

## Manage Groups in Blackboard

The Manage Groups feature allows instructors to create Groups within courses. This allows the Group members to have access to their own private Discussion Board, Virtual Classroom, Group File Exchange, and Group Email.

From the **Control Panel**:

1. Click on **Advanced Group Management** in the Course Tools section (or click on **Manage Groups** in the User Management section—NOTE: the following screen shots show instructions based on using the Advanced Group Management tool; however, the steps for using Manage Groups are similar)

### **Manage Groups**



#### Group 1

Group File Exchange : 
  Group Discussion Board : 
  Group Virtual Classroom : 
  Group Email :

2. Click on the **Add Group** button.
3. Enter a group name and description of the group.
4. Select the functions (shown below) you would like the group members to use.

- Group Discussion Board Available
- Group Virtual Classroom Available
- Group File Exchange Available
- Group Email Available

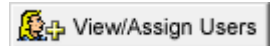
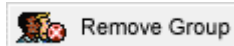
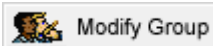
**Group Available**  Yes  No

5. Scroll down to the bottom of the page and click the **Submit** button.

### Modify Group

Select	Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input type="checkbox"/>	training	X	✓	✓	✓	✓	0

Select All



1. Check the box next to the group to be modified.
2. Select modify Group or View/Assign Users

### Add Users

1. Click **View/Assign Users** link.
2. Click the **Modify or Randomize button**.
3. Check the box next to the students you want to add to that group.
4. Click Submit.

### To Remove Users

5. Click **View/Assign Users** link.
6. Click the **Modify button**.
7. Un-check the box next to the students you want to remove from that group.
8. Click Submit.

### Remove Group

1. Click on **Advanced Group Management** in the Course Tools section.
2. Select the **Remove Group** button next to the group you wish to remove.

### How do students access their Group?

The Groups link is found under the *Communication* area or you can add a separate button for groups to your course menu.

1. In the control panel click **Manage Course Menu**.
2. Add a **Tools area** at the top.
3. Choose Groups from the drop down list.

### Create a Discussion Board Forum for each Group

Before your students can use the discussion board within their group, you will need to create at least one discussion board forum.

1. From the Course Menu click on the Communication or the Groups link – the same way the students access their group.
2. Click on the name of each group.
3. Click on Group Discussion Board
4. Click Add Forum to setup a forum. Your students can add threads to the forums but cannot add additional forums.