



Blackboard Quick Reference Guide 8.0

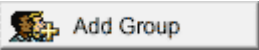
Groups



Blackboard allows you to break your class into groups. For example, you could divide a class of 32 students into four groups of eight each for group discussion purposes. A group working on a project can exchange files just within that group.

Creating Groups

Step 1: From the Control Panel, click **Manage Groups** under the *User Management* area.

Step 2: Click  .

Step 3: Enter a name for the group and an optional description.

Step 4: Under *Group Options*, choose which tools should be available to the group: group discussion board, group virtual classroom, group file exchange and group email.



If you decide to use both group and the main class discussion board, clearly explain to your students where to go for the discussion. You may elect to turn off the “class-wide” discussion board so students don’t get confused as to where to go.

Step 5: Decide whether or not to make the group available at this time.


Step 6: Click  then  to see the new group listed.

Step 7: Repeat steps 2 -6 for subsequent groups.

Adding Members to a Group

Step 1: From the Manage Groups screen, click  next to the desired group.

Step 2: Click **Add Users to Group**.

Step 3: Click  to display all users in the class (or search for a specific name).

Step 4: Check the boxes next to the desired names.

Step 5: Click  then  twice to return to the Manage Groups screen.

Step 6: Repeat steps 1-5 to add members to other groups.

Managing a Group

Step 1: From the Manage Groups screen, click  next to the desired group.

- To change group name, description or access options, click **Group Properties**.
- To display the current list of group members, click **List Users in Group**.
- To remove users from the group, click **Remove Users from Group**.

Accessing Group Pages

This is how you and your students access the groups you created.

Step 1: From the Course Menu, click **Communication**.

Step 2: Click **Group Pages**.

Step 3: Click the appropriate group name.



A student has access only to the group(s) in which he/she is a member. As instructor, you have access to all groups.

Step 4: Choose the desired group option.