Managing Groups

To Edit Group Settings & Membership:

1. On the Control Panel menu, click Users and Groups, then click Groups.
2. You will see the full list of groups on this page. Click on the circular-v icon (appears when hovering your mouse over the item) next to a group name, and select Edit from the drop-down menu.
3. The edit screen will open, and then you can make any adjustments to group settings and tools in sections 1-3.
4. To adjust membership, look at section 4, “Membership.” Select a name and click one of the right or left facing arrows to add or remove a member from the group.
5. When finished making adjustments, scroll down and click Submit.

Note: To create group assignments, you will use Blackboard’s “Assignment” tool, and you will make an assignment available to a particular group. You cannot create group assignments within the individual groups’ areas.