Groups in Blackboard User Guide

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Create Groups

Group Set with Manual Enroll

Group Set generates several groups at one time and is recommended for setting up multiple groups. Manual Enroll allows you to manually assign each student in your course to a group.

1. In the course Control Panel, click Users and Groups and select Groups.

2. Click Create, then select Manual Enroll under Group Set.
3. Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

![GROUP INFORMATION](image)

4. Under **Tool Availability**, uncheck the checkboxes for any course tools you don’t want to make available for the group, and select the radio buttons for the settings you want.

![TOOL AVAILABILITY](image)
NOTE  If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the Grade radio button and enter the Points Possible.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the Blackboard Collaborate Ultra checkbox selected and select the radio button for the setting you want.

5. Under Module Personalization Setting, uncheck Allow Personalization if you don’t want students to personalize group modules.

6. Under Group Set Options, enter the Number of Groups you want to create, then click Submit.
7. Under **Group Set Enrollments**, click **Add Users** under the **Name** of the group you want to enroll students in.

![GROUP SET ENROLLMENTS]

**NOTE** You can enroll students later: (1) Go to the **Groups** page. Click the chevron next to the **Group Set** and select **Edit Group Set Membership**. Then click **Add Users** and continue with **Step 7**.

**OR**

(2) Go to the **Groups** page. Click the chevron next to the group **Name** and select **Edit Group**. Then scroll down to the **Membership** section, click **Add Users**, and continue with **Step 8**.
8. Select the checkbox next to the student(s) you want to enroll in the group.

![Add Users](image)

**NOTE** You can also use the **Search** criteria to find and select students to enroll.

9. Click **Submit** to add the users and close the **Add Users** window. The names appear in the group section.

**NOTE** To remove users, select the X in their name row.

10. Repeat **Steps 7–9** to add students to another group.

11. Click **Submit**.

12. For instructions to give students access to their group, refer to the **Create Student Access to Groups** section starting on page 22.
Group Set with Self-Enroll

Group Set generates several groups at one time and is recommended for setting up multiple groups. Self-Enroll allows students to add themselves to a group with a sign-up sheet. Students cannot remove themselves from a group.

1. In the course Control Panel, click Users and Groups and select Groups.

2. Click Create, then select Self-Enroll under Group Set.
3. Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

4. Under **Tool Availability**, uncheck the checkboxes for any course tools you don’t want to make available for the group, and select the radio buttons for the settings you want.
NOTE If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the Grade radio button and enter the Points Possible.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the Blackboard Collaborate Ultra checkbox selected and select the radio button for the setting you want.

5. Under Module Personalization Setting, uncheck Allow Personalization if you don’t want students to personalize group modules.

6. Under Sign-Up Options, enter the Name of Sign-up Sheet and the Sign-up Sheet Instructions. (Let students know they cannot unenroll themselves from groups.)

7. Enter the Maximum Number of Members.
NOTE  Select **Show Members** if you want students to see the names of other group members before they sign up.

8. Under **Group Set Options**, enter the **Number of Groups** you want to create, then click **Submit**.

![Group Set Options](image)

9. For instructions to give students access to their group, refer to the **Course Menu Tool Link** section on page 23 or to the **Content Area Tool Link** section on page 24.

**Group Set with Random Enroll**

Group Set generates several groups at one time and is recommended for setting up multiple groups. Random enrollment automatically distributes students into groups based on settings for maximum members per group or total number of groups. It applies to students currently enrolled in your course. You can enroll additional students manually.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**. The **Groups** page opens.

![Course Management](image)
2. Click **Create**, then select **Random Enroll** under **Group Set**.

![Groups](image)

3. Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

![Group Information](image)
4. Under **Tool Availability**, uncheck the checkboxes for any course tools you don’t want to make available for the group, and select the radio buttons for the settings you want.

![Tool Availability](image)

**NOTE**  If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points Possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

5. Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don’t want students to personalize group modules.
6. Under **Membership**, select an option for **Determine Number of Groups by** and enter the **Number of Students per Group** or the **Number of Groups**.

7. Select an option to **Determine how to enroll any remaining members in the groups**.

![Diagram of Membership options]

8. Click **Submit**.

9. For instructions to give students access to their group, refer to the **Create Student Access to Groups** section starting on page 22.

