

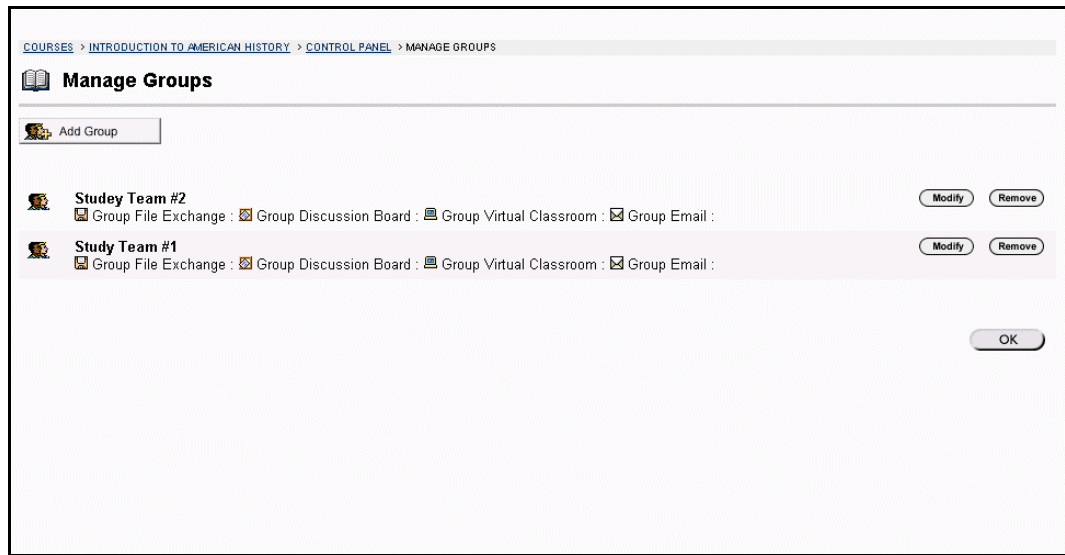
## Manage Groups

### Overview

On the Manage Groups page Instructors can build study or project groups. Instructors can also add, remove, and modify groups from this page. The Instructor has the option of giving the group:

- Discussion Board
- Virtual Classroom
- Group File Exchange
- Group Email

The functions that are chosen are displayed on the Manage Groups page under the group name.



### Find this page

To open the Manage Groups page, click **Manage Groups** in User Management on the Course Control Panel.

### Functions

The table below details the available functions on this page.

To . . .	click. . .
add a group	<b>Add Group.</b> The Add Group page will appear. On the Add Group page new groups may be created with a group name, description, and various options.  Once a Group has been created Students must be added. Click <b>Modify</b> to access the Manage Group page for that particular group.
modify a group	<b>Modify.</b> A Manage Group page will appear. On the Manage Group page group properties may be modified, new Students may be added, Group users may be listed

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	or modified, and users may be removed from the group.
remove a group	<b>Remove.</b> This action is irreversible.

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## Add Group / Group Properties

### Overview

Groups are created on the Add Group page. These options may be modified on the Group Properties page. When a group is added Instructors can give the group different options:

- Discussion Board functions – Enables users to create Discussion Board Forums for their group.
- Virtual Classroom functions – Users may create Collaboration Sessions for their Group and view session archives.
- Group File Exchange functions – Enables users to exchange files with members of the Group.
- Group Email functions – Users may send email messages to other Group members.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > MANAGE GROUPS > ADD GROUP

**Add Group**

**1 Main Group Information**

Group name:

Description:

**2 Group Options**

Enable Group Discussion Board Function

Enable Group Virtual Classroom Function

Enable Group File Exchange Function

Enable Group E-mail Function

Make group visible now:  Yes  No

### Find this page

Follow the steps below to open the Add Group page.

**Step 1** Click **Manage Groups** in the User Management area of the Course Control Panel.

**Step 2** Click **Add Group**.

Follow the steps below to open the Group Properties page.

**Step 1** Click **Manage Groups** in the User Management area of the Course Control Panel.

**Step 2** Click **Modify** next to a group.

**Step 3** Click **Group Properties**.

## Fields

The table below details the fields on this page.

