EDITING GROUPS

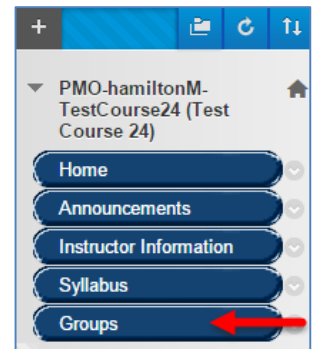Faculty Support
eLearning

If you have created a group in a Blackboard course, you may edit the group's membership and properties through these steps. These instructions assume that you have **EDIT MODE** turned on in the course.

1. Click on your **GROUPS** tool link button to access the Groups page.

2. On the Groups page, click the set of double-down arrows next to the group you want to work with. In the menu that appears, select **EDIT GROUP**.
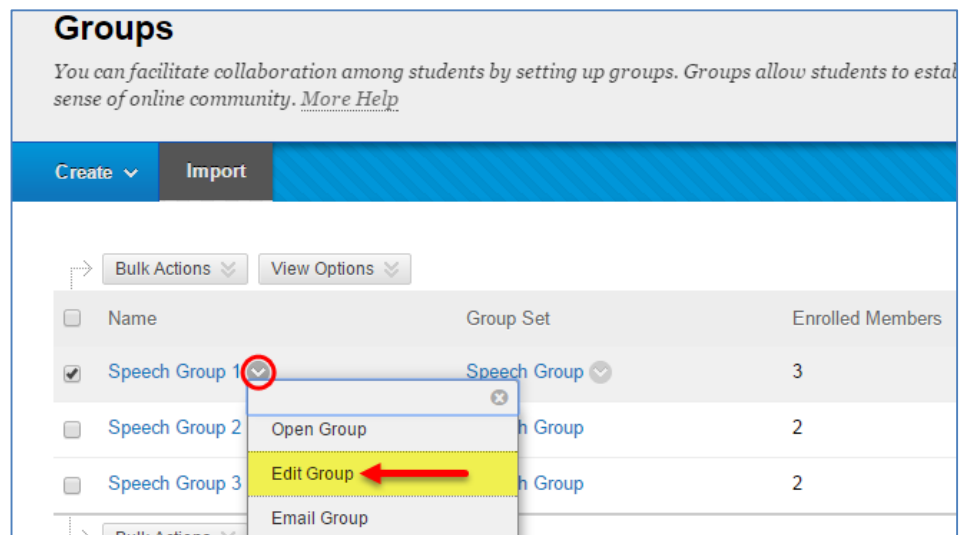
3. This will take you to the **EDIT GROUP PAGE**. On this page, you may edit the group's name, description, tool availability, and membership through the provided tools.

ADDING OR DELETING TOOLS

On the **EDIT GROUP** page, scroll down to the **TOOL AVAILABILITY** section.

To add a tool, check the checkbox next to its name; you may choose to make group blogs, wikis, journals, and discussion boards gradable by choosing grade settings.

To make a tool unavailable for group access, uncheck its associated checkbox.

When you are done making your changes, click the **SUBMIT** button at the bottom of the page.

ADDING OR DELETING GROUP MEMBERS

On the **EDIT GROUP** page, scroll down to the **MEMBERSHIP** section.

To remove a student from a group, roll over the student's name and click the red ❌ icon that appears.

To add new members to the group, click the **ADD USERS** button. In the pop-up window that appears, you may search for and select students to add to the group. Click the window's **SUBMIT** button to add the selected students to the group.

When you are done making your changes, click the **EDIT GROUP** page's **SUBMIT** button.