**Single Group with Manual Enroll**

Single Group allows you to create groups one at a time. Manual Enroll allows you to manually assign each student in your course to a group.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.
2. Click **Create**, then select **Manual Enroll** under **Single Group**.

![Groups](image)

3. Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

![Group Information](image)
4. Under **Tool Availability**, uncheck the checkboxes for any course tools you don’t want to make available for the group, and select the radio buttons for the settings you want.

![Diagram of Tool Availability settings]

**NOTE** If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the **Grade** radio button and enter the **Points Possible**.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the **Blackboard Collaborate Ultra** checkbox selected and select the radio button for the setting you want.

5. Under **Module Personalization Setting**, uncheck **Allow Personalization** if you don’t want students to personalize group modules.

![Diagram of Module Personalization setting]
6. Under **Membership**, click **Add Users**.

   ![Membership](image1)

   **NOTE** To add students later, go to the **Groups** page, click the chevron next to the group **Name** and select **Edit Group**. Scroll down to the **Membership** section, click **Add Users**, and continue with Step 7.

7. Select the checkbox next to the student(s) you want to enroll in the group.

   ![Add Users](image2)

   **NOTE** You can also use the **Search** criteria to find and select students to enroll.

8. Click **Submit** to add the users and close the **Add Users** window. The names appear in the **Membership** section.

   **NOTE** To remove users, select the **X** in their name row.

9. Click **Submit**.

10. Repeat **Steps 2–9** to create another Single Group with Manual Enroll.

11. For instructions to give students access to their group, refer to the **Create Student Access to Groups** section starting on page 22.
Single Group with Self-Enroll

Single Group allows you to create groups one at a time. Self-Enroll allows students to add themselves to a group with a sign-up sheet. Students cannot remove themselves from a group.

1. In the course Control Panel, click Users and Groups and select Groups.

2. Click Create, then select Self-Enroll under Single Group.
3. Under **Group Information**, enter the **Name** and optional **Description**, and select the **Yes** radio button next to **Group is visible to students**.

![Group Information](image)

4. Under **Tool Availability**, uncheck the checkboxes for any course tools you don’t want to make available for the group, and select the radio buttons for the settings you want.

![Tool Availability](image)
NOTE If you want to grade student submissions for Blogs, Journals, and/or Wikis, select the Grade radio button and enter the Points Possible.

If you want to give the groups a Group Room where they can collaborate online with their group members in real time, leave the Blackboard Collaborate Ultra checkbox selected and select the radio button for the setting you want.

5. Under Module Personalization Setting, uncheck Allow Personalization if you don’t want students to personalize group modules.

![Module Personalization Setting](image)

6. Under Sign-Up Options, enter the Name of Sign-up Sheet and the Sign-up Sheet Instructions. (Let students know they cannot unenroll themselves from groups.)

7. Enter the Maximum Number of Members.

![Sign-Up Options](image)
NOTE  Select Show Members if you want students to see the names of other
group members before they sign up.

8. Click Submit.
9. Repeat Steps 2–8 to create another Single Group with Self-Enroll.
10. For instructions to give students access to their group, refer to the Course Menu Tool Link
     section on page 23, or to the Course Area Groups Link section on page 24.
Create Student Access to Groups

My Groups

After you create groups and add users, each student’s group appears by default under My Groups in the Course Menu. Students click the name of their group under My Groups to access their group’s tools and homepage.

NOTE You will not see the My Groups link as the instructor unless you enroll your preview user in one of the groups, and then use Student Preview mode to access the group. If you don’t have a preview user (username_previewuser), you can create one by entering Student Preview, then click Exit Preview and select the Keep the preview user and all data radio button.

IMPORTANT My Groups does not list sign-up sheets; therefore, self-enroll group students will not see their group in My Groups until they access their group sign-up sheet from a Course Menu Tool Link (refer to page 23) or from a Content Area Tool Link (refer to page 24) and sign up for a group.
Course Menu Tool Link

A Course Menu Tool Link will appear in the left Course menu. It links to the Groups page, which displays the group a student is enrolled in and/or any available sign-up sheets. As the instructor, you see all the groups in your course.

