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.