

# Setting Up Student Groups

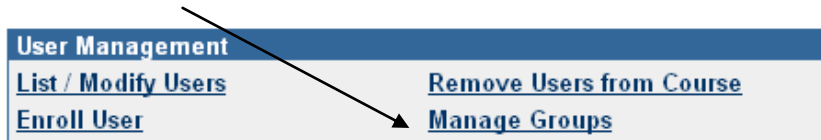
Instructors may create student groups through the **Manage Groups** link. Groups have their own Discussion Board, File Exchange, Virtual Classroom and E-mail capabilities. As an Instructor, you can view the groups' activities at any time.

Setting up a group involves two major steps: A) Creating the group, and B) Adding students to the group.

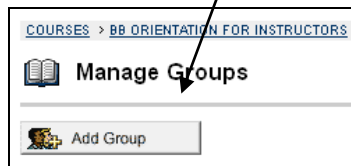
## Part A: Create the Group

**Step 1:** Click the **Control Panel** link in the gray toolbox.

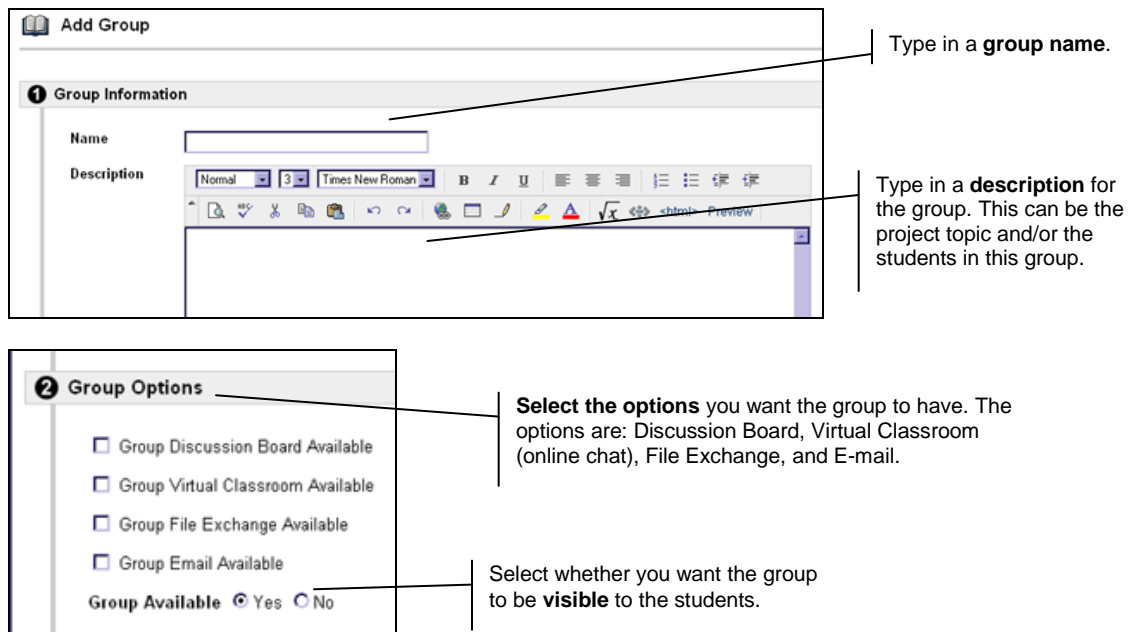
**Step 2:** Click on the **Manage Groups** link in the *User Management* area.



