

Creating Groups Pages in Blackboard

Introduction

The group pages function in Blackboard can be used to provide a space in Blackboard for teams you may want to use in your class. Each group can have exclusive access to various Blackboard communication functions (discussion board, virtual classroom, file exchange, and e-mail) for their specific group. These communication functions are in addition to those used for the entire class, and independent of those communication functions accessible by other groups. So, in essence, each team could work on projects independently from other teams.

Brief instructions for creating groups in Blackboard

Below are the brief instructions for adding a forum to your course. For more detailed instructions refer to page 4 of this reference guide.

1. Login to your Blackboard course website: <http://campus.fsu.edu>
2. Click on **Control Panels**
3. Click on **Advanced Group Management** in the **Course Tools** area
4. Click on the **Add Group** button
5. Provide a name and description for the group, and enable any desired functions
6. Click on **Submit** and then click on **OK**

To modify or remove a group

1. Follow steps 1 – 3 above for creating groups
2. Select the desired group(s) and then click on either the **Modify Group** or the **Remove Group** button, as appropriate
3. If modifying an existing group, then make the desired modifications
4. Click on **Submit** and then click on **OK**

To view, add, or remove users to groups

1. Follow steps 1 – 3 above for creating groups
2. Select the desired group(s) and then click on the **View/Assign Users** button
3. Click on the **Modify** button
4. Select or deselect users as appropriate
5. Click on **Submit** and then click on **OK**

To view group pages

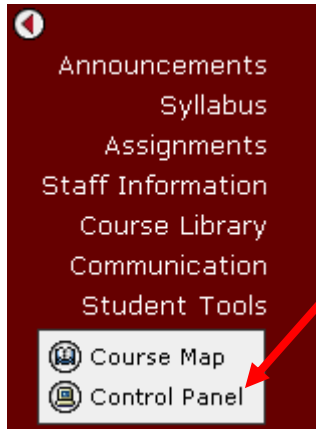
1. Go to the home screen (click on the **Home** tab in the upper left and then on the desired course)
2. Click on **Communication**, then click on **Group Pages**, and then click on the name of the **Group Page** you wish to view

Detailed instructions for creating group pages in Blackboard

Step 1. Login to your Blackboard course website at: <http://campus.fsu.edu>

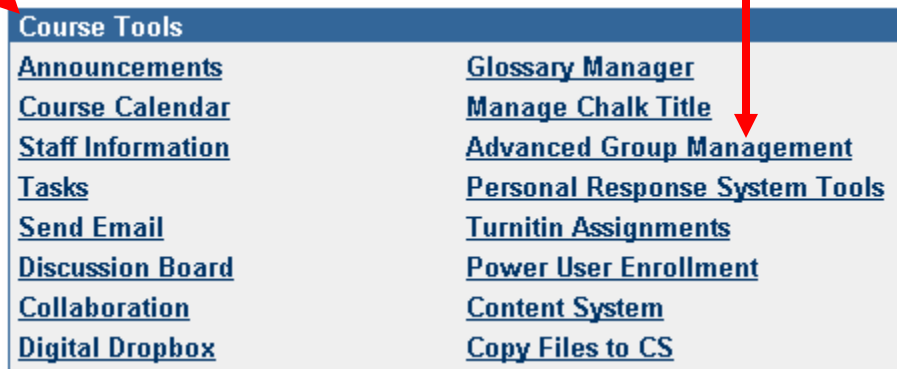
Step 2. Click on Control Panel

After you login, find and click on the [Control Panel](#) link on the left side of the screen.



Step 3. Click on Advanced Group Management

In the [Course Tools](#) area, find and click on the [Advanced Group Management](#) option.



Step 4. Click on the Add Group button

In the new webpage that opens, find and click on the [Add Group](#) button.



Step 5. Provide a Name and a Description for the group page

Group Name:

Description:

Next, select the Group Functions you want to enable.

- 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

Step 6. Click on the Submit button, and then on the OK button to finish the process

