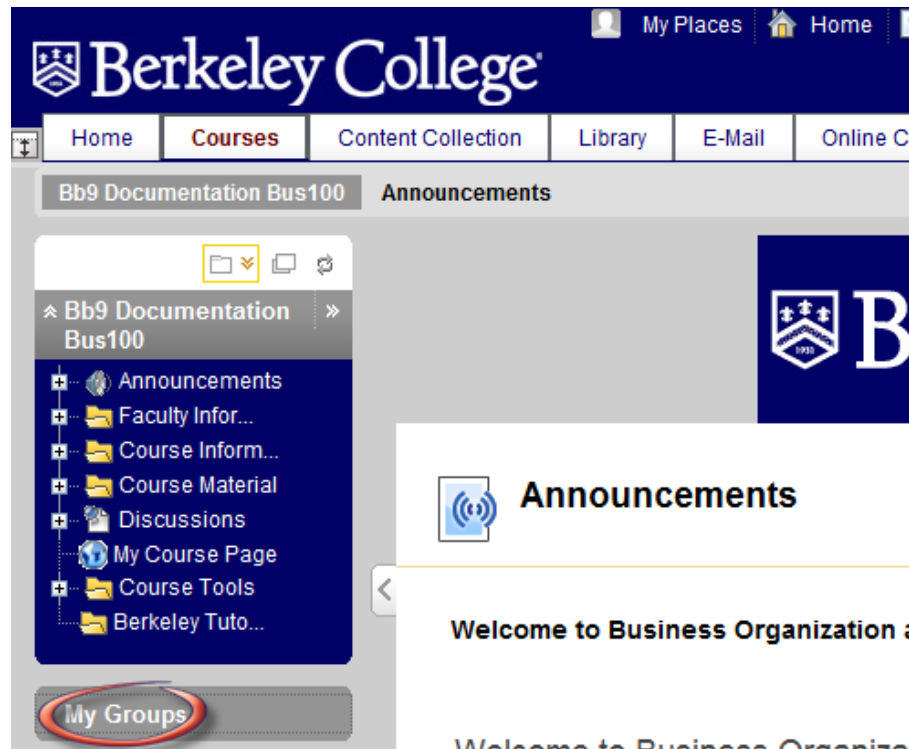


# Participating in Blackboard Groups

**Blackboard Groups** allows for the completion of certain coursework within small groups. Groups are used at the discretion of your instructor.

## Accessing Assigned Groups

1. If your instructor has assigned you to a group, it will appear in the **My Groups** menu, below the course menu on the left side of the screen. Click on the **My Groups** link.



2. The groups for which you have been assigned will appear within the **My Groups** menu. For this example, **Group A** appears. Click on the arrows to the right.

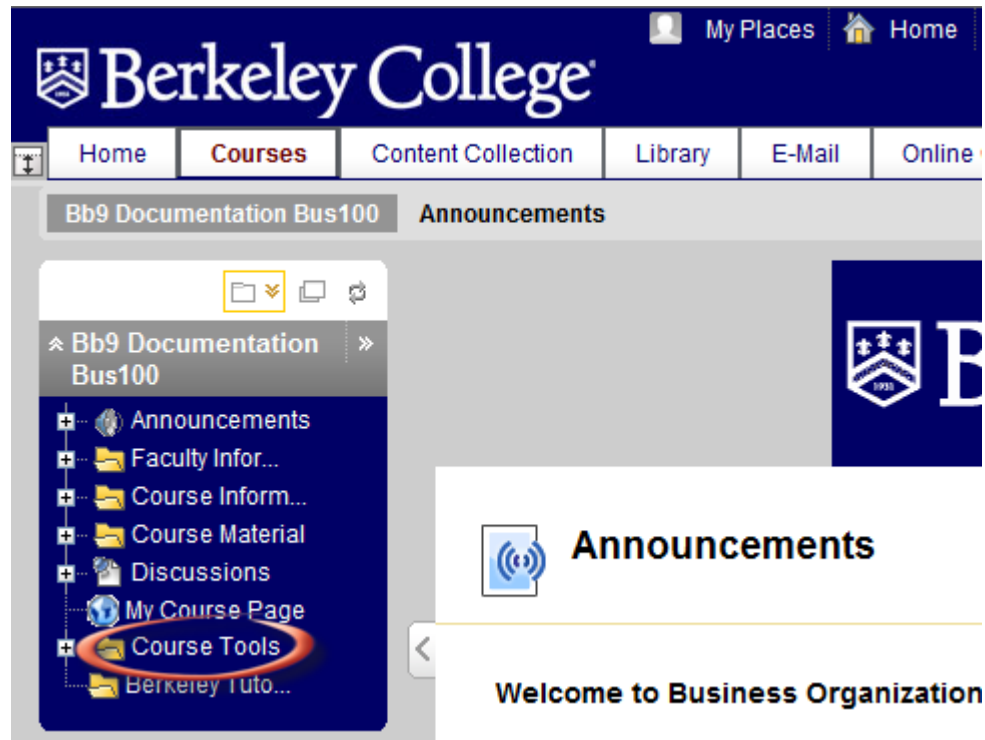


3. The **Group A** information appears. **Group Properties** provides the **Group Description** created by your instructor as well as a complete list of **Group Members** and **Group Tools**.