**Step 3:** Click the **Add Group** button



**Step 4:** Type the name of the group and description, and select the desired options and availability.

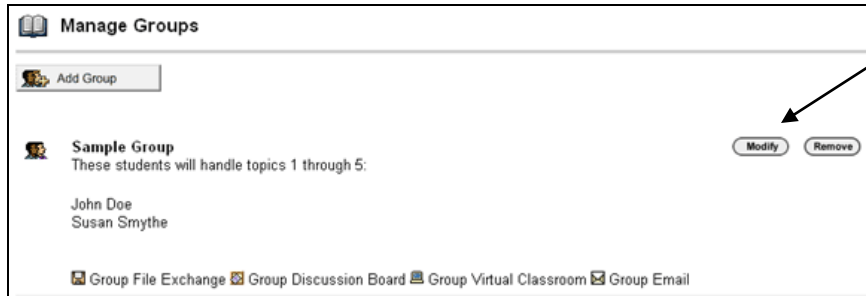
A screenshot of the 'Add Group' form in a Blackboard interface. The form is divided into two sections: '1 Group Information' and '2 Group Options'.  
In the '1 Group Information' section, there is a 'Name' field with a text input box. An arrow points from the text 'Type in a group name.' to this field. Below the name field is a 'Description' field with a rich text editor. An arrow points from the text 'Type in a description for the group. This can be the project topic and/or the students in this group.' to this field.  
In the '2 Group Options' section, there are four checkboxes: 'Group Discussion Board Available', 'Group Virtual Classroom Available', 'Group File Exchange Available', and 'Group Email Available'. An arrow points from the text 'Select the options you want the group to have. The options are: Discussion Board, Virtual Classroom (online chat), File Exchange, and E-mail.' to these checkboxes. Below these checkboxes is a 'Group Available' section with radio buttons for 'Yes' and 'No'. An arrow points from the text 'Select whether you want the group to be visible to the students.' to these radio buttons.

**Step 5:** Click **Submit**.

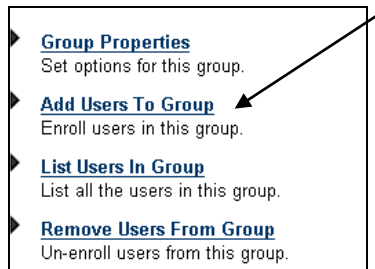
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## Part B: Add the Users

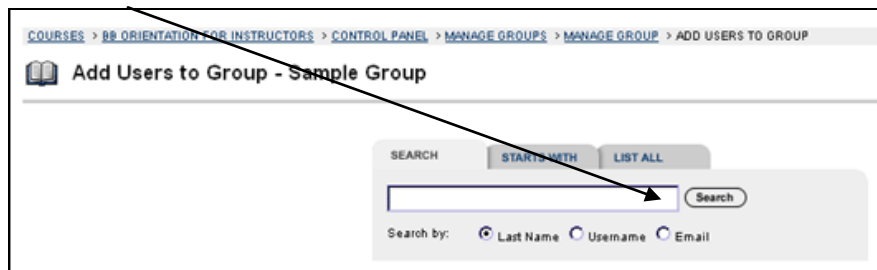
**Step 6:** To Add/Remove users to the group or to Modify the group setting, click the **Modify** button.



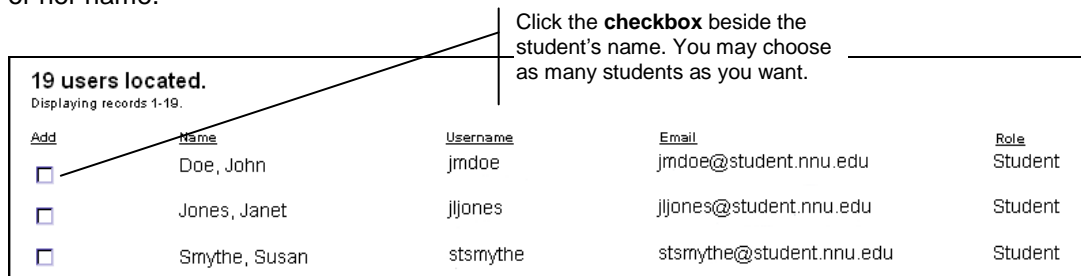
**Step 7:** To Add Users, click on the **Add Users** Link



**Step 8:** Click **Search** to view all the Students.



**Step 9:** Select the Student you want to add to the group by checking the box beside his or her name.



**Step 10:** Click **Submit**.

**Note:** You may remove students from the group following the same steps with the Remove Users link. The only difference is you uncheck the box beside the students' names.