



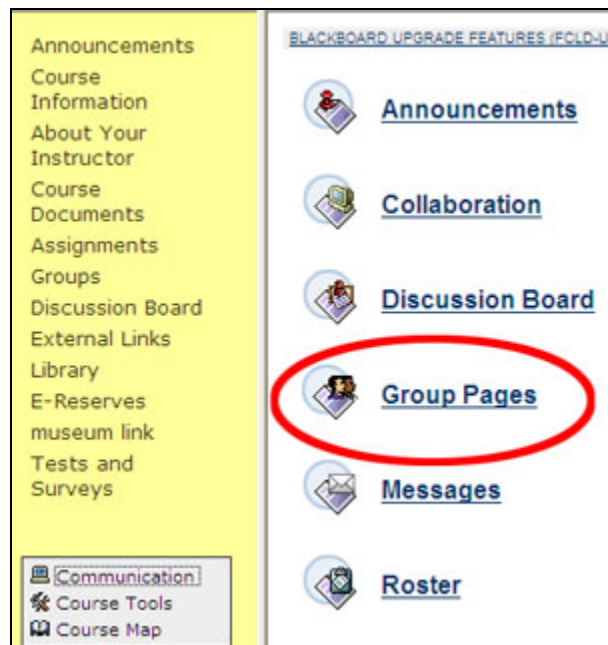
UNIVERSITY OF HARTFORD

Student Handout - Groups in Blackboard

Blackboard can be used for group projects and other small group activities. Blackboard Groups allows smaller groups of students to meet online privately to share and exchange files, send group emails, participate in discussion boards, and meet to chat in virtual classrooms.

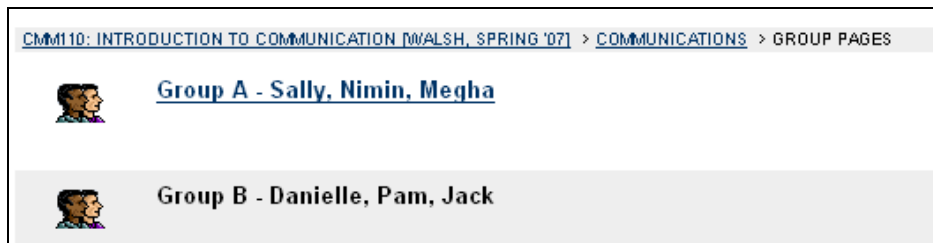
Getting Started

Log into Blackboard, and enter your course.
Click on **Communication** → **Groups**.



Finding Groups Pages

The group you belong to will be underlined. You will not be able to enter any group to which you are not a member.



Accessing Your Designated Group (underlined)

Group Options (communication tools group members can use)

Below is a list of all the communication tools which may be available to your group:

- Group Discussion: Group members can have discussions with one another. This works just like the main discussion board but is limited to group members. Note that instructors must set up the forum for students. If there isn't one there, contact your instructor.
- Group Virtual Classroom: A chat tool.
- Group File Exchange: Group members can share files. This works similarly to the Digital Dropbox, but only has one button, the 'Add File' button. Be sure to append filenames with initials to avoid overwriting each other's files.
- Group E-mail: Group members can send group emails.

The Discussion Tool is the tool most widely used in Groups. To enter the Discussion Board, click on the link that says **Group Discussion Board**. You will now see the Discussion Board(s).



The Discussion Board Reply Button

The Group Discussion Board functions the same way as the main Discussion Board for the course. You can:

1. Read posts (messages) by clicking on the subject line of the post.
2. You can reply using the **Reply** button in the right corner.
3. If it's an option, new threads (discussion topics) are started by clicking the **Add Thread** button on the upper left. **NOTE: Be sure you are reading your instructor's post when you hit reply (if you are answering his or her question), otherwise you will be replying to a fellow student.**
4. Click on the **Subscribe** button in a thread to have thread messages sent to you via email.

Other options may be available, depending on how your instructor has set up the discussions.

Getting Help with Blackboard - Students

If you are having trouble accessing Blackboard, contact your instructor first. If your instructor is unable to help you, contact the Computer Support Center for further assistance.

ITS Help Desk – Computer Support Center

For general computer and Internet/network support questions (passwords, Internet/email problems, printer not working, banner, grades, etc.). The Computer Support Center has evening and weekend hours.

Phone: 768-5999

E-mail: its@hartford.edu

Website: <http://uhaweb.hartford.edu/its/>