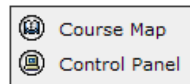


Blackboard 6: Adding Groups 7 Steps

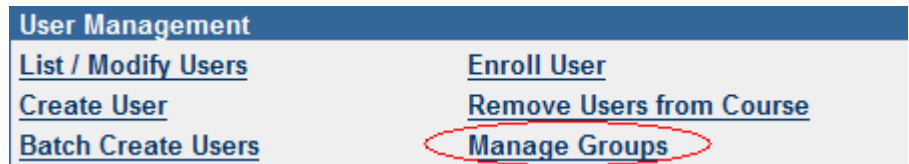
This Step-by-Step explains the procedures for adding groups in Blackboard 6.

This Step-by-Step assumes that the user has already accessed the proper course.

1.) Click “Control Panel”



2.) Click “Manage Groups”

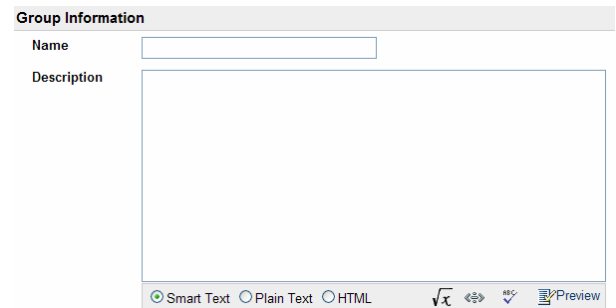


3.) Click “Add Group”



4.) Type the desired name of the group in the text field labeled, “Name”

- You may also enter a brief description in the text field labeled, “Description”



Group Information

Name

Description

Smart Text Plain Text HTML

5.) You may edit the group options by checking the desired tools each group may access.

Group Options

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

Group Available Yes No

6.) Click “Submit”

Submit

7.) A receipt will appear showing what you just created, click "OK" and you are done.

 **Content Receipt**

content added

Chapters

cabbit (26935 Bytes)

Chapters 1, 2, 3

2004-11-17 10:07:03 AM

OK