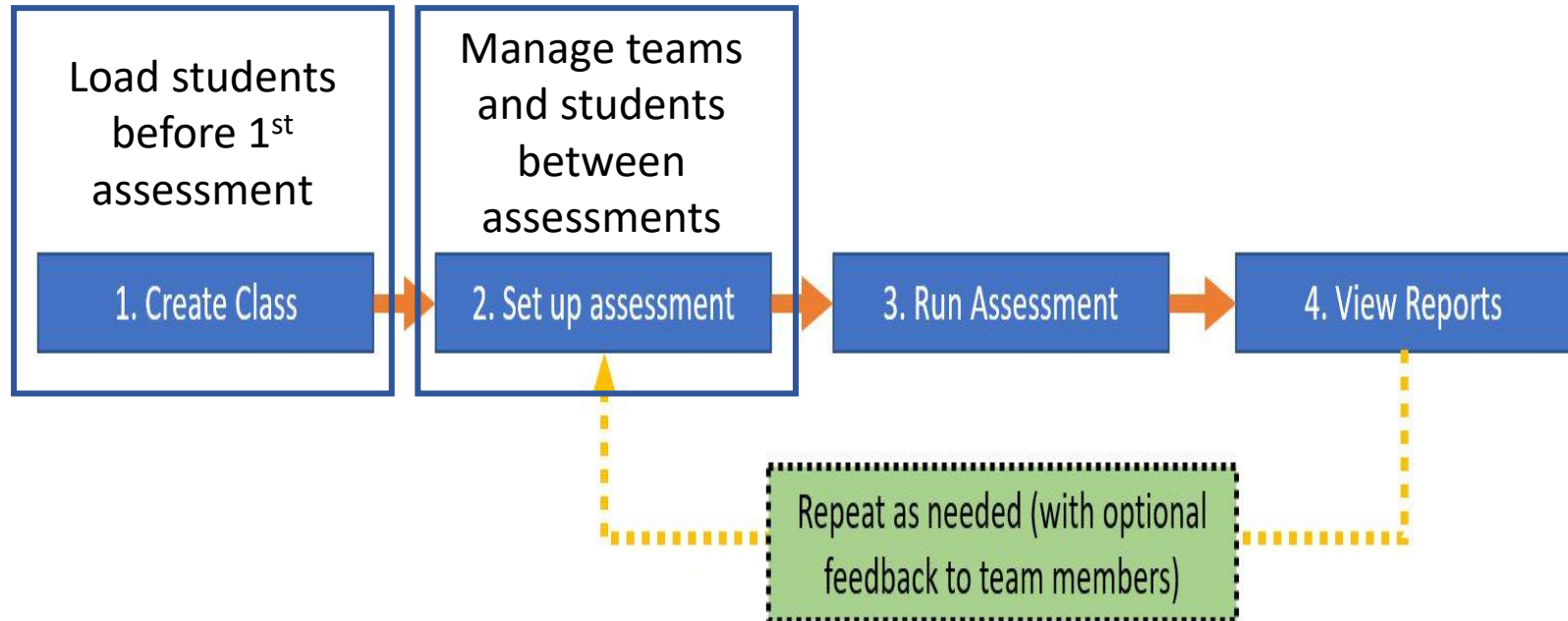


Quick-Load from Blackboard Groups:

- * Loading Student Information from Blackboard Groups Export
- * Managing Students Using the Manage Teams Feature

This presentation will walk you through the **Blackboard Groups Export method**. Then it shows how to manage teams and students after the initial load.

