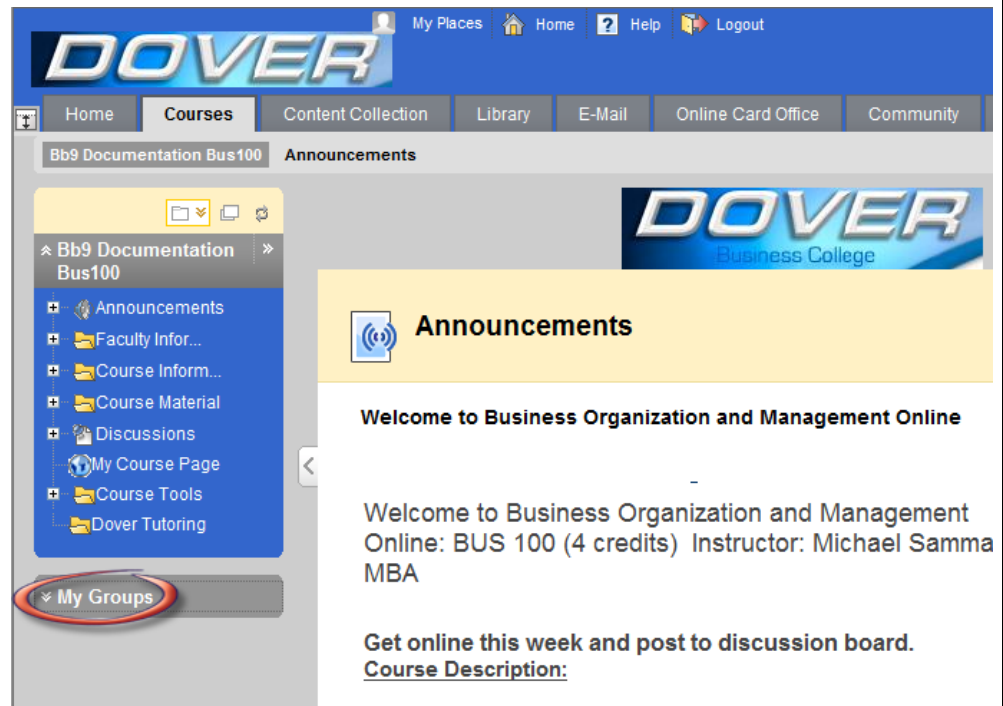


Participating in Blackboard Groups

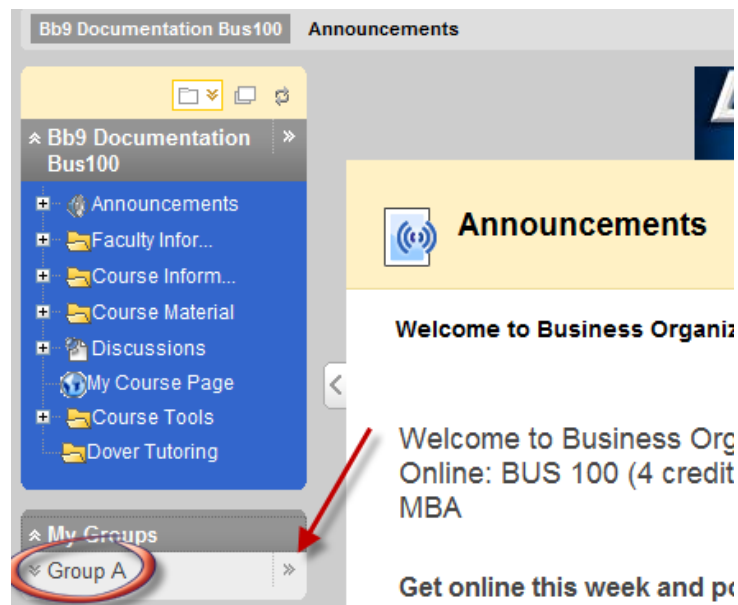
Blackboard Groups allows for the completion of certain coursework within small groups. Groups are used at the discretion of your instructor.

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.