1. In the left Course menu, click the + (plus sign) in the upper left corner and select Tool Link.

2. Enter the Name, select Groups from the Type pull-down menu, and select the Available to Users checkbox.

3. Click Submit.

   NOTE   The new tool link appears at the bottom of the Course menu. Hover your mouse to the left of the link until the four arrows appear, then click and drag the link to place it where you want it.
Content Area Tool Link

A Content Area Tool Link appears in a content area (e.g., Homepage, Units, Assignments, etc.) in your course. It links to the Groups page, which displays the group a student is enrolled in and/or any available sign-up sheets. As the instructor, you see all the groups in your course.

1. Go to the Content Area in the course (e.g., Homepage, Unit 1, etc.) where you want to add the link.
2. Click the Tools menu and select Groups.

3. Select the radio button for the type of link you want to set up: Link to the Groups Page or Link to a Group or Group Set.

   NOTE To link to a Group or Group Set, select it from the list.

4. Click Next.
5. Enter the **Link Name** and any **Text** you want to appear with the link.

![Link Information](image)

6. Under **Options**, select the **Yes** radio button next to **Available**.

7. **Optional**: select the **Display After** and **Display Until** checkboxes and enter the dates and times if you want students to have access to the link for specific dates.

![Options](image)

8. Click **Submit**.

**NOTE** The new content area tool link appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.
Create Group Assignments and Group Discussion Assignments

Group Assignments

1. Go to the Content Area (e.g., Unit 1, etc.) where you want to create the assignment.
2. Click the Assessments menu and select Assignment.

3. Under Assignment Information, enter the Name and Instructions.
4. Optional: under Assignment Files, click Browse My Computer to select and attach a file.
5. Enter the assignment **Due Date** by selecting the checkbox and specifying the date and time.

6. Under **Grading**, enter the **Points Possible**.
7. **Optional**: click **Add Rubric** if you want to select or create a rubric for the assignment.
8. Click the **Submission Details** link and select the **Group Submission** radio button.

9. In the **Items to Select** box, select the groups and click the right-pointing arrow to move the groups to the **Selected Items** box.

10. Under **Availability**, select the **Make the Assignment Available** checkbox.

11. *Optional:* select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the assignment for specific dates.
12. Click Submit.

**Group Discussion or Discussion Assignment**

**Create Group Discussion or Discussion Assignment**

The Group Discussion Board tool must be enabled for each group before you can create a group discussion or discussion assignment. To enable the Group Discussion Board tool or verify it is available for each group, refer to the Show Tool Availability section on page 52.

You need to create a separate discussion or discussion assignment for each group.

1. In the left Course menu under Control Panel, click Users and Groups and select Groups.
2. Click the chevron next to the group Name and select Open Group.
3. Under Group Tools, click Group Discussion Board.
4. Click **Create Forum**.

![Create Forum](image)

5. Under **Forum Information**, enter the discussion or discussion assignment **Name**, then enter the instructions in the **Description** box.

![Forum Information](image)

6. Under **Forum Availability**, select the **Yes** radio button.

7. **Optional**: select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the discussion or discussion assignment for specific dates.

![Forum Availability](image)
8. Under **Forum Settings**, select **Participants must create a thread in order to view other threads in this forum** if you want students to create their post before they can read their classmates’ posts.
   If the discussion is an assignment, continue with **Step 9**. If the discussion is **not** an assignment, proceed to **Step 12**.

9. Select **Grade Discussion Forum**, enter the **Points possible**, select **Show participants in needs grading status** and select the number of posts from the pull-down menu.

   **NOTE** Showing participants in needs grading status displays the Needs Grading icon in the Grade Center and puts the posts in the queue on the Needs Grading page after students make the specified number of posts.

10. Enter the assignment **Due Date** by selecting the checkbox and specifying the date and time.
11. **Optional**: click **Add Rubric** if you want to select or create a rubric for the assignment.

12. Select the desired options in the **Subscribe**, **Create and Edit**, and **Additional Options** sections.
13. Click Submit.
14. Repeat Steps 1–14 to create a discussion or discussion assignment for each group.