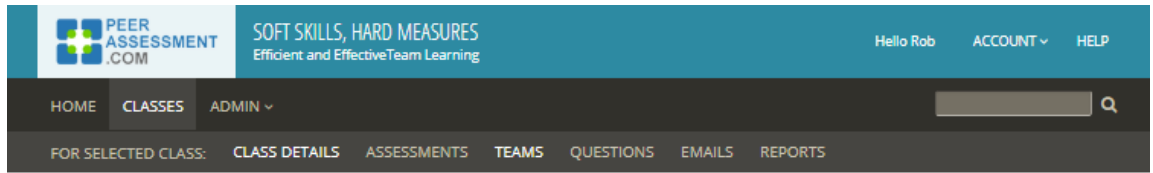


Loading Students via Import Data File

Load students from the Class Details Page

Import Data File

- Four ways to import →
File Source Types
 - A. Standard CSV
 - B. Blackboard Groups Export**
 - C. Blackboard Gradebook Export
 - D. Canvas Gradebook Export



PEER ASSESSMENT .COM SOFT SKILLS, HARD MEASURES Efficient and Effective Team Learning

HOME CLASSES ADMIN

FOR SELECTED CLASS: CLASS DETAILS ASSESSMENTS TEAMS QUESTIONS EMAILS REPORTS

CLASS DETAILS: TEST 102 - 1 [Change Class](#)

[Create New Class](#) [Delete This Class](#)

TINA ANSON, FALL 2018

CLASS DETAILS Now that your class is added--name and other information, type of payment, and instruc... [Show More](#)

CLASS INFORMATION

Institution

Test University

Course Number (ex. MATH 237)

TEST 102

Course Title (ex. Indiscreet Integers)

Testing Instructions

Class Section

1

Term/Year

Fall 2018

Instruction Mode

In-Person

Payment Type

Coupon: Hot Rocks

[Save](#) [Cancel](#)

INSTRUCTORS

Tina Anson

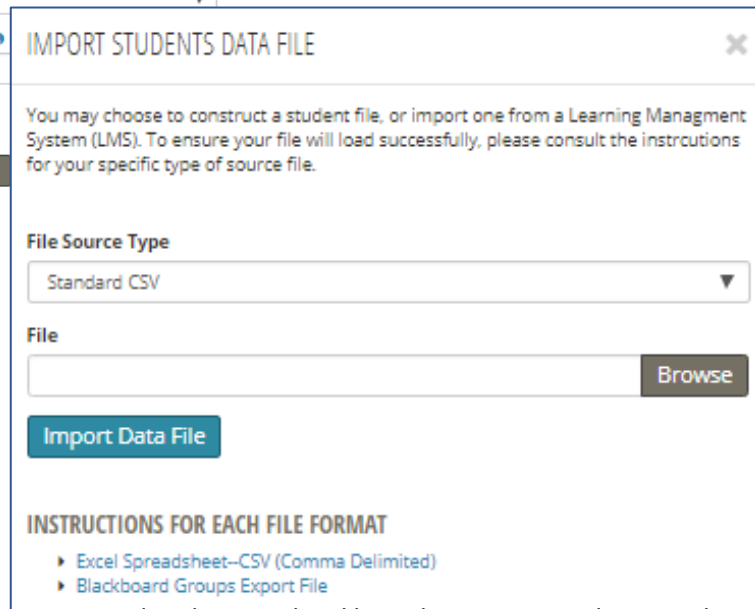
[Add Person](#)

STUDENT ENROLLMENT

Load Student Data File [Import Data File](#)

Students Loaded: 0 [View Teams](#)

Teams Loaded: 0



IMPORT STUDENTS DATA FILE

You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.

File Source Type: Standard CSV

File: [Browse](#)

[Import Data File](#)

INSTRUCTIONS FOR EACH FILE FORMAT

- ▶ Excel Spreadsheet--CSV (Comma Delimited)
- ▶ Blackboard Groups Export File

Blackboard Groups Export *(continued)*

Step 1. Assign your students to Groups within Blackboard

Step 2. Export 'Groups and Members' from Blackboard

Blackboard Menu

Course Management

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

Groups

Users

The screenshot shows the Blackboard Groups management interface. On the left, a 'Blackboard Menu' sidebar highlights the 'Groups' option under 'Users and Groups'. A blue arrow points from this menu to the 'Groups' page. The 'Groups' page has an 'Export' button in the top right corner, which is highlighted with a red box. A blue arrow points from this button to a modal dialog titled 'Export Groups and Members'. This dialog contains the following options:

- Groups only
- Group members only
- Groups and group members
- Include header row

The 'Groups and group members' radio button and the 'Include header row' checkbox are both highlighted with red boxes. At the bottom of the dialog, there are 'Cancel' and 'Submit' buttons. A blue arrow points from the 'Submit' button to the text 'Generates Email message' on the right side of the page.

