Groups in Blackboard

To Create 2 Groups in a Course

Group 1: Students from A-J
Group 2: Students from K-Z

Manage Groups

1. Click on control panel.
2. Click on Manage Groups.
3. Click on add group.
4. Type in the group name and description (Group 1)
5. Select group options of choice, e.g. group discussion board, group email.
6. Select the radio button for "Yes", make group available.
7. Click submit.

Repeat this process for creating Group 2.

Enroll Users in Group

1. Click on the control panel.
2. Click on manage groups.
3. Click on modify by the group name you created.
4. Click on add users to group.
5. Click on search or list all. Click in the box by those names you wish to add to group1, then repeat the process and enter those students into group 2.

List Users in Group

1. Click on control panel.
2. Click on Manage Groups.
3. Click on modify by the group name you created.

4. Click on list users in group.

5. Click on search or list all.

6. You will now see the names, user name, e-mail address, and role of those students you have entered into this group.

**How to Remove a Student from a Group**

1. Click on control panel.

2. Click on manage groups.

3. Click on modify by the group you have created.

4. Click on remove users from group.

5. Click on search or list all.

6. Place a check mark in the remove box by the student you wish to remove. Type in the word "Yes" in the question box and click on submit.

7. You will receive a receipt if done correctly.

You can also create a Groups button in your course so that it is easy to find.

1. Click on control panel
2. Click on manage course menu (under course options)
3. Click on tools link, from the drop down box click on Groups
4. Click on available for students/participant users
5. Click on submit.

If a Groups button is not created, groups will be found under the communication button, called group pages.