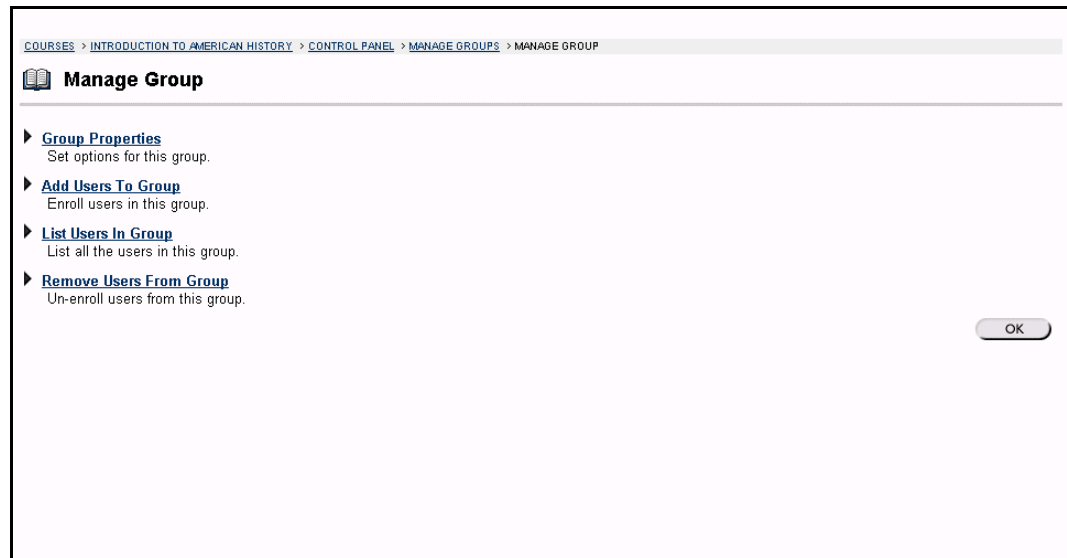
Field	Description
<b>Main Group Information</b>	
<b>Group name:</b>	Enter a Group name. This name is how the Group will be referred to throughout the course Web site.
<b>Description:</b>	Enter a description of the Group.
<b>Group Options</b>	
<b>Enable Group Discussion Board Function:</b>	Select this check box to indicate that this Group will have access to the Discussion Board functions. If this check box is not selected this Group will not have access to the Discussion Board functions.
<b>Enable Group Virtual Classroom Function:</b>	Select this check box to indicate that this Group will have access to the Virtual Classroom functions. If this check box is not selected this Group will not have access to the Virtual Classroom functions.
<b>Enable Group File Exchange Function:</b>	Select this check box to indicate that this Group will have access to the group file exchange function. If this check box is not selected this Group will not have access to the group file exchange function.
<b>Enable Group Email Function:</b>	Select this check box to indicate that this Group will have access to the group email function. If this check box is not selected this Group will not have access to the group email function.
<b>Make group visible now:</b>	Click <b>Yes</b> or <b>No</b> to control the availability of the Group.

## Manage Group

### Overview

Instructors can build study or project groups from the Manage Groups page. Once a Group is created Instructors can also add, remove, and modify groups of users within a course. The Instructor has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

In most areas of the *Blackboard Learning System*, the Add and Modify pages function similarly. However adding a Group is different from modifying a group. This section discusses what happens when the Instructor clicks **Modify** on the Manage Groups page.



### Find this page

Follow the steps below to open the Manage Group page.

**Step 1** Click **Manage Groups** in the User Management area of the Course Control Panel.

**Step 2** Click **Modify** next to a Group.

### Functions

The following functions are available from the Manage Group page:

Function	Description
<a href="#">Group Properties</a>	Modify the Group name, description, or options.
<a href="#">Add Users to Group</a>	Add Students to the group. A search feature is available to create the list of users to add.
<a href="#">List Users in Group</a>	List or modify users in a Group. A search feature is available to create the list of users to add.
<a href="#">Remove Users From Group</a>	Remove users from a Group A search feature is available to create the list of users to remove.

## Add Users to Group: *Group Name*

### Overview

Users are added to the Group using the Add Users to Group: *Group Name* page.

**12 user(s) located**  
Displaying records 1-12

ADD	NAME	USER NAME	E-MAIL	ROLE
<input type="checkbox"/>	Berrifield, James	jberrifield	<a href="mailto:jberrifield@yourinstitution.edu">jberrifield@yourinstitution.edu</a>	Teacher's Assistant
<input type="checkbox"/>	Dorn, Brian	bdorn	<a href="mailto:bdorn@yourinstitution.edu">bdorn@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Franklin, Greg	gfranklin	<a href="mailto:gfranklin@yourinstitution.edu">gfranklin@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Gude, Terry	tgude	<a href="mailto:tgude@yourinstitution.edu">tgude@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Johnson, Adam	ajohnson	<a href="mailto:ajohnson@yourinstitution.edu">ajohnson@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Kearnson, Julie	jkearnson	<a href="mailto:jkearnson@yourinstitution.edu">jkearnson@yourinstitution.edu</a>	Student

### Find this page

Follow the steps below to open the Add Users to Group page.

- Step 1** Click **Manage Groups** in the User Management area of the Course Control Panel.
- Step 2** Click **Modify** next to a Group.
- Step 3** Click **Add Users to Group**.