Generates
Email
message

Blackboard Groups Export *(continued)*

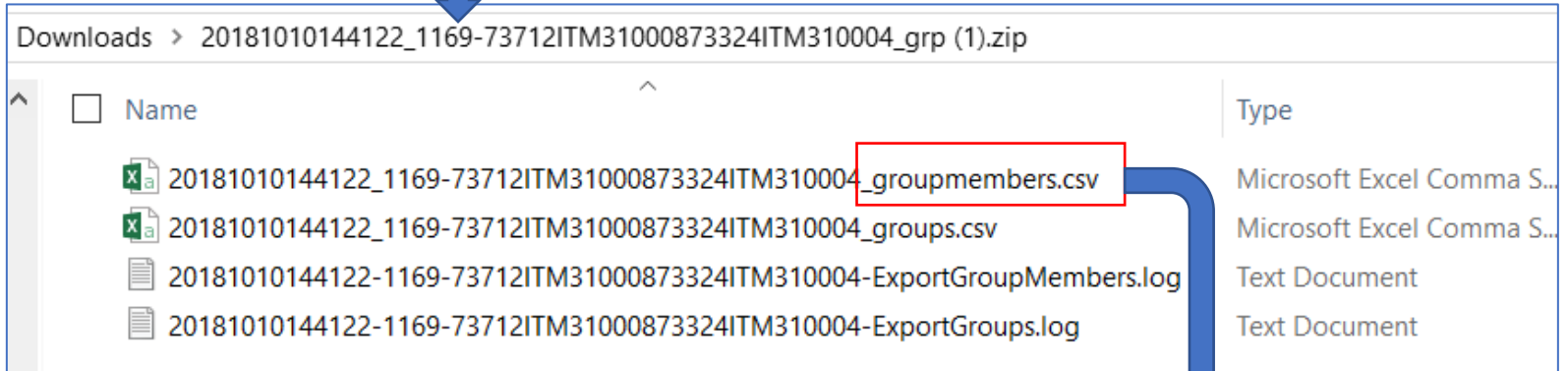
Step 3. Locate downloaded `...._groupmembers.csv` file

Email message generated by Submit

do-not-reply@boisestate.edu

to me ▾

Bulk Export Complete Download the ZIP file [here](#).



Downloads > 20181010144122_1169-73712ITM31000873324ITM310004_grp (1).zip

Name	Type
20181010144122_1169-73712ITM31000873324ITM310004_groupmembers.csv	Microsoft Excel Comma S...
20181010144122_1169-73712ITM31000873324ITM310004_groups.csv	Microsoft Excel Comma S...
20181010144122-1169-73712ITM31000873324ITM310004-ExportGroupMembers.log	Text Document
20181010144122-1169-73712ITM31000873324ITM310004-ExportGroups.log	Text Document

File contents look like this. You do not need to open it.

	A	B	C	D	E	F
1	Group Code	User Name	Student Id	First Name	Last Name	
2	Team-A	BillSmith	12345	Bill	Smith	
3	Team-A	SusanJones	23456	Susan	Jones	
4	Team-A	KimSteele	34567	Kim	Steele	
5	Team-B	JaneAnders	45678	Jane	Anders	
6	Team-B	LiamHill	67890	Liam	Hill	
7						

Blackboard Groups Export *(continued)*

Step 4. Import File into PeerAssessment.Com on Class Details Page

Select Blackboard Groups Export

Select the correct email domain
for your students (after the @)

Select file from Blackboard

IMPORT STUDENTS DATA FILE ×

You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.