    NOTE  A separate Grade Center column is created for each group’s discussion assignment. You can consolidate the individual Grade Center columns for the discussion assignment into one column per assignment. Refer to the Consolidate Discussion Assignment Grade Center Columns section starting on page 35.

15. For instructions to create a link to the group discussion or discussion assignment, refer to the next section Create Link to Group Discussion or Discussion Assignment.

Create Link to Group Discussion or Discussion Assignment

1. Go to the Content Area in the course (e.g., Unit 1, etc.) where you want to create the link to the discussion or discussion assignment.
2. Click the Tools menu and select Groups.
3. Select the **Link to the Groups Page** radio button.

4. Click **Next**.
5. Enter the **Link Name**, and then enter instructions for how to access and complete the discussion or discussion assignment in the **Text** box.

![Link Information](image)

6. Under **Options**, select the **Yes** radio button next to **Available**.

7. **Optional**: select the **Display After** and **Display Until** checkboxes and enter the dates if you want students to have access to the link for specific dates.

![Options](image)
8. Click **Submit**.

   **NOTE** The link to the discussion or discussion assignment appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.

Consolidate Discussion Assignment Grade Center Columns

When you create a group discussion assignment, a **separate** Grade Center column is created for each group’s assignment. For example, if you have five groups, that will create five Grade Center columns for every discussion assignment.

Consolidating the columns for each discussion assignment will make the Grade Center more manageable. First, **Create a Minimum/Maximum Column** (next section) for each discussion assignment. Second, **Edit the Total Grade Column** (see page 38) to include the Minimum/Maximum columns in the Total grade rather than all of the individual discussion assignment columns. Finally, you can **Hide Individual Columns from Student and Instructor Views** (see page 39).

**Create Minimum/Maximum Column**

1. In the course **Control Panel**, click **Grade Center** and select **Full Grade Center**.
2. Click the **Create Calculated Column** menu and select **Minimum/Maximum Column**.
3. Enter the **Column Name**, then select the **Primary Display** from the pull-down menu.

4. Under **Select Columns**, select **Maximum** for **Calculation Type**, and select **Selected Columns and Categories** for **Include in Minimum/Maximum**.

5. In the **Columns to Select** box, select the discussion assignments you want to include in the Minimum/Maximum column and click the right-pointing arrow to move the assignments to the **Selected Columns** box.
6. Under **Options**, select **Yes** to include this column in Grade Center calculations.

7. Select **Yes** to show the column to students.

8. Click **Submit**.

9. Proceed to the next section **Edit the Total Grade Column** for instructions to edit the Total grade column to include the Minimum/Maximum columns rather than all of the individual discussion assignment columns in the Total grade.
Edit the Total Grade Column

You need to edit your Total Grade column to include only the Minimum/Maximum columns for the discussion assignments and not the individual assignment columns. Otherwise, each individual discussion assignment column and the Minimum/Maximum columns will be factored into the final grade (i.e., calculating the assignments as worth more points than they should be).

1. Click the chevron to the right of the Total column title and select Edit Column Information.

2. Under Select Columns, select Selected Columns and Categories for Include in Total.

3. In the Columns to Select box, select the Minimum/Maximum columns for the discussion assignments, and any other assignments, exams, etc. that you want to include in the Total grade, then click the right-pointing arrow to move the items to the Selected Columns box.

4. Under Options, select Yes to include this column in Grade Center calculations.

5. Select Yes to show the column to students.
6. Click **Submit**.

**Hide Individual Columns from Student and Instructor Views**

1. To hide the individual discussion assignment columns in the Grade Center from the students, click the chevron to the right of the column title, then select **Hide from students (on/off)**.

   **NOTE** A red slash appears to the left of the column title to indicate the column is hidden from the students’ view.

2. To hide the individual discussion assignment columns in the Grade Center from the instructor view, click the chevron to the right of the column title, then select **Hide from Instructor View**. The column no longer appears in the Full Grade Center.
NOTE To unhide the column from Instructor View: click the Manage menu > Column Organization > find the column name and select the checkbox > click Show/Hide at the bottom of the page > select Show Selected Columns > click Submit.
Grade Group Assignments and Group Discussion Assignments

Grade Group Assignments

When you grade a group assignment, that grade is automatically given to all group members. You can change an individual group member’s grade (refer to the Change Individual Group Member Grade section on page 43).

