

## Blackboard Communication Tools – Groups

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### INTRODUCTION

The Groups feature in a Blackboard course can be used to form study or project groups. The instructor can give the group access to a Discussion Board, Virtual Classroom, Digital Dropbox, and/or Email. Students can access these communication tools within their own groups only.

### ADD A GROUP

1. In the section of the Control Panel titled “User Management”, click on Manage Groups.



2. Click the Add Group button.



3. Enter a name for the group and a description of the group's purpose.

A form with two input fields. The first field is labeled "Group name:" and is a single-line text box. The second field is labeled "Description:" and is a multi-line text area with a vertical scrollbar on the right side.

4. Select which communication tools you would like the group to use. These tools function exactly the same as they do on a course wide basis, except that they are accessible by only the students who are added to the group. You can also choose whether you wish to make the group available to students.

Enable Group Discussion Board Function

Enable Group Virtual Classroom Function

Enable Group File Exchange Function

Enable Group E-mail Function

**Make group visible now:**  Yes  No

5. Click the Submit button.



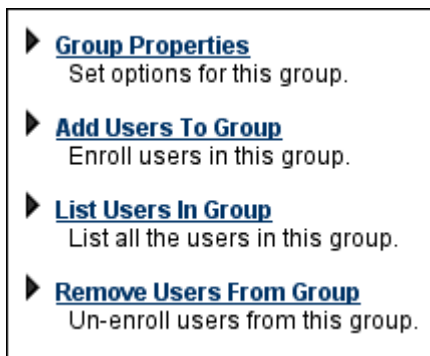
6. Click OK to return to the list of groups you have created.

## ADD STUDENTS TO A GROUP

1. Click the Modify button to the right of the group you wish to add students to.



2. Choose Add Users to Group from the list of options.



3. Search for the students you wish to add by entering a last name as search criteria, or by clicking List All. After selecting the students you wish to add, click the Submit button.

Click OK to return to the group options or click Manage Groups in the top breadcrumb trail to return to the list of groups for the course.

## MODIFY A GROUP

1. To change a group's title, description or properties, and to add, remove, or view the students in a group, click the Modify button to the right of the group.

 **Larisa's Group** [Modify](#)  
[Remove](#)  
 Group File Exchange  Group Discussion Board  Group Virtual Classroom  Group Email

2. Here you have a list of options that allow you to modify the group.

- ▶ **Group Properties**  
Set options for this group.
- ▶ **Add Users To Group**  
Enroll users in this group.
- ▶ **List Users In Group**  
List all the users in this group.
- ▶ **Remove Users From Group**  
Un-enroll users from this group.