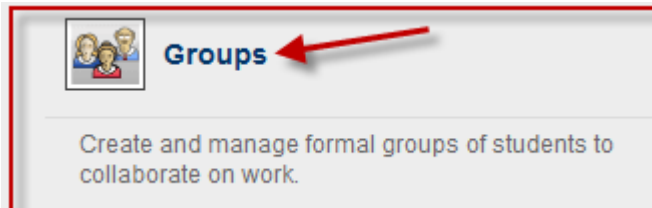
The screenshot displays the Blackboard interface for a course titled "Bb9 Documentation Bus100". The breadcrumb navigation shows "Groups > Group A". On the left, a navigation menu includes "Bb9 Documentation Bus100" and "My Groups". Under "My Groups", "Group A" is selected, showing a list of tools: Collaboration, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, Send Email, and Group Homepage. The main content area is titled "Group A" and contains three sections: "Group Properties", "Group Tools", and "Group Assignments". The "Group Properties" section includes a "Group Description" field with the text "This is Group A." and a "Group Members" dropdown menu showing "Student 01". The "Group Tools" section lists several tools with expandable arrows: Collaboration, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, and Send Email. The "Group Assignments" section is currently empty.

## Accessing Self-Enrollment Groups

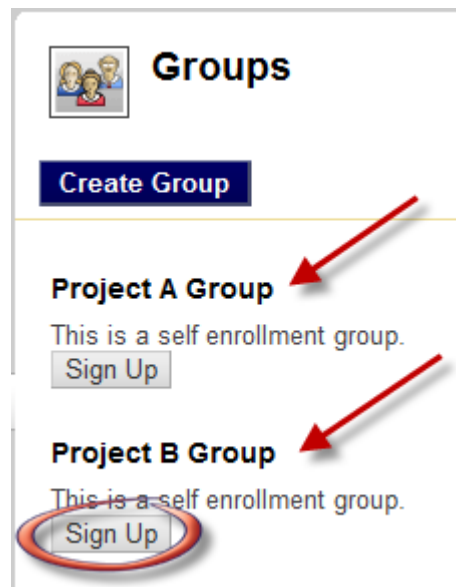
1. If your instructor has created self-enrollment groups, you must manually enroll yourself in the group of your choice in order to participate. Click on **Course Tools** to start.



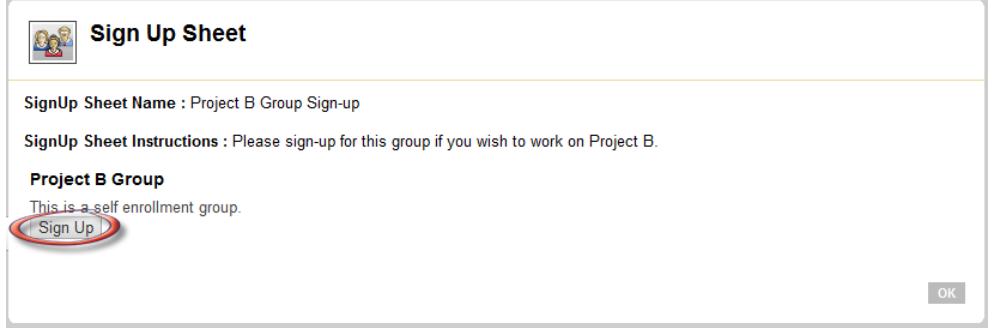
2. Scroll down and click on the **Groups** link.



3. The groups created by your instructor will appear as in the example provided. To join **Project B Group**, click on the **Sign Up** button for that group.



