


Blackboard Quick Reference Guide

Creating and Using Groups

Blackboard allows you to break your class into groups. For example, you could divide a class of 32 students into four groups of eight each for group discussion purposes. Or, a group working on a project can exchange files just within that group.

Creating Groups

Step 1: From the Control Panel, click **Manage Groups** under the *User Management* area.

Step 2: Click  .

Step 3: Enter a name for the group and an optional description.

Step 4: Decide whether or not to make the group available at this time.

Step 5: Under *Group Options*, choose which tools should be available to the group: group email, group discussion board, group file exchange and group virtual classroom.



If you turn on a group option here, you may want to turn off the “class-wide” option so that students don’t get confused as to where to go. For example, if you turn on *group* discussion board, then turn off the regular discussion board (under Manage Course Menu in the Control Panel).


Step 6: Click  , then  to see the new group listed.

Step 7: Repeat steps 2 – 5 for subsequent groups.

Adding Members to a Group

Step 1: From the Manage Groups screen, click  next to the desired group.

Step 2: Click **Add Users to Group**.


Step 3: Click  to display all users in the class (or search for a specific name).

Step 4: Check the boxes next to the desired names.

Step 5: Click  then  twice to return to the Manage Groups screen.

Step 6: Repeat steps 2-5 to add members to other groups.

Managing a Group

- Step 1:** From the Manage Groups screen, click  next to the desired group.
- To change group name, description or access options, click **Group Properties**.
 - To display the current list of group members, click **List Users in Group**.
 - To remove users from the group, click **Remove Users from Group**.

Accessing Group Pages

This is how you and your students access the options you turned on for the groups you created.

Step 1: From the Course Menu, click **Communication**.

Step 2: Click **Group Pages**.

Step 3: Click the appropriate group name.



A student has access only to the group(s) in which he/she is a member. As instructor, you have access to all groups.

Step 4: Choose the desired group option.