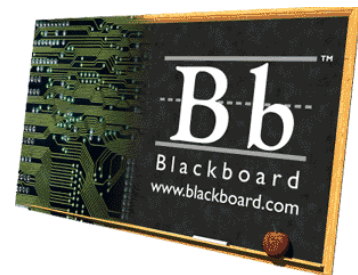

BLACKBOARD INSTRUCTOR SERIES

How to Create Groups in Blackboard

This manual will guide you step-by-step through the process of creating and configuring groups in Blackboard

JULY, 2007

William De Wysockie
WDeWysockie@swbts.edu

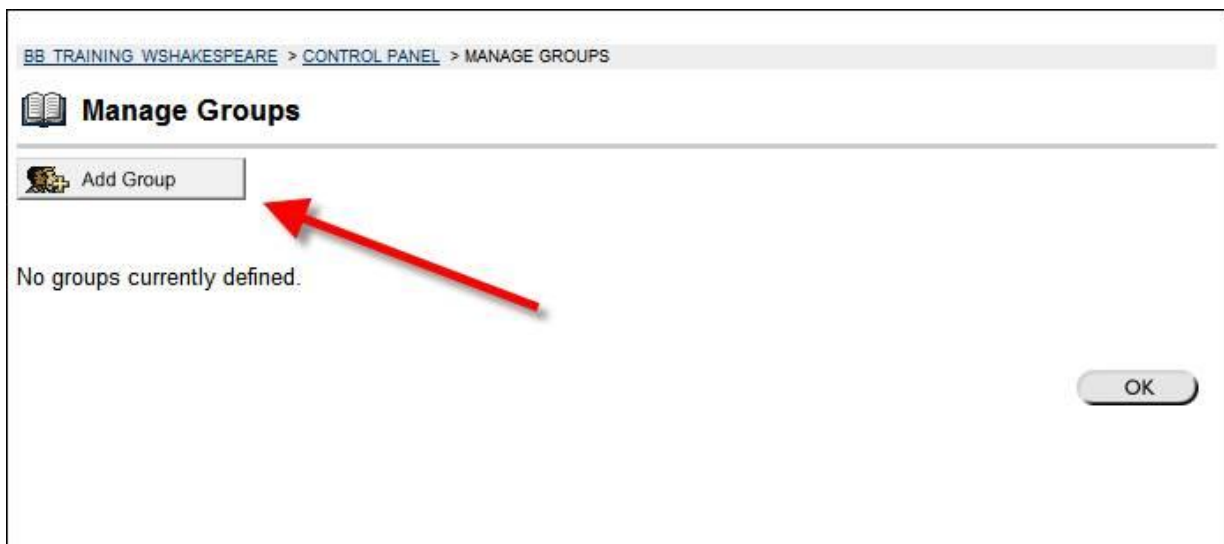


This manual will guide you step-by-step through the process of creating and configuring groups in Blackboard.