4. The **Sign Up Sheet** for **Project B Group** will appear. Click on the **Sign Up** button to continue.



**Sign Up Sheet**

SignUp Sheet Name : Project B Group Sign-up

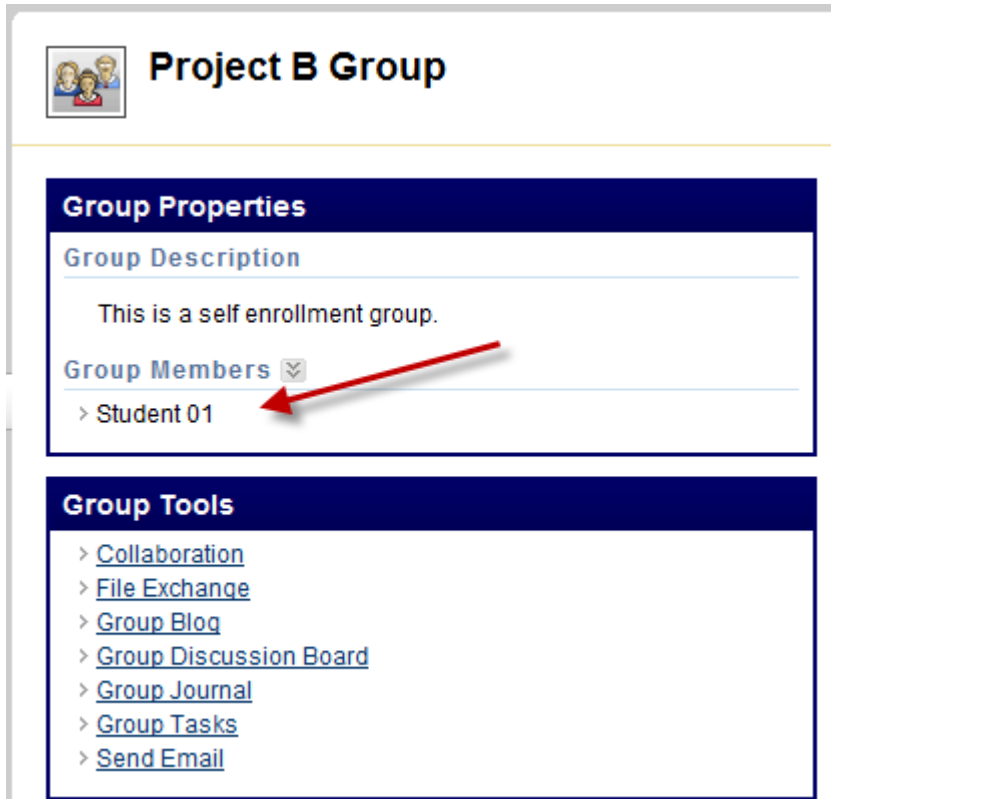
SignUp Sheet Instructions : Please sign-up for this group if you wish to work on Project B.

**Project B Group**  
This is a self enrollment group.

**Sign Up**

OK

5. Your name will now appear as a member of Project B Group.



**Project B Group**

**Group Properties**

**Group Description**

This is a self enrollment group.

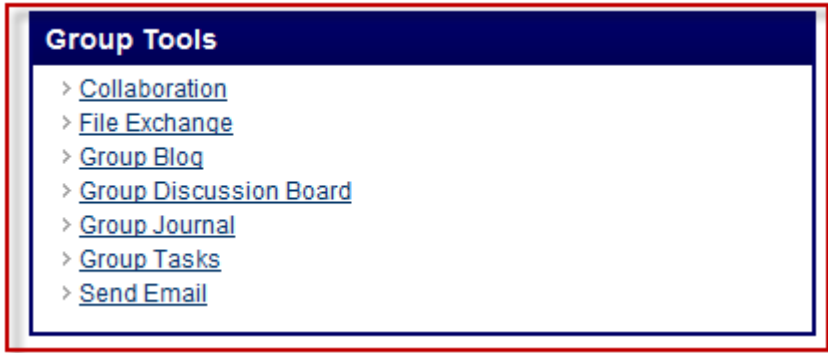
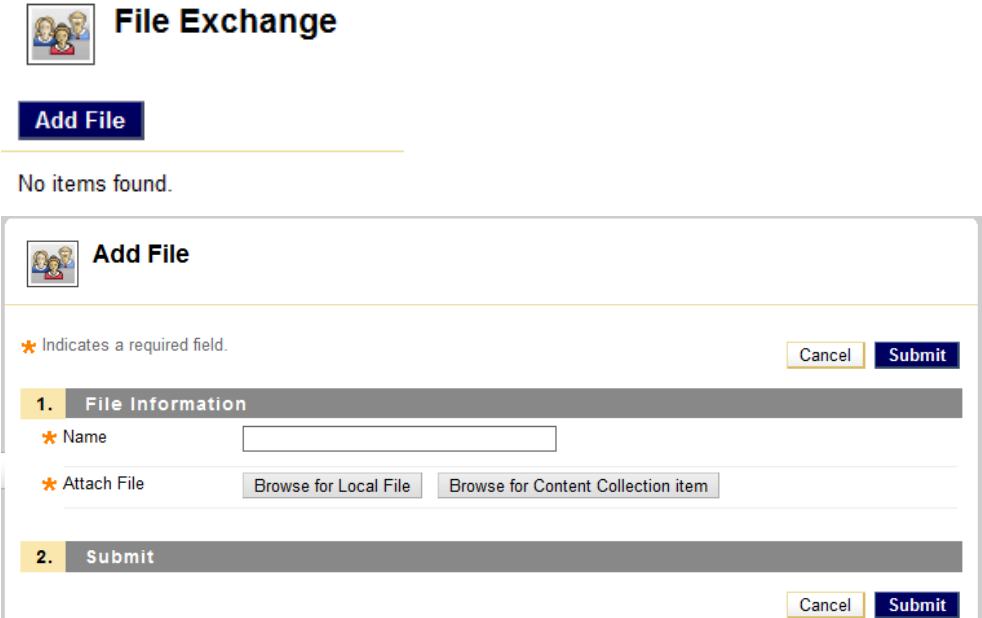
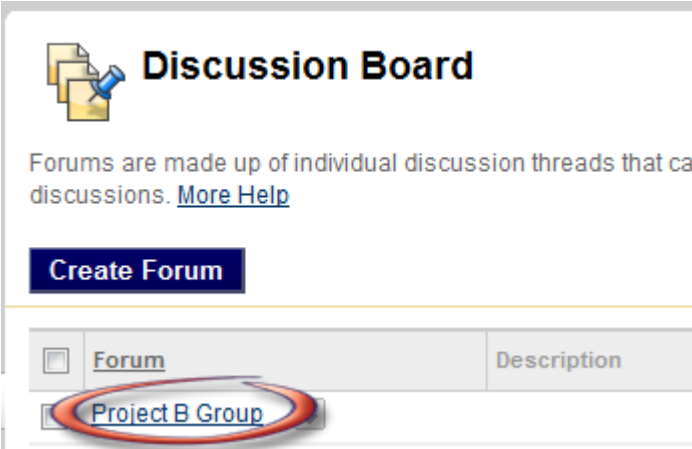
**Group Members** ▾

