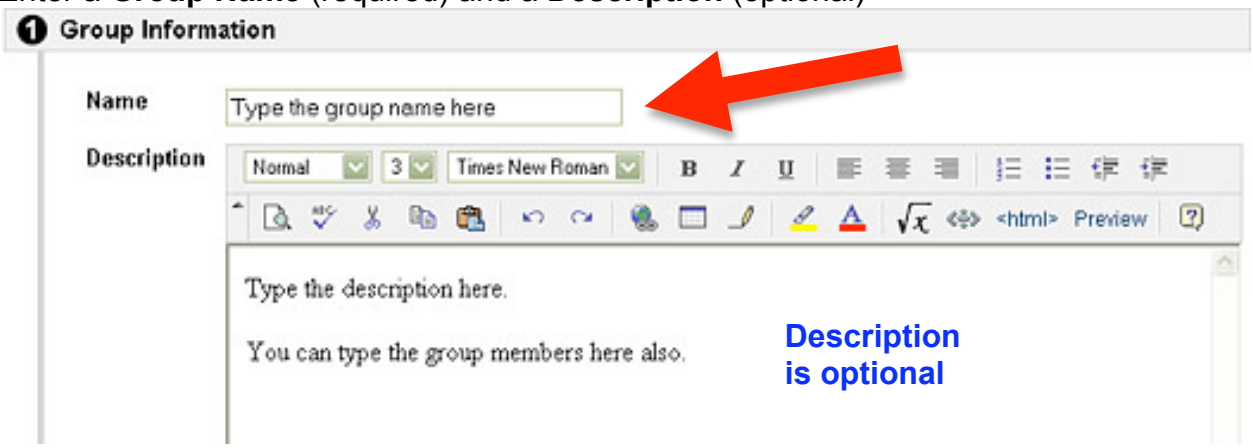
Set Up and Manage Groups – Blackboard 8

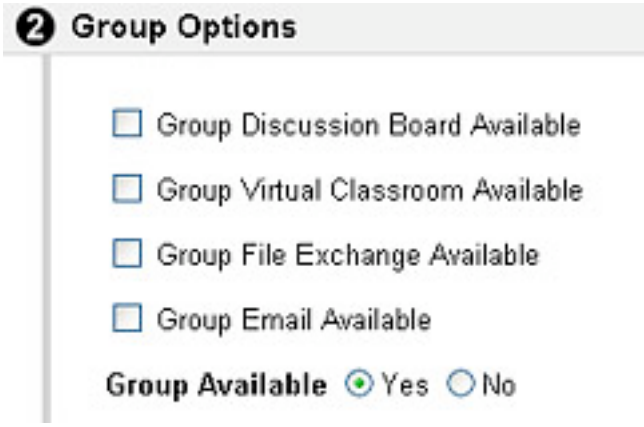
Create groups for students to have discussion boards, share files, and send e-mail that only students assigned to the group will see.

In the *Control Panel*, click the **Manage Groups** link under **User Management**.

Click

Enter a **Group Name** (required) and a **Description** (optional)



Select the 

Group Discussion Board: asynchronous conversations with the members of this group. A default forum is created when you add Discussion Board to the group area. You can add more forums or modify the properties of the default discussion forum.

Group Virtual Classroom: synchronous features - Virtual Classroom and Chat. We recommend **not** using these features. The Virtual Classroom requires a high-speed Internet connection, a fast computer, and software installations. It can be problematic. The Chat feature works relatively well for text messaging.

Group File Exchange: students upload files from their computer for group members to download. Students need the same applications on their computer to open each other's files.

Group Email: group members can e-mail all or selected users, including the instructor.

Group Available - Select **Yes** or **No**
(**Yes** = students see it now; **No** = students will see it when you make it *Available* later)

Click **Submit**

Modify the Group

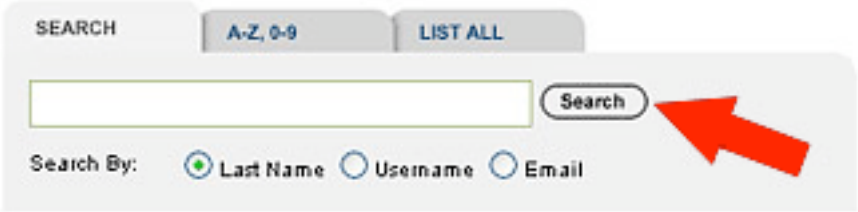
Click the **Modify** button for the Group

Group Properties - were set when the group was created. You can modify them here.