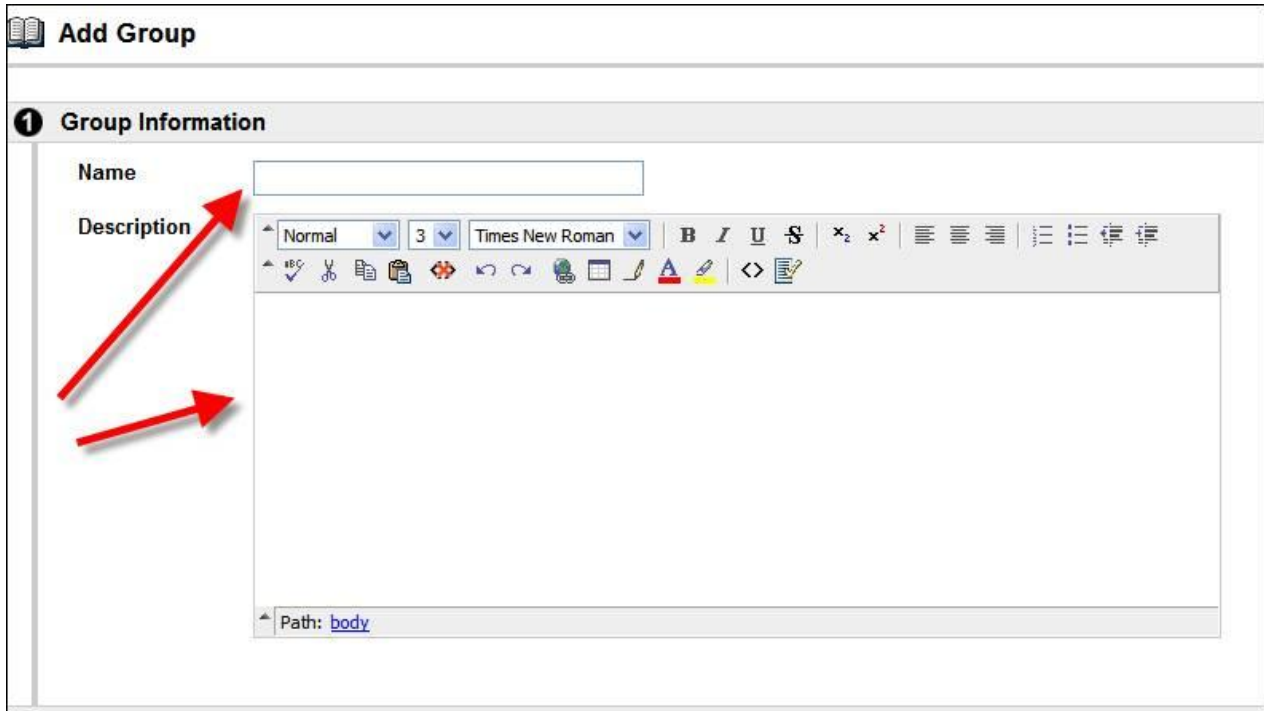
Navigate to the course *Control Panel* page and click the *Manage Groups* link.



On the *Manage Groups* page, click the *Add Group* button.



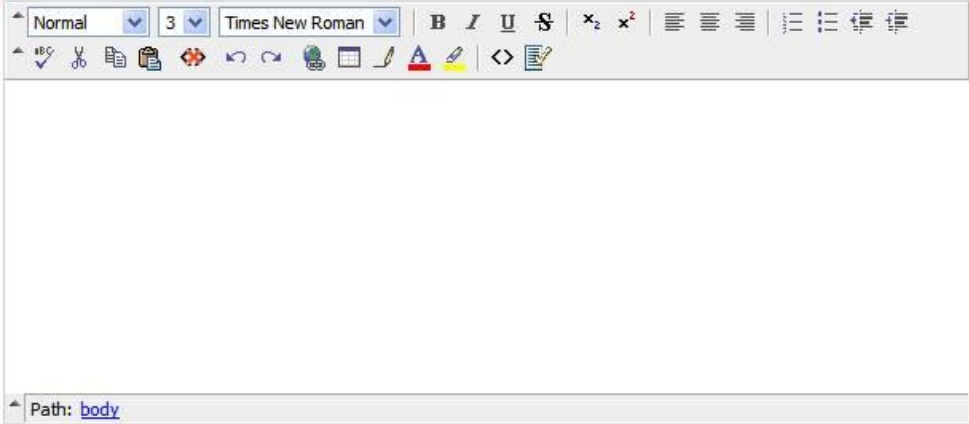
On the *Add Group* page, give the group a name and provide a description.



Add Group

1 Group Information

Name

Description 

Path: [body](#)

On the same page, scroll down and choose *Group Options* and then click the *Submit* button.



2 Group Options

Group Discussion Board Available

Group Virtual Classroom Available

Group File Exchange Available

Group Email Available

Group Available Yes No

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

Repeat this process for each group that you want to create.

To add students to a particular group, go to the *Manage Groups* page and click the *Modify* button for the group.



On the *Manage Group* page, click the *Add Users to Group* link. On the *Add Users to Group* page, list the users in the course and choose the users that you wish to add to the group.