### Functions

The table below details the search functions on the Add Users to Group page:

To . . .	Then . . .
search for a user using the user's last name or User Name	<ul style="list-style-type: none"> <li>• Select the Search tab.</li> <li>• Enter either a last name or a user name.</li> <li>• Select either the <b>Last Name</b> or <b>User Name</b> option. All matching entries will be displayed.</li> </ul>
search for a group of last names that start with a particular letter or a User Name that starts with a particular number	<ul style="list-style-type: none"> <li>• Select the A-Z, 0-9 tab.</li> <li>• Click on the first letter of the last name or on the first number of the user name. All matching entries will be displayed.</li> </ul>

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search using a value found in the user's first or last name	<ul style="list-style-type: none"><li>• Select the Advanced tab.</li><li>• Enter a value in the <b>Containing:</b> field.</li><li>• The search will return all users with that value in their User Name.</li><li>• Click the check boxes and select values from the drop-down list to narrow the search.</li></ul>
list all users	<ul style="list-style-type: none"><li>• Select the tab.</li><li>• Click <b>List All</b> to list all the names enrolled. All entries will be displayed.</li></ul>

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### Add a User to a Group

Once the search has been completed, select the check box next to the user that is to be added to the Group and click **Submit**. A Receipt: Success page will appear to verify that the user was enrolled.

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## List Users in Group

### Overview

Users in a Group can be viewed and contacted using the List Users in Group page. Click on an email address to send a message to that user.

NAME	USER NAME	E-MAIL	ROLE
Dorn, Brian	bdorn	<a href="mailto:bdorn@yourinstitution.edu">bdorn@yourinstitution.edu</a>	Student
Franklin, Greg	gfranklin	<a href="mailto:gfranklin@yourinstitution.edu">gfranklin@yourinstitution.edu</a>	Student
Gude, Terry	tgude	<a href="mailto:tgude@yourinstitution.edu">tgude@yourinstitution.edu</a>	Student
Johnson, Adam	ajohnson	<a href="mailto:ajohnson@yourinstitution.edu">ajohnson@yourinstitution.edu</a>	Student
Kearnson, Julie	jkearnson	<a href="mailto:jkearnson@yourinstitution.edu">jkearnson@yourinstitution.edu</a>	Student
Marcelli, Courtney	cmarcelli	<a href="mailto:cmarcelli@yourinstitution.edu">cmarcelli@yourinstitution.edu</a>	Student
Mary, Wallace	mwallace	<a href="mailto:mwallace@yourinstitution.edu">mwallace@yourinstitution.edu</a>	Student

### Find this page

Follow the steps below to open the List Users in Group page.

- Step 1** Click **Manage Groups** in the User Management area of the Course Control Panel.
- Step 2** Click **Modify** next to a Group.
- Step 3** Click **List Users in Group**.

### Search for users

The List Users in Group page contains a search function. The Instructor can search using different variables selected from the search tabs. The following search tabs are available:

To . . .	click . . .
search for a user using the user's last name or User Name	<ul style="list-style-type: none"> <li>• Select the Search tab.</li> <li>• Enter either a Last Name or a User Name.</li> <li>• Select either the Last Name or User Name option. All matching entries will be displayed.</li> </ul>
search for a group of last names or user names that start with a particular character.	<ul style="list-style-type: none"> <li>• Select the A-Z, 0-9 tab.</li> <li>• Click on the first character of the last name or the user name. All matching entries will be displayed.</li> </ul>

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list all users	<ul style="list-style-type: none"><li>• Select the LIST ALL tab.</li><li>• Click <b>List All</b> to list all group members.</li></ul>
email a User	the User's email address. This email feature uses the email application associated with the local machine.

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## Remove Users from Group

### Overview

Instructors may drop users from a Group using the Remove Users from Group page. If a user is removed from a Group all of the information associated with that user, such as files in the File Exchange and Discussion Board messages, is removed. Removed users cannot be restored to the Group. To restore a removed user, add the user from the Add Users to Group page.

COURSES > INTRODUCTION TO AMERICAN HISTORY > CONTROL PANEL > MANAGE GROUPS > MANAGE GROUP > REMOVE USERS FROM GROUP

**Remove Users From Group**

SEARCH A-Z, 0-9 LIST ALL

**NOTE:** Depending on the number of records, this function may take some time to process. Click the List All button to show the list.

List All

**10 user(s) located**  
Displaying records 1-10

REMOVE	NAME	USER NAME	E-MAIL	ROLE
<input type="checkbox"/>	Dorn, Brian	bdorn	<a href="mailto:bdorn@yourinstitution.edu">bdorn@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Franklin, Greg	gfranklin	<a href="mailto:gfranklin@yourinstitution.edu">gfranklin@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Gude, Terry	tgude	<a href="mailto:tgude@yourinstitution.edu">tgude@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Johnson, Adam	ajohnson	<a href="mailto:ajohnson@yourinstitution.edu">ajohnson@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Kearnson, Julie	jkearnson	<a href="mailto:jkearnson@yourinstitution.edu">jkearnson@yourinstitution.edu</a>	Student
<input type="checkbox"/>	Marcelli, Courtney	cmarcelli	<a href="mailto:cmarcelli@yourinstitution.edu">cmarcelli@yourinstitution.edu</a>	Student

### Find this page

Follow the steps below to open the Remove Users From Group page.

- Step 1** Click **Manage Groups** in the User Management area of the Course Control Panel.
- Step 2** Click **Modify** next to a Group.
- Step 3** Click **Remove Users From Group**.

### Search for users

The Remove Users from Group page contains a search function. The Instructor can search using different variables selected from the search tabs. The following search tabs are available.