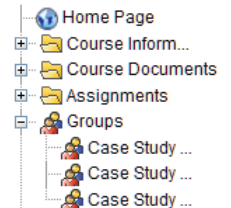


Using Groups in Blackboard

Groups are used within Blackboard to allow collaboration on some assignments and projects. Groups may either be created in advance by the instructor, or students may create their own self-enrollment groups.

JOIN or **CREATE** a group, use the **Groups** item on the left sidebar menu.



Below, the instructor has created a **Self-Enroll Group**. Click the **View Signup Sheet** button to join the self-enrollment group.

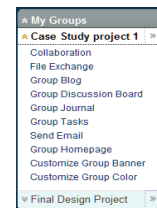
Case Study project

The Case Study project will be completed in small student groups. As a student in this course, you will have the opportunity to manually enroll yourself in a group. Groups are made up of 2 students each.

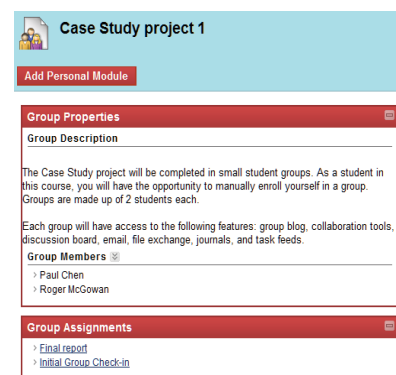
Each group will have access to the following features: group blog, collaboration tools, discussion board, email, file exchange, journals, and task feeds.

[View Sign-up Sheet to Join a Group](#)

Once you have joined a group, a new My Groups left sidebar menu will appear.



Check the Group Homepage for a description of the group plus any group-specific assignments.



Use the Group Tasks menu item to help co-ordinate and track the progress of group members.

This task has been created to make sure the group members submit their drafts of the Final Report on time. When sharing documents, group members can use the **File Exchange** tool from the left menu. Alternatively, **Send Email** can be used to correspond directly with other group members.

