

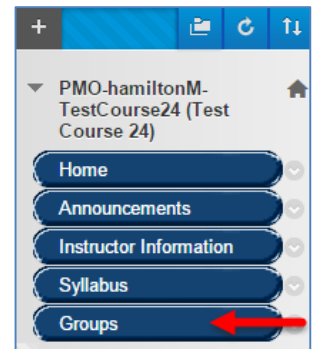
EDITING GROUPS



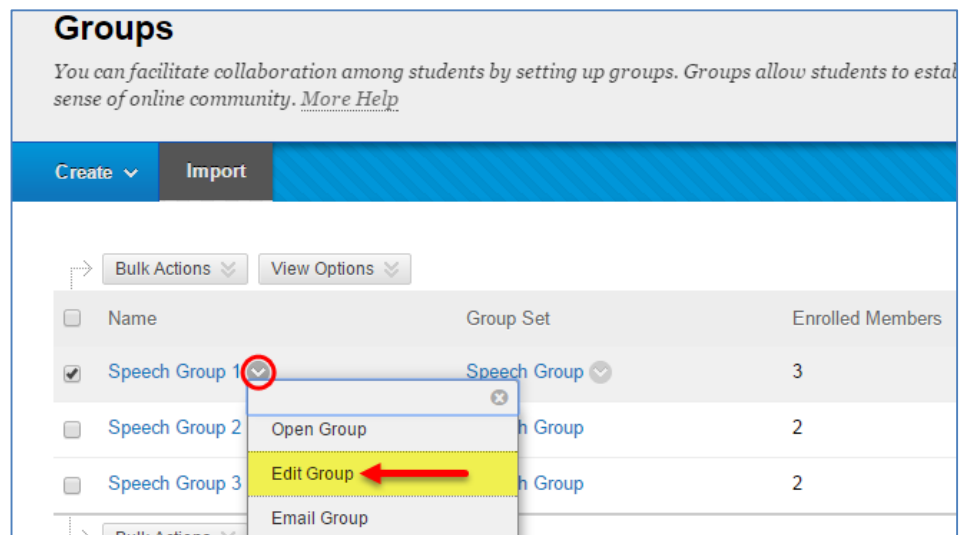
Blackboard Learn

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.

TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- Show participants in "needs grading" status after every Entries
-

Name	Type	Date Last Edited	Show Rubric to Students
My Grading Rubric - Flexible Ranges	Used for Grading	Oct 6, 2015 2:56:21 PM	Yes (With Rubric Scores)

- Collaboration
- Discussion Board
- Allow any group members to create forums.
- Do not allow student group members to create forums.
- Email
- File Exchange

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.

MEMBERSHIP

Username	First Name	Last Name	Role	
testhamilton2	Collin	Colon	Student	
testhamilton5	Terry	Tilde	Student	
testhamilton3	Brett	Bracket	Student	

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.

Add Users

Search: Show all users regardless of role

Username	First Name	Last Name
<input type="checkbox"/> meganh_previewuser	Admin Megan	Hamilton_PreviewUser
<input checked="" type="checkbox"/> testhamilton1	Annie	Asterisk
<input type="checkbox"/> hamiltml_previewuser	Megan	Hamilton_PreviewUser
<input type="checkbox"/> testlove	Test	Love