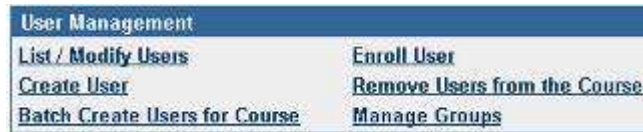


Working with Groups

The Groups tool allows more focused small group discussion among a smaller number of participants, helping to reduce some of the concerns in using the public (whole-class) Discussion Board. This option is useful for team projects requiring private communication, as the group's work is visible only to members of that group. (For example, a faculty member teaching a management class used small groups for competing teams developing business plans.)

Setting up a Group

1. Click the **Control Panel** button.
2. Click **Manage Groups** in the User Management menu (upper right).
3. Click **Add Group**.
4. Enter a Name and Description for the group. You might want to list group members' names in the Description area. (*This is not the same as adding students to the group—you'll do this in the next step.*)
5. In the Group Options area, click to enable tools (Discussion Board, Virtual Classroom, File Exchange, Email). **Note:** A *Discussion Board forum is automatically created with the name of the group as its name. Students can, by default, post new threads to this forum.*
6. Click **Submit** and **OK** when prompted.



Add Group

A screenshot of the 'Add Group' form. The form is divided into two sections: '1 Main Group Information' and '2 Group Options'. In the 'Main Group Information' section, there are two fields: 'Group name:' with the value 'Pro-proposition 12' and 'Description:' with the value 'John Blackboard, Martha Blackboard'. In the 'Group Options' section, there are four checkboxes, all of which are checked: 'Enable Group Discussion Board Function', 'Enable Group Virtual Classroom Function', 'Enable Group File Exchange Function', and 'Enable Group E-mail Function'. At the bottom of the 'Group Options' section, there is a label 'Make group visible now:' followed by two radio buttons: 'Yes' (selected) and 'No'.

Adding Users to a Group

1. Click **Modify** to the right of the group name.
2. Click **Add Users To Group**
3. Click the **List All** tab, then the **List All** button to get a list of all students in the class. (Or **Search** with the text area blank.)



4. Click the box on the left of the name of each student to be added.
5. Scroll to the bottom of the screen and click **Submit** and **OK** when prompted.

Removing Users from a Group

1. Click **Modify** to the right of the group name.
2. Click **Remove Users from Group**.
3. Click the **List All** tab, then the **List All** button to get a list of all students in the class.
4. Click to the left of the name of each student to be removed.
5. Type the word **'Yes'** in the confirmation box.
6. Scroll to the bottom of the screen and click **Submit** and **OK** when prompted.

Accessing groups

1. Click **Communication**, then **Group Pages**.
2. Click the link to the group. (Students will only be able to access groups to which they have been assigned. Instructors can access all groups.)
3. The group page appears, including a list of available tools and group members.