

Working with Groups in Blackboard

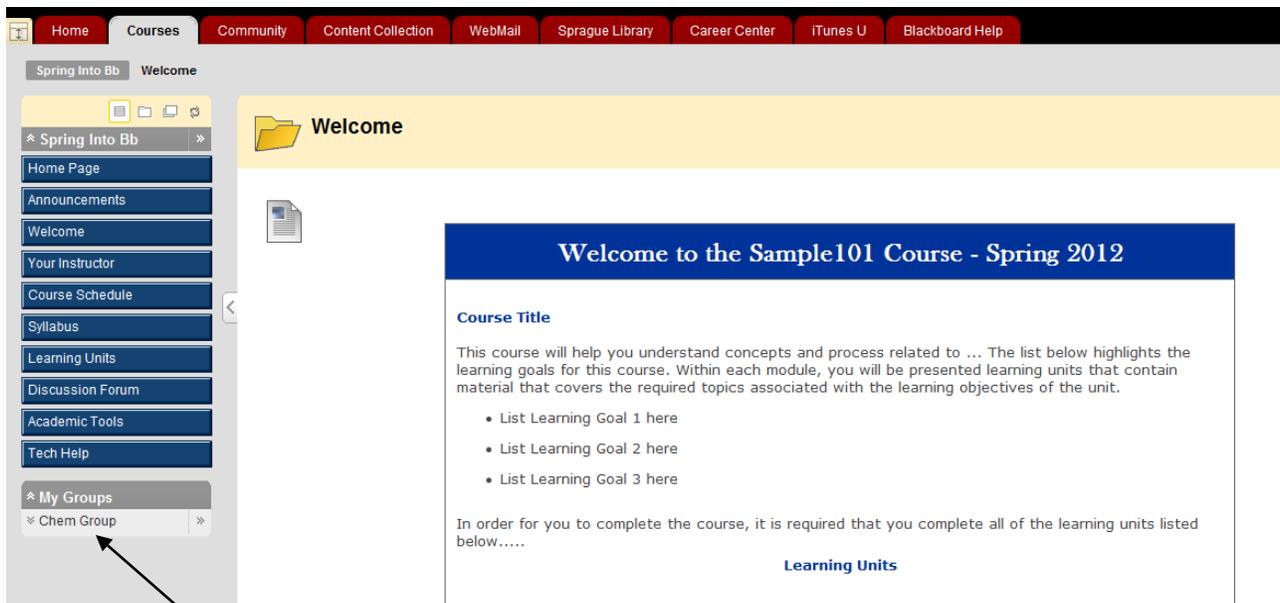
Instructors have the ability to create **groups** within a course. These spaces are equipped with tools that can assist in a collaborative process: blogs, journals, file sharing and group assignments.

Below is a table detailing some of the tools that you may find within a Blackboard group:

Group Blog	Users within the group can post to the blog and add comments. Instructors can enable the blog tool for use only within the course group, or can grant student access to the blog at the course level.
Collaboration	Users within the group can participate in real-time lessons and discussions.
Group Wiki	Wikis are used to create a collaborative space within the course where all students can view, contribute, and edit content. Group wikis are enabled by the instructor and can be read by all course members, but a user must be a member of the group to edit a page or make a comment on a group wiki page. The instructor can change the default setting to allow only group members to view a group wiki.
Group Discussion Board	An area where course group members can post messages and replies. Instructors can use this tool to encourage discussions of course material outside of the classroom. This Discussion Board is available only to course group members, not to the entire course.
File Exchange	Students and instructors can use this tool to upload documents to the course group. Students can access this material from within the course. Instructors have access to all folders in their course.
Send Email	All members of a course group can send email messages to selected members or the entire group. These messages are internal to the course group; they are not available to anyone outside the group.
Group Journal	Instructors can assign a private journal to each user in a group to allow private communication between the instructor and the user.
Group Tasks	This page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status.

About Group Membership

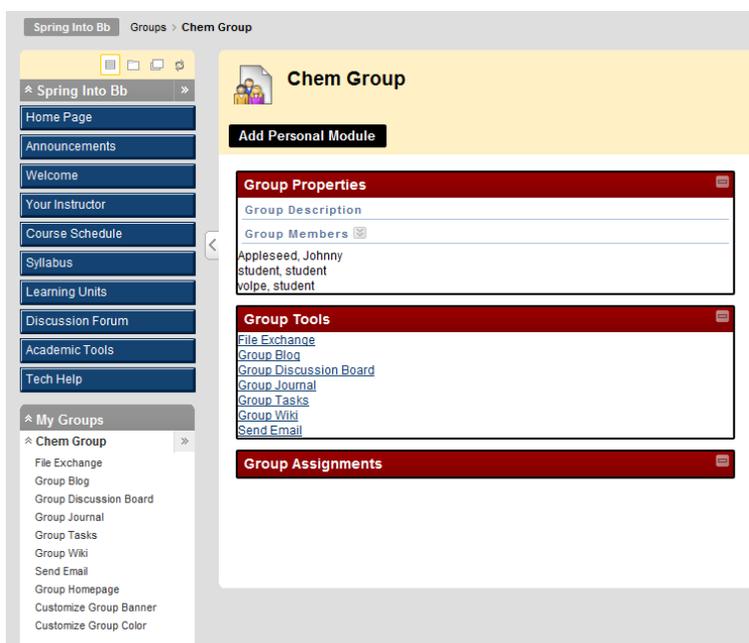
Students may either be enrolled by the instructor or they may be requested to enroll themselves into a group. If you are enrolled in a group(s) by your instructor, you will see the group(s) listed beneath the Course Menu as shown in the picture below.