You can grade group assignments from either the Needs Grading page (refer to the next section Grade from Needs Grading) or from the Full Grade Center (refer to the Grade from the Full Grade Center section on page 42).

Grade from Needs Grading

1. In the course Control Panel, click Grade Center and select Needs Grading.
2. On the Needs Grading page, click the User Attempt link to open the assignment.

3. On the Grade Assignment page, grade the assignment and enter the grade in the Attempt box.
4. Optional: enter feedback for the group in the Feedback to Learner box.
5. Click Submit. The next assignment that needs grading opens.
6. Repeat Steps 3–5 to grade the next assignment; or, click the Exit button to return to the Needs Grading page.

Grade from the Full Grade Center

Group assignments that have been submitted but not graded are indicated with the Needs Grading icon in the Full Grade Center. All group members’ cells display the Needs Grading icon, regardless of who submitted the group assignment.

7. In the course Control Panel, click Grade Center and select Full Grade Center.
8. Go to the Grade Center column for the assignment, hover your mouse over the cell with the Needs Grading icon, then click the chevron to the right and select Group Attempt.
9. On the **Grade Assignment** page, grade the assignment and enter the grade in the **Attempt** box.

10. *Optional:* enter feedback for the group in the **Feedback to Learner** box.

11. Click **Submit**.

12. Click the right arrow in the **Viewing gradable items** box to open and grade the next group’s assignment.

13. Repeat **Steps 3–5** to grade the next assignment.

**Change Individual Group Member Grade**

1. In the course **Control Panel**, click **Grade Center** and select **Full Grade Center**.
2. Go to the Grade Center column for the assignment, click the chevron to the right of the assignment name, then click **Group Attempt**.
3. On the **Grade Assignment** page under **Assignment Details**, click the pencil icon next to the grade you want to change.

4. Enter the new grade, then select the checkmark to save it.

5. Click **Exit** to return to the Full Grade Center.

**Grade Group Discussion Assignments**

When you grade a group discussion assignment, each group member is graded independently of other members in their group. You don’t assign a group grade for contributions to the group discussion board.

You can grade group discussion assignments from either the Needs Grading page (refer to the next section **Grade from Needs Grading**) or from the Full Grade Center (refer to the **Grade from the Full Grade Center** section on page 45).
Grade from Needs Grading

1. In the course Control Panel, click Grade Center and select Needs Grading.
2. On the Needs Grading page, click the User Attempt link to open the assignment.

3. Optional: on the Grade Discussion Forum page, click Reply if you want to respond to the student’s post, then enter your Message and click Submit.
4. Grade the assignment and enter the grade in the Grade box.
5. Optional: enter feedback for the student in the Feedback to Learner box.

6. Click Submit. The next assignment that needs grading opens.
7. Repeat Steps 3–6 to grade the next assignment; or, click the Exit button to return to the Needs Grading page.

Grade from the Full Grade Center

Group discussion assignments that have been submitted but not graded are indicated with the Needs Grading icon 📈 in the Full Grade Center.

1. In the course Control Panel, click Grade Center and select Full Grade Center.
2. Go to the Grade Center column for the discussion assignment, hover your mouse over the cell with the Needs Grading icon, then click the chevron to the right and select Grade User Activity.

![Grade Center screenshot]

**NOTE** The gray bar indicates students who are not in that group.

3. *Optional:* on the Grade Discussion Forum page, click Reply if you want to respond to the student’s post, then enter your Message and click Submit.
4. Grade the assignment and enter the grade in the **Grade** box.
5. *Optional*: enter feedback for the student in the **Feedback to Learner** box.

6. Click **Submit**.
7. Click **OK** to return to the Full Grade Center.
8. Repeat **Steps 2–7** to grade the next assignment.
Manage Groups

Collaborate Ultra Sessions

Create Collaborate Ultra Session

You need to create a separate Collaborate Ultra session for each group and communicate to the groups the specific time they need to join their session.