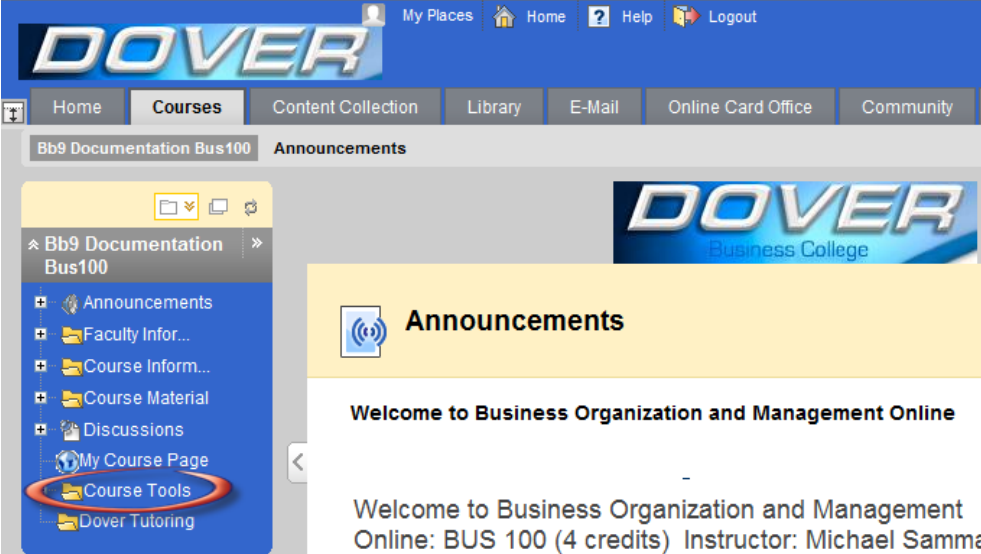
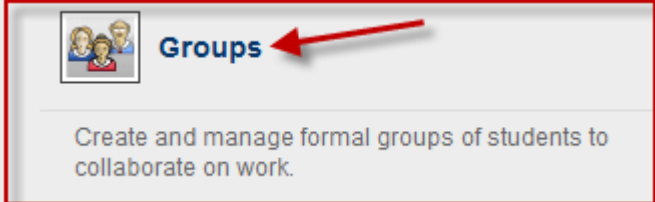



3. The **Group A** information appears. **Group Properties** provides the **Group Description** created by your instructor as well as a complete list of **Group Members** and **Group Tools**.

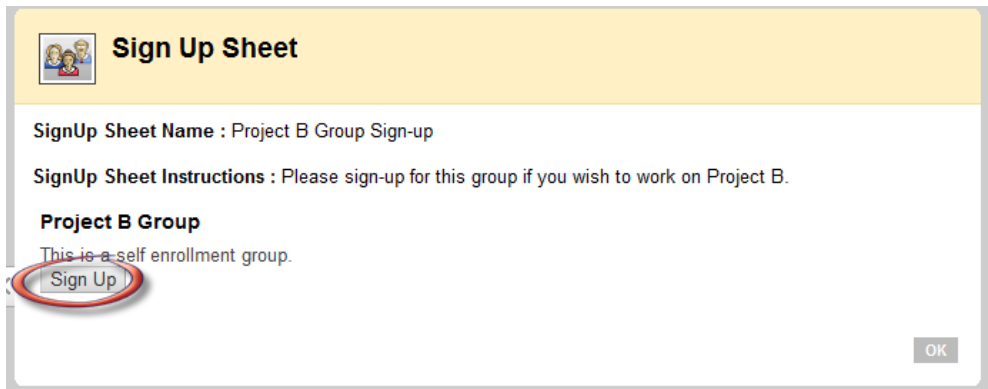
The screenshot displays the Blackboard interface for a group named "Group A" within the "Bb9 Documentation Bus100" course. The page is divided into several sections:

- Course Navigation:** A sidebar on the left lists course items such as "Announcements", "Faculty Information", "Course Information", "Course Material", "Discussions", "My Course Page", "Course Tools", and "Dover Tutoring".
- My Groups:** A section below the course navigation lists "Group A" and other available groups like "Collaboration", "File Exchange", "Group Blog", "Group Discussion Board", "Group Journal", "Group Tasks", "Send Email", and "Group Homepage".
- Group A Header:** A yellow header bar at the top right of the main content area displays the group name "Group A" and a group icon.
- Group Properties:** A section containing:
 - Group Description:** A text box containing "This is Group A."
 - Group Members:** A dropdown menu showing a list of members: "Michael Samman", "Rebecca Orlowicz", and "Student 01".
- Group Tools:** A section listing various tools available to the group:
 - Collaboration
 - File Exchange
 - Group Blog
 - Group Discussion Board
 - Group Journal
 - Group Tasks
 - Send Email
- Group Assignments:** A section at the bottom of the main content area, currently empty.

