

Step-Action for Blackboard Groups

For Instructors of EN 101 & 102

If your class has fewer than 16 students enrolled follow the steps below to navigate to the “Groups” page and revise your groups.

To reach the “Groups” page:

1. In the left-hand navigation bar, go to the section labeled “Course Management” and click on “Users and Groups”
2. Click on “Groups”
3. A list of groups should appear; this is your “Groups” page.

NOTE: If you simply delete the extra group, the participants of that group will not be automatically included in another group. You will have to insert them into another group manually.

Open the group that you would like to delete (#4 in this example) and note the names of the group members. You will need to manually add members to different groups before you delete the extra group.

Manually adding members:

1. One “Groups” page, select the dropdown menu (arrow on the right of the Group name) for “First Draft of Personal Essay: Peer Review 1,” and click “Edit Group”
2. Scroll down to the section titled “Membership” and click “Add Users”
3. First Draft of Profile Essay: Peer Review 4
4. Click on the check box to the left of the username for the student you would like to add;
5. Click submit
6. Student will be added to the group; click submit for the group revisions.
7. REPEAT steps 1-6 for remaining students in groups ending in 2 and 3 for each draft.

Deleting Extra Groups:

1. On the “Groups” page, select the checkbox to the left of the groups that end with the #4.
2. Go to “Bulk Actions” and select “Delete Group”

Your groups have been revised!