1. In the course Control Panel, click Course Tools and select Blackboard Collaborate Ultra.

2. Click Create Session and enter the following information:
   - Name the Collaborate Ultra session (for example, “Discussion Group 1 Meeting”).
   - Specify the dates and times of the session.
   - Complete the other setting options under Session Settings.

   IMPORTANT  If you are going to record the session and want to download the recording, you need to select Allow recording downloads under Session Settings.
3. Click **Save**. You will see the session you created listed.

4. Repeat **Steps 2–3** to create another session.

**Link to Collaborate Ultra Session**

You need to create a **separate** Collaborate Ultra session link for each group.

1. To the right of the session name, click the circle with three dots in it and select **Copy Guest Link**. The link will automatically copy.

2. Go to the area in the course where you want to link the session.

3. Click **Build Content** and select **Web Link**.
4. Enter the **Name** for the Collaborate Ultra session (for example, “Discussion Group 1 Meeting”).

5. Paste the link in the **URL** text box.

6. Enter any instructions in the **Description** text box.

7. You can set the Availability Dates in the **Standard Options** section.

8. Click **Submit**.

9. Repeat Steps 1–8 to create a session link for each group.

   **NOTE** The link appears at the bottom of the page. To move the link, hover your mouse to the left of the title until the four arrows appear, then click and drag the link to place it where you want it.
Email Groups

Email All Groups
1. In the course Control Panel, click Course Tools and select Send Email.
2. On the Send Email page, click the All Groups link.
3. Enter the Subject and the email Message.
4. Select the Return Receipt checkbox if you want an email receipt that lists the names of the groups (not the individual group members) the email was sent to.
5. Optional: click the Attach a file link, then click the Choose File button to browse your computer for the file.
6. Click Submit to send the email.

   NOTE  A copy of the email is sent to the sender. The email message is not stored in Blackboard.

Email Single / Select Groups
14. In the course Control Panel, click Course Tools and select Send Email.
15. On the Send Email page, click the Single / Select Groups link.
16. In the Available to Select box, select the group(s) and click the right-pointing arrow to move the group(s) to the Selected recipient box.

   NOTE  Click the left-pointing arrow to move a group out of the recipient list.
   Click Invert Selection to select groups whose names aren’t highlighted, or to deselect groups whose names are highlighted.

7. Enter the Subject and the email Message.
8. Select the Return Receipt checkbox if you want an email receipt that lists the names of the groups (not the individual group members) the email was sent to.
9. Optional: click the Attach a file link, then click the Choose File button to browse your computer for the file.
10. Click **Submit** to send the email.

**NOTE**  A copy of the email is sent to the sender. The email message is **not** stored in Blackboard.

**Show Tool Availability**

Use Show Tool Availability to see which groups have access to certain tools and to make tools available or unavailable for the groups.

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.
2. On the Groups page, click **View Options** and select **Show Tool Availability**. Available tools show a green checkmark in their columns; unavailable tools show a red X.

3. Select the green checkmark in a tool’s column to make it unavailable; select the red X in a tool’s column to make it available.
Remove a Group Member

Course instructors can remove group members. Students cannot remove themselves from a group.

1. In the course Control Panel, click Users and Groups and select Groups.
2. On the Groups page, click the chevron next to the group Name and select Edit Group.

3. On the Edit Group page, scroll down to the Membership section, and select the X in the student row for the student you want to remove.

4. Click Submit.

   NOTE   To verify that a student has been removed, go to the group’s homepage to check the list of members.
Delete a Group

1. In the course **Control Panel**, click **Users and Groups** and select **Groups**.
2. On the Groups page, click the chevron next to the group **Name** you want to delete and select **Delete Group**.

3. Click **OK**. The **Delete Confirmation** page opens if there are Grade Center columns associated with the group.

4. To delete the Grade Center column and all grades for the tool, select the checkbox(es) for the tool(s). To keep grades for a group tool from being deleted when the group is deleted, do **not** select the checkbox(es) for the tool(s).

   **IMPORTANT** You can retain any group-related grade columns that are in the Grade Center. On the **Delete Confirmation** page, do **not** select the checkboxes for any Grade Center columns you need to preserve.

5. Click **Delete**.