Accessing Self-Enrollment Groups

<p>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.</p>	 <p>The screenshot shows the DOVER Business College website interface. At the top, there are navigation links: My Places, Home, Help, and Logout. Below that, a secondary navigation bar includes Home, Courses, Content Collection, Library, E-Mail, Online Card Office, and Community. The main content area is titled 'Bb9 Documentation Bus100' and 'Announcements'. On the left, a sidebar menu lists various course resources: Announcements, Faculty Information, Course Information, Course Material, Discussions, My Course Page, Course Tools (circled in red), and Dover Tutoring. The main content area displays a 'DOVER Business College' logo and an 'Announcements' section with the text: 'Welcome to Business Organization and Management Online' and 'Welcome to Business Organization and Management Online: BUS 100 (4 credits) Instructor: Michael Samma MBA'.</p>
<p>2. Scroll down and click on the Groups link.</p>	 <p>This screenshot shows a close-up of the 'Groups' link in the course sidebar. The link is accompanied by a small icon of three people. A red arrow points directly to the 'Groups' text. Below the link, there is a brief description: 'Create and manage formal groups of students to collaborate on work.'</p>
<p>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.</p>	 <p>This screenshot shows the 'Groups' page. At the top, there is a 'Create Group' button. Below it, two groups are listed: 'Project A Group' and 'Project B Group'. Each group has a description 'This is a self enrollment group.' and a 'Sign Up' button. Red arrows point to the 'Sign Up' buttons for both groups. The 'Sign Up' button for 'Project B Group' is circled in red.</p>

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

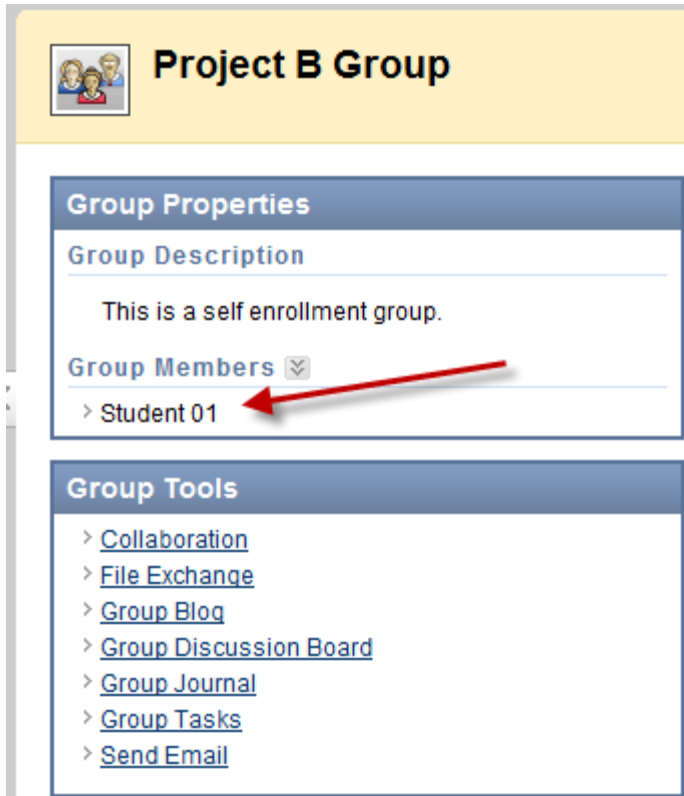
SignUp Sheet Instructions : Please sign-up for this group if you wish to work on Project B.