Add Users to Group

Click

to see the Search box
Click the **Search** button to see 25 names per page in the results



Click the **Add** box by student names to add them to this group
Click **Submit**

Repeat as needed for additional students not listed on the page.

Suggestion: Begin adding names from the last page of student names and work in reverse page order.

List Users in Group

Click to see the Search box
Click the **Search** button to see the names of the students in this group
Use the **Search by** buttons and tabs to set the search parameters.

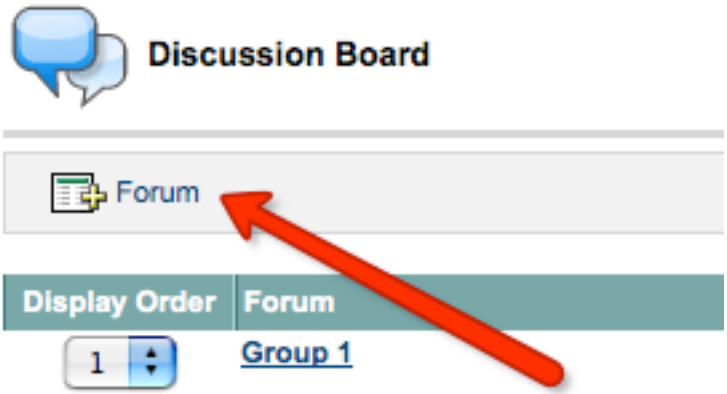
Remove Users from Group

Click
Use the **Search** feature to find users to remove
Click the box(es) of the name(s) to remove
Type the word **Yes** with a capital **Y** and lower case **es**
Click the **Submit** button

Add another **Discussion Forum** to the group

From the Bb class Control Panel, click **Discussion Board**

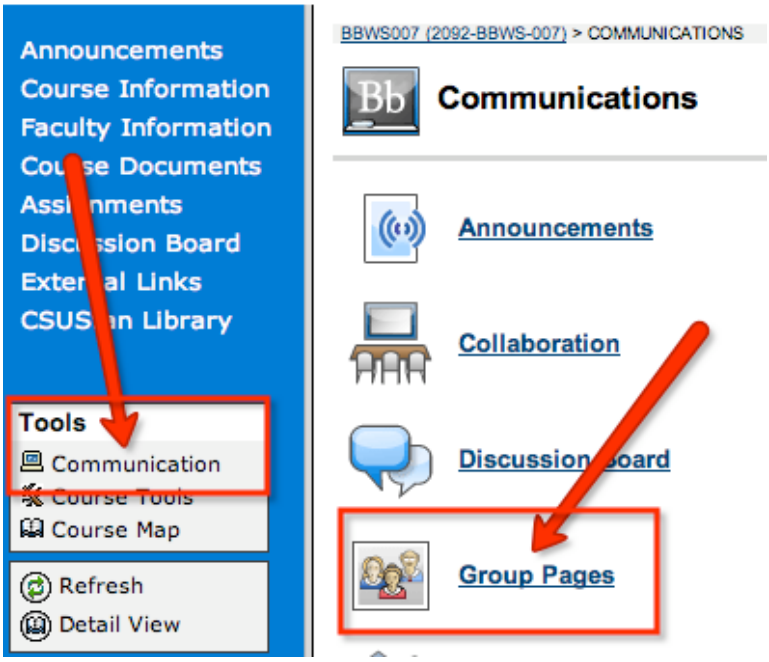
Click the name of the Group
Click the **+ Forum** icon on the tool bar



Enter a **Name**. A Description is optional.
Set **Forum Availability** as needed (Available: Yes= students see it, No = students don't see it). Date and Time Restrictions are optional.

Select the **Forum Settings** as needed
– Default = Reply with Quote, File Attachments, Create New Threads, No Subscriptions, No Grading
Click the **Submit** button.

Student View
Students enter the **Group Pages** from the **Communication** link in the **Tools** box (or other link you have created).



Everyone see all the group names, but students can enter only the group(s) with their name on the group roster.

NOTE: Faculty who enter the Group Pages are added to the group roster. This is permanent. The faculty member's name will appear in the group roster, but not in the Control Panel listings, nor in the **Remove Users** link. Faculty will receive group email.

More Information
Q: Why would I use this tool?
A: Use this tool for your students to work in groups. Students can share files, discuss, email, and chat in their own private group area.
Q: Once I add a student into a group, can I move the student to another group?
A: No, you cannot move the student. You would need to **Remove** the student and then **Add** the student to the correct group. Or **Add** the student to multiple groups.

Note: Do not remove a student who has participated in any of the areas (discussion, chat, or file exchange). All information connected to that student's UserID will be deleted.