File Source Type

Blackboard Groups Export ▼

Email Domain

boisestate.edu ▼

File

XXXXXXXX_groupmembers.csv

Browse

Import Data File

INSTRUCTIONS FOR EACH FILE FORMAT

- ▶ Excel Spreadsheet–CSV (Comma Delimited)
- ▶ Blackboard Groups Export File

Blackboard Groups Export *(continued)*

Step 5. Review data: Confirm & Import

TEST 102 - 1: CONFIRM STUDENT IMPORT
TINA ANSON, FALL 2018

Team	Email	First Name	Last Name	School Id
Team-A	BillSmith@boisestate.edu	Bill	Smith	12345
Team-A	SusanJones@boisestate.edu	Susan	Jones	23456
Team-A	KimSteele@boisestate.edu	Kim	Steele	34567
Team-B	JaneAnders@boisestate.edu	Jane	Anders	45678
Team-B	LiamHill@boisestate.edu	Liam	Hill	67890

Class Details Page

★ STUDENT ENROLLMENT ⓘ

[Load Student Data File](#)
[Import Data File](#)

Students Loaded: 5
[View Teams](#) | [Clear Students](#)

Teams Loaded: 2

Managing Teams and Students after Loading the File

Use Manage Teams to adjust your Teams & Students

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

Assessments Page

DASHBOARD CLASSES ADMIN

ART 100 - 001 (TEST, SPRING 2022) CLASS ASSESSMENTS REPORTS

ASSESSMENTS

Back

ASSESSMENTS Here build each assessment to run in your class. Your assessments can all be exactly the... Show More

Assessment 1 + New Assessment

ASSESSMENT STATUS: NO SCHEDULE SET

STUDENT RESPONSES: 0/6

★ ASSESSMENT SCHEDULE

Start Date 06 : 30 am

Reminder Date 1 06 : 30 am

Reminder Date 2 05 : 00 am

End Date 11 : 55 am

ASSESSMENT OPTIONS

Manage Questions

Manage Email Messages

Report Distribution:

Automatically distribute

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: Unassigned

Stazz7 Anson

Stazz8 Anson

Team: Test Team 1 Assessment Completed

Stazz1 Anson

Stazz2 Anson

Stazz3 Anson

Team: Test Team 2 Assessment Completed

Stazz4 Anson

Stazz5 Anson

Stazz6 Anson

In this example, Assessment 1 includes 8 students, placed in 2 teams, with 2 students Unassigned.

Manage Teams page

MANAGE TEAMS Back

i **TEAMS** This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#)

Assessment:

1. Create Teams

Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Add New Student To Class

Click on Student Name to Edit/Delete Student

Download Team Roster

Displaying 1-8 of 8

Team ↕	Student Name ↕	Email ↕
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com
Test Team 2	Stazz4 Anson	stazz4anson@gmail.com
Test Team 2	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com

View 35 per page v

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File**
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

i. Create Teams to enter the team names

Assessment: 1 ▾

1. Create Teams
Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz1 Anson	stazz1anson@gmail.com
Unassigned	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Unassigned	Stazz5 Anson	stazz5anson@gmail.com
Unassigned	Stazz6 Anson	stazz6anson@gmail.com
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com

ADD TEAM ✕

Team Name

Notes

Save **Cancel**

ii. Assign Students to select each student's team from the dropdown.

iii. Save Team Assignments

REASSIGN TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: 1 ▾

Team	Student	Email
Test Team 1 ▾	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1 ▾	Stazz2 Anson	stazz2anson@gmail.com
Unassigned ▾	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Test Team 1	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com
Test Team 1	Stazz7 Anson	stazz7anson@gmail.com
Unassigned ▾	Stazz8 Anson	stazz8anson@gmail.com

Save Team Assignments **Cancel**

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change**
- Between Assessments, change the teams and team rosters

