



## The GTU Blackboard System Instructions for Instructors

### *Set Up Groups Within a Class*

If you have a large class that includes group projects, you may wish to designate those groups within the Blackboard course site in order to facilitate directed e-mails and communication within each group.

1. Set up groups through your **Control Panel** link at the left of your course homepage.
2. Under **User Management**, click on **Manage Groups**.
3. Next, click on **Add Group** at the upper left to go to a page where you can name each new group and enable various kinds of group communication.
4. Click **Submit** to finish creating the group.
5. Sign up enrolled students for each group by returning to the **Manage Groups** page and clicking on the **Modify** button appearing to the right of each new group. You will then be able to add and remove students from that group as well as change the description of the group and its communication privileges. As usual, click on **Submit** to confirm all changes.