

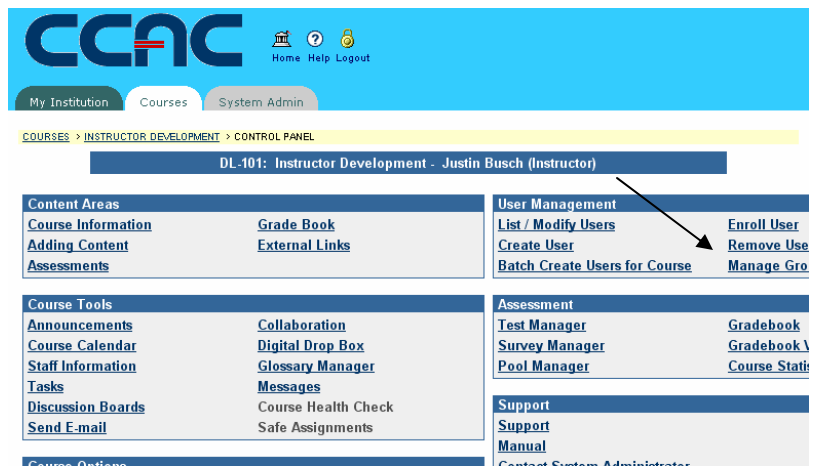
Creating Groups in Blackboard

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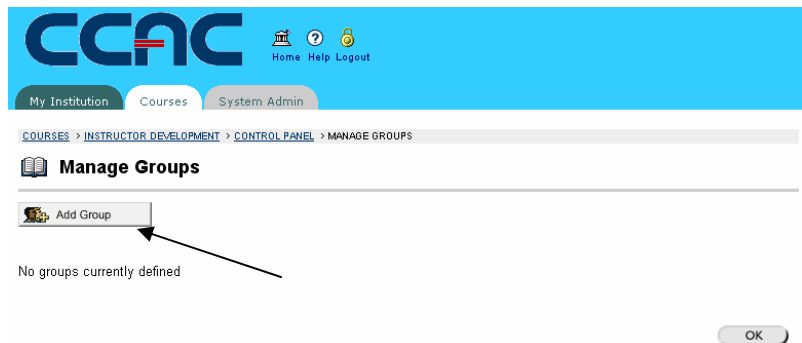
To create groups in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the User Management module of the Control Panel will be different functions for managing the users in the course. Click on the Manage Groups link to begin.

1. Click on **Control Panel**
2. Click on **Manage Groups** in the *User Management* module



3. Click the **Add Group** to create a new group
(It is also possible to Modify existing groups)



4. Under *Main Group Information*, type in the **Name** of the group

5. The **Description** text box is optional

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My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > MANAGE GROUPS > ADD GROUP

Add Group

1 Main Group Information

Group name:

Description:

6. The *Group Options* allows you to modify the functionality of each group.

7. Click **Submit** to create the Group

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My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > MANAGE GROUPS

Add Group

2 Group Options

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

3 Submit

Click " Submit " to finish. Click " Cancel " to end this process and return to the top of Manage Groups.

Cancel Submit

8. Existing Groups can be *Modified* or *Removed* by clicking the appropriate button to the right of the group

 Group Discussion Board : Group Virtual Classroom : Group Email : . An 'OK' button is at the bottom right."/>

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My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > MANAGE GROUPS

Manage Groups

Add Group

Group A Modify Remove

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

OK