MANAGE TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment

Assessment: 1

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com

Add New Student To Class

Click on Student Name to Edit/Delete Student



- Select Student** to edit or remove
- Save** or **Remove from Class**

STUDENT INFORMATION

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz2anson@gmail.com

First Name: Stazz2

Last Name: Anson

Student ID (optional): 11400

Notes:

Save **Remove From Class**

Add New Student To Class

Click on Student Name to Edit/Delete Student

- Add New Student to Class**
- Enter information.
- Save**

ADD STUDENT

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz8anson@gmail.com

First Name: Stazz8

Last Name: Anson

Student ID (optional):

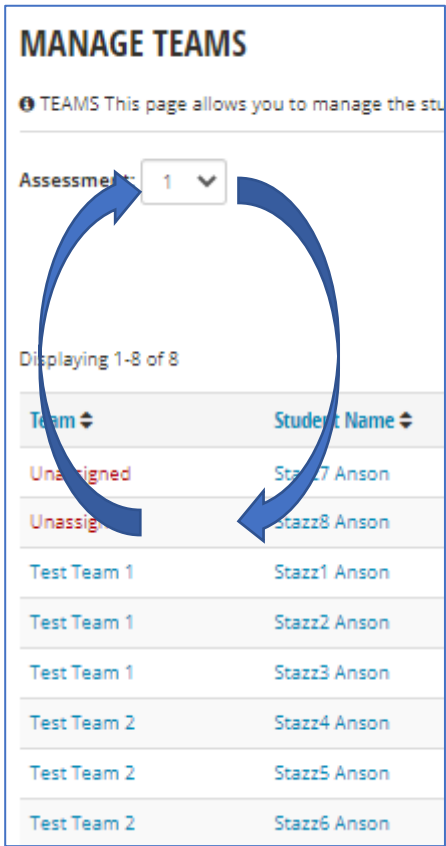
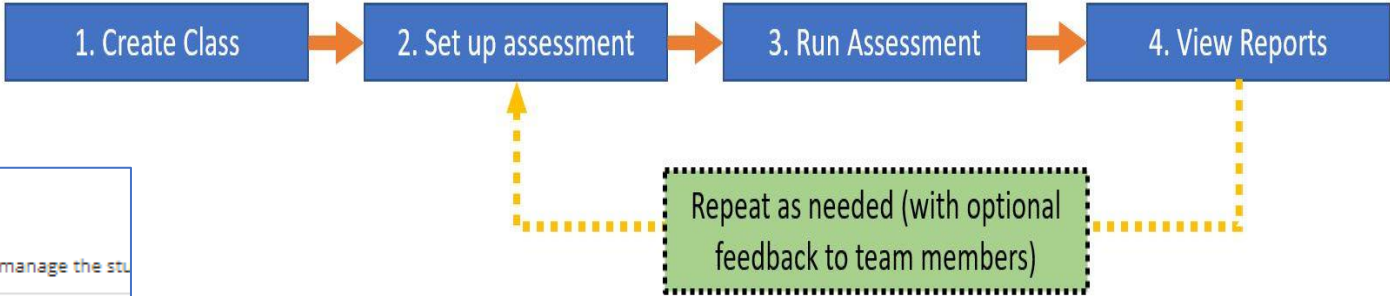
Team (optional): Test Team 2

Notes:

Save **Cancel**

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters**



With short-term group assignments, you can mix up team membership between assessments.

Or with longer team projects, you can keep teams intact to conduct iterative assessments.

Tip for Iterative Assessments

It's easy to create multiple iterative assessments to check-in on teams periodically during a project. These check-ins usually involve the same questions, emails, and teams. The way PA works is, when you create a new assessment, it copies over the questions, emails and teams from the previous assessment.

To create iterative assessments, start by setting-up the first assessment completely—prepare the questions, emails, and teams, plus set report distribution and special instructions. Then click '**+ New Assessment**' for as many more assessments as you will need—each is identical to the prior one. Finally, fill in the dates/times for each and you are done!