Blackboard Learn: Collaborative Tools

User Learning Scenarios

Create a Group

☐ Step 1
✓ Click Groups in the main menu.
✓ Mouse over the Create Single Group button, then click Manual Enroll.

☐ Step 2
✓ Give your group a name
✓ Scroll to item 4, Membership, and select either your desired members, or all by clicking the Select All button.
✓ Click the right arrow to move selected members into the box on the right.

☐ Step 3
✓ You will now see a new menu entitled “My Groups” between the main course menu and the course management menu.
✓ In this new menu, click the small arrow to the right of your group name to enter the group homepage.

☐ Step 4
✓ Explore the different group tools as both an instructor and as a student in the other members of your row’s classes.
✓ Notice how much control you have as a student.