



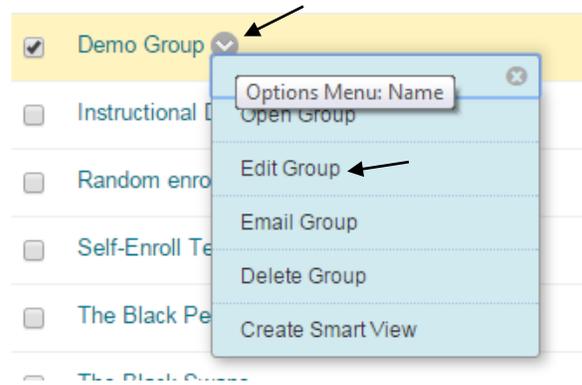
How do I change group settings?

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.

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1. From the course’s homepage, click **Groups** from the navigation menu.

2a. To edit an individual group, locate the **group name** and click the **drop-down arrow**, then click **Edit Group**.



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.