To Access a Group That You Have Been Assigned To:

Click on the name of the group

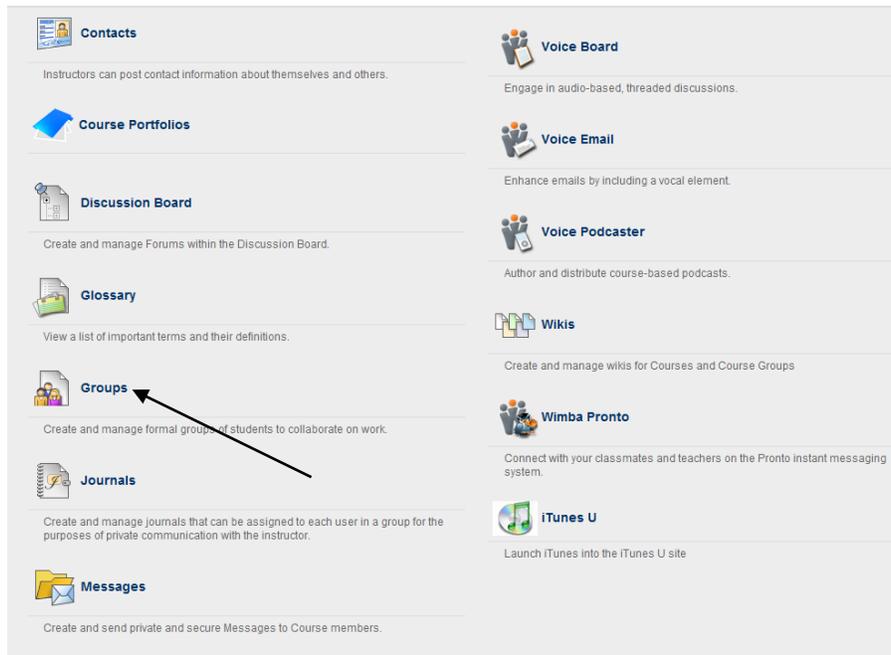
Note: Instructors have the ability to select specific tools that they want group members to have access to.



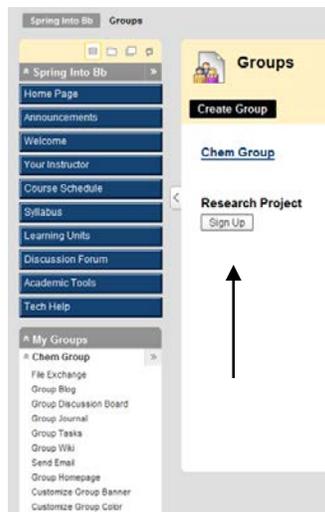
If the instructor has created a self-enrollment group(s) in the course, the student must take the necessary steps to enroll on their own.

To Self-Enroll Into a Group:

- 1) Select **Academic Tools** from the **Course Menu**
- 2) Select **Groups**



- 3) Click the **Sign-Up button** for the group that you would like to join



4) Click the **Sign-up button** once more

You have now successfully joined a group. You can access the group from below the course menu.

The screenshot displays a Blackboard interface for a course titled "Spring Into Bb". The top navigation bar includes links for Home, Courses, Community, Content Collection, WebMail, Sprague Library, Career Center, iTunes U, and Blackboard. The breadcrumb trail shows "Spring Into Bb" > "Groups" > "Research Project".

The left sidebar contains a "Spring Into Bb" menu with options: Home Page, Announcements, Welcome, Your Instructor, Course Schedule, Syllabus, Learning Units, Discussion Forum, Academic Tools, and Tech Help. Below this is a "My Groups" section with two expandable menus:

- Chem Group**
 - File Exchange
 - Group Blog
 - Group Discussion Board
 - Group Journal
 - Group Tasks
 - Group Wiki
 - Send Email
 - Group Homepage
 - Customize Group Banner
 - Customize Group Color
- Research Project**
 - File Exchange
 - Group Blog
 - Group Discussion Board
 - Group Journal
 - Group Tasks

The main content area is titled "Research Project" and features an "Add Personal Module" button. It is divided into three sections:

- Group Properties**
 - Group Description
 - Group Members (checked)
 - volpe, student
- Group Tools**
 - [File Exchange](#)
 - [Group Blog](#)
 - [Group Discussion Board](#)
 - [Group Journal](#)
 - [Group Tasks](#)
 - [Group Wiki](#)
 - [Send Email](#)
- Group Assignments**