

How do I change group settings?

The use of groups in Blackboard allows instructors to implement student group activities, collaboration, and assignments. An individual group or group set can

be edited at any time. This tutorial will cover how to edit a group and group set after it has been created.

Blackboard Demo Course 🛖	1. From the course's homepage, click Groups from the navigation			
Home	menu.			
Syllabus	2a. To edit an individual	grou	ip, locate the	e group name and click the
Course Content	drop-down arrow, then click Edit Group.			
Discussions			Demo Group	
Assignments			Instructional	Options Menu: Name
Groups			instructional t	
Links 🗹			Random enro	
Tools			Self-Enroll Te	Email Group
Help		C The Black De	Delete Group	
Media Gallery			The black Pe	Create Smart View
		_	The Disal Own	

2b. To edit a group set, locate the **Group Set** name, click the **drop-down arrow**, then select:

List of Groups – This will show a list of the groups contained within the group set. Edit Group Set Properties – This will edit the

group's visibility to students, edit the group's tools availability.

Edit Group Set Membership – This allows the instructor to add/remove users from the group.

Email Group Set – This allows the instructor to send an email to the group.

Delete Group Set – This will delete the group set and its enrollments.

Group Set	Enrolled Members
Assignment groups	
Assignment groups	List of Groups
Assignment groups	Edit Group Set Properties Edit Group Set Membership
Random enroll test	Email Group Set
	Delete Group Set