

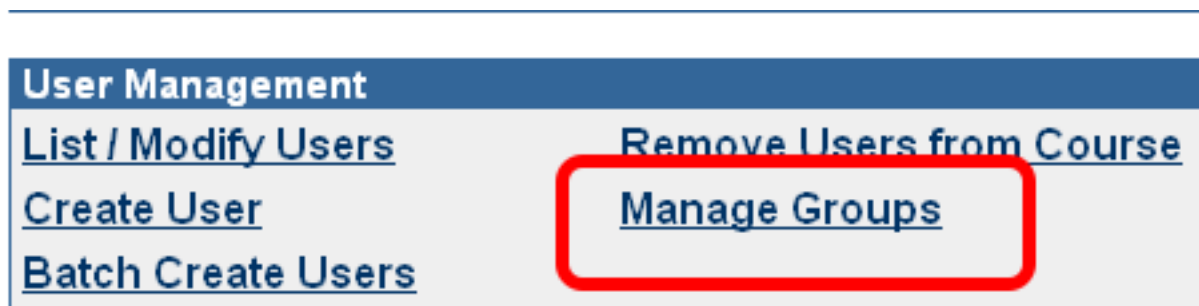
Setting Up Student Groups in Blackboard

The Groups feature allows for instructors to create group project space on Blackboard. This function will allow for group members to work within Blackboards environment in a space designated within your course for only those specific people without the fear of outside classmates seeing the work that has already been accomplished.

The groups feature contains all of the synchronous and asynchronous tools that a full course shell has but those tools are active for the members that are assigned (by the instructor) to each group.

Those options include:

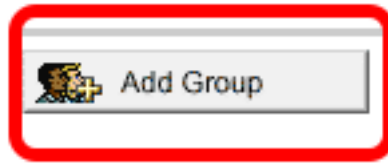
- Discussion Boards (asynchronous communication)
- File Exchange (the group members can share files within the group)
- Virtual Classroom/Chat (synchronous or real-time communication)
- Send E-mail



Go to Control Panel > User Management > Manage Groups



Manage Groups



No groups currently defined.

Click on "Add Group" to set up the group(s).

1 Group Information

Name	<input type="text"/>
Description	<div><div><div><div><div><div>Smart Text</div><div>Plain Text</div><div>HTML</div></div></div><div><div><div>↔</div><div>ABC</div><div>Preview</div></div></div></div></div></div>

The first section requires you to fill in the name and description for the group

2 Group Options

- Group Discussion Board Available
 - Group Virtual Classroom Available
 - Group File Exchange Available
 - Group Email Available
- Group Available** Yes No


The second section requires you to decide which functions will be available to the participants in the group and also make it available for the users to access

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

The third section is the "Submit" area to complete the setup for the group. You will receive an acknowledgement of the successful setup. Click "OK" to return to the Manage Groups. main page.

 Add Group

 **Group A**
Only students in Group A will be able to see and participate in
 Group File Exchange Group Discussion Board Group Virtual Classroom Group Email

You will be able to modify or remove the group

Adding Users to a group

SEARCH STARTS WITH LIST ALL

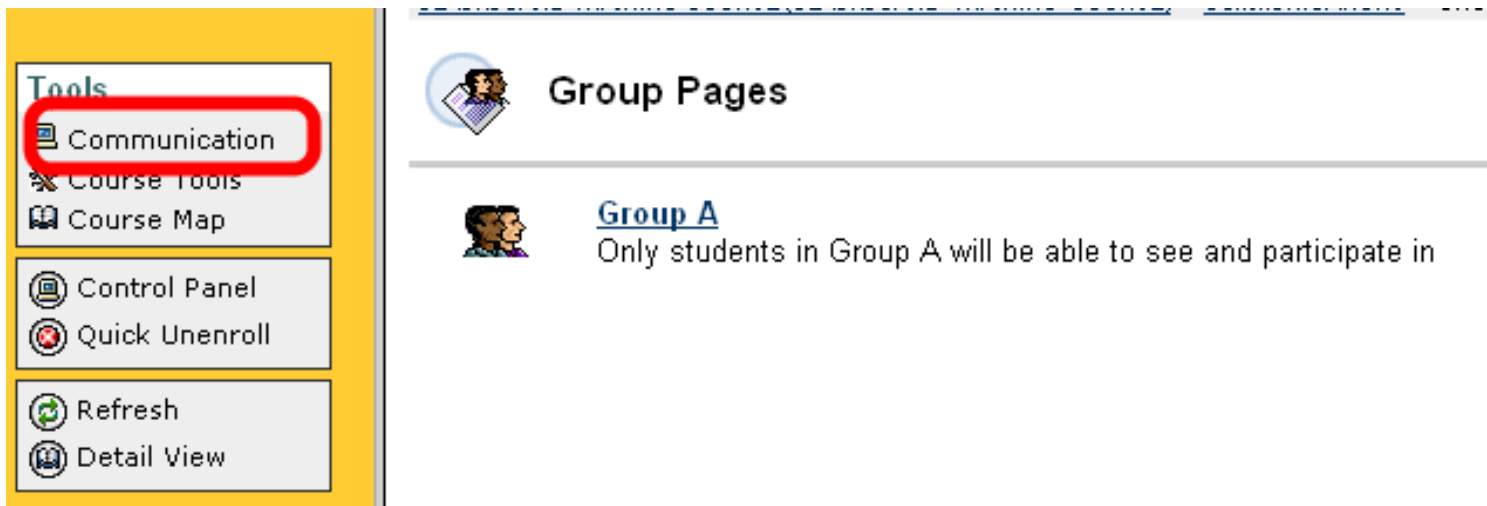
Search by: Last Name Username Email

4 users located.

Displaying records 1-4.

<u>Add</u>	<u>Name</u>
<input type="checkbox"/>	Student, Anna
<input type="checkbox"/>	thai, anna
<input type="checkbox"/>	thai, anna
<input type="checkbox"/>	thai, anna

Click on the "Modify" button then "Add Users to Group" and select the checkbox next to the student's name you wish to add.



Access the Student Groups by going to "Communication" then "Group Pages"



Group Page: Group A

- ▶ [Group Discussion Board](#)
- ▶ [Collaboration](#)
- ▶ [File Exchange](#)
- ▶ [Send Email](#)
- ▶ **Group Members**

Name

[Anna Student](#)

[anna.thai](#)

To start a threaded discussion, click the Group Discussion Board link.

To start a real time chat, click the Collaboration link.

To send an email to the group, click the Send Email link.