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 ▾

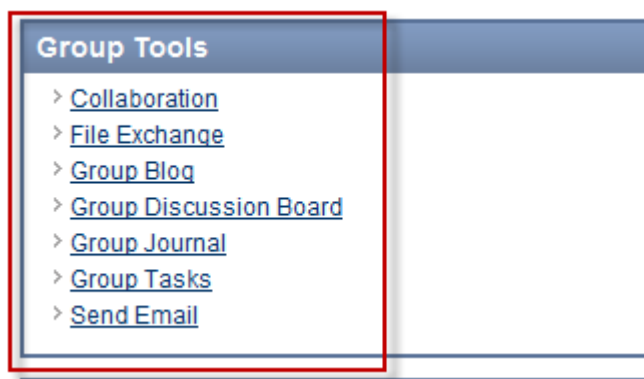
> Student 01

Group Tools

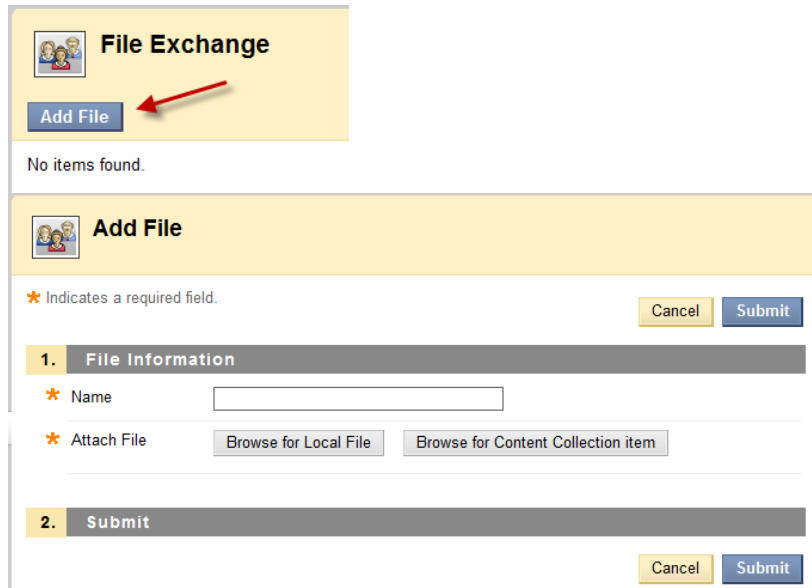
- > [Collaboration](#)
- > [File Exchange](#)
- > [Group Blog](#)
- > [Group Discussion Board](#)
- > [Group Journal](#)
- > [Group Tasks](#)
- > [Send Email](#)

Using Group Tools

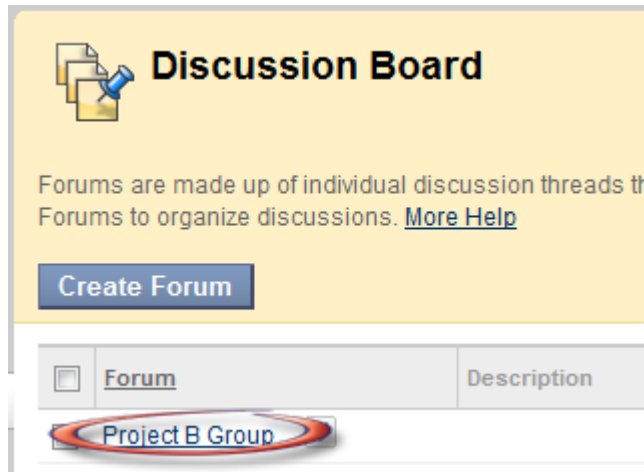
1. The **Group Tools** offer different ways to collaborate and communicate within groups.



2. **File Exchange** allows for the sharing of files among group members. Click on the **Add File** button. Name, attach and submit the appropriate document for sharing with your group.



3. Use the **Discussion Board** to communicate with your group (see **Using the Discussion Board** for more information about how to view and post replies).



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 yellow header. Below the header, there is a legend: "* Indicates a required field." and two buttons: "Cancel" and "Submit". The main section is titled "1. Email Information" and contains a "To" field with a list of members. The list is split into "Items to Select" and "Selected Items" panes. The "Items to Select" pane contains "01, Student". Below the panes 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 "abc" placeholder at the bottom right.

5.