> Student 01

**Group Tools**

- > [Collaboration](#)
- > [File Exchange](#)
- > [Group Blog](#)
- > [Group Discussion Board](#)
- > [Group Journal](#)
- > [Group Tasks](#)
- > [Send Email](#)

## Using Group Tools

<p>1. The <b>Group Tools</b> offer different ways to collaborate and communicate within groups.</p>	 <p>The screenshot shows a 'Group Tools' menu with the following options: Collaboration, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, and Send Email. Each option is preceded by a right-pointing chevron.</p>
<p>2. <b>File Exchange</b> allows for the sharing of files among group members. Click on the <b>Add File</b> button. Name, attach and submit the appropriate document for sharing with your group.</p>	 <p>The screenshot shows the 'File Exchange' interface. At the top, there is a 'File Exchange' header with a group icon and an 'Add File' button. Below this, it says 'No items found.' There is a secondary 'Add File' form with a 'Cancel' and 'Submit' button. The form has two sections: '1. File Information' and '2. Submit'. In the 'File Information' section, there is a required 'Name' field, an 'Attach File' section with 'Browse for Local File' and 'Browse for Content Collection item' buttons, and a 'Submit' section with 'Cancel' and 'Submit' buttons. A legend indicates that an asterisk (*) denotes a required field.</p>
<p>3. Use the <b>Discussion Board</b> to communicate with your group (see <b>Using the Discussion Board</b> for more information about how to view and post replies).</p>	 <p>The screenshot shows the 'Discussion Board' interface. It features a 'Discussion Board' header with a folder icon and a 'Create Forum' button. Below the header, there is a text block: 'Forums are made up of individual discussion threads that ca discussions. <a href="#">More Help</a>'. Below this is a table with two columns: 'Forum' and 'Description'. The first row in the table has a checkbox in the 'Forum' column and the text 'Project B Group' in the 'Description' column. The 'Project B Group' text is circled in red.</p>

4. **Send Email** allows you to send an email to members of your group. Chose the members you would like to send the email to, compose your message and click **Submit**.

The screenshot shows a web interface titled "Send Email" with a paper and pencil icon. At the top right are "Cancel" and "Submit" buttons. A legend indicates that an asterisk (\*) denotes a required field. The main section is titled "1. Email Information" and contains a "To" field with an asterisk. Below this is a selection interface with two columns: "Items to Select" (containing "01, Student") and "Selected Items" (empty). Between the columns are right and left arrow buttons. Below each column are "Invert Selection" and "Select All" buttons. The "From" field is pre-filled with "Student 01 (student-01@mymail.berkeleycollege.edu)". The "Subject" field is empty. The "Message" field is a large text area with a vertical scrollbar and a small "abc" icon with a checkmark at the bottom right.