



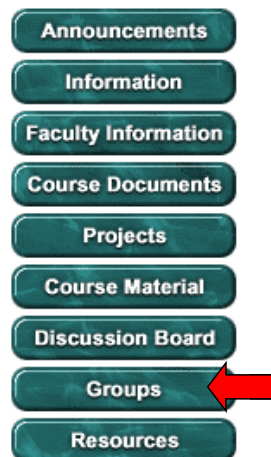
Blackboard: Student Guide to Groups

If you have been assigned to use the “Groups” function of Blackboard, don’t panic!! It is actually a very useful tool when you are trying to get a bunch of people together that have totally opposite schedules. Here is how the whole thing works:

Depending on how your professor decides to set up their course shell, you will access the group pages in one of two ways:

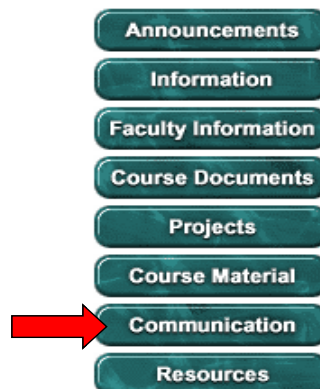
1.) Groups Button

You may find that one of the buttons found on the left hand side of the Blackboard screen is labeled “Groups” (See the picture below for an example.) If you see this button, simply click on it and you will be brought to the group pages.








2.) Communication Button

If you do not see a “Groups” button then you will need to click on the navigation button labeled “Communication”







On the screen that appears, click on “Group Pages.”

Communication

-  [Send E-mail](#)
-  [Discussion Board](#)
-  [Virtual Classroom](#)
-  [Roster](#)
-  [Group Pages](#)

The screen that appears will show you the names of the groups that have been made for the class. Find and click on your group’s name. (If you are not a part of a group you will not be allowed access to those pages.)

Groups

-  [Forum Test Group](#) - This group is to test the discussion board
-  [Group 1](#) - This group will be the group that will present the history portion of the project
-  [Project Group](#) - This group will collect images used in the project.
-  [The Best Group Ever](#) - This group will be presenting on how to use the Blackboard Group function.

You will then see the list of the functions your professor is allowing your group as well as a list of the members in your group.

Group Pages

Group Pages - The Best Group Ever

- ▶ [Group Discussion Board](#)
Use your group discussion board for course-related debates and conversations.
- ▶ [Group Virtual Classroom](#)
Meet your group for a real-time discussion.
- ▶ [File Exchange](#)
Exchange files with your group members.
- ▶ [Send E-mail](#)
Send e-mail messages to one or all of your group members.
- ▶ **Group Members**

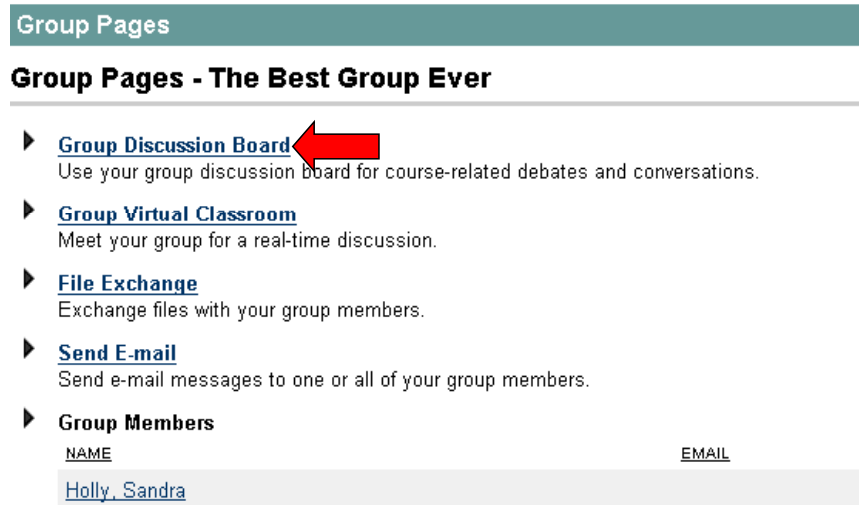
<u>NAME</u>	<u>EMAIL</u>
Holly, Sandra	

How do these group functions work?

The Discussion Board:

The Discussion Board is a great place for your group to post ideas, questions and replies without all of the members having to be in the same place or even online at the same time.

Click on “Group Discussion Board”

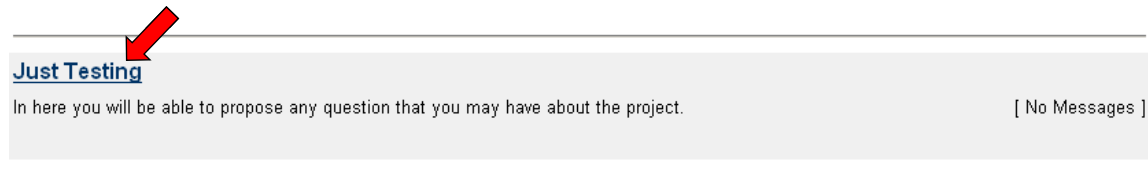


The screenshot shows a web interface with a teal header bar containing the text "Group Pages". Below the header is a sub-header "Group Pages - The Best Group Ever". A list of menu items follows, each with a right-pointing triangle icon:

- [Group Discussion Board](#) (highlighted with a red arrow) - Use your group discussion board for course-related debates and conversations.
- [Group Virtual Classroom](#) - Meet your group for a real-time discussion.
- [File Exchange](#) - Exchange files with your group members.
- [Send E-mail](#) - Send e-mail messages to one or all of your group members.
- [Group Members](#)

Below the "Group Members" item is a table with two columns: "NAME" and "EMAIL". A single row is visible with the name "Holly, Sandra" under the "NAME" column.

(Your professor will need to set up the forums for you.)
To enter a forum, click on the title of the forum.



The screenshot shows a forum thread. A red arrow points to the title "Just Testing". Below the title is the text "In here you will be able to propose any question that you may have about the project." and "[No Messages]".

This screen will appear:



The screenshot shows the "Group Discussion Board" interface. It features a teal header bar with the text "Group Discussion Board". Below the header is a red instruction: "To start a discussion thread, use the Add New Thread button below." Below this is a button labeled "Add New Thread" with a document icon. Underneath the button is a link: "VIEW UNREAD MESSAGES" with a dropdown arrow. At the bottom of the page, there is a link: "[[Click Here for Archives](#)]". At the very bottom, there is a "Sort By:" label followed by a dropdown menu currently set to "Default".

Click on the “Add New Thread” button.

This screen will appear:

Type in your “Subject” and “Message” (just like an e-mail) then click “Submit”

Create New Message

Current Forum: Just Testing

Date: Fri Oct 4 2002 1:05 pm

Author: Friend, Guest

Subject:

Message:

Options: Smart Text Plain Text HTML

Attachment:



Just Testing

In here you will be able to propose any question that you may have about the project.

[1 Message]
[All **New**]

To view the messages that have been posted, enter the forum by clicking on the title.

| was wondering... | Friend, Guest | Fri Oct 4 2002 1:12 pm

[[Click Here for Archives](#)]

Sort By:

The list of messages will be displayed: title of the message, author, date and time of posting.

To view the message, click on the title of the message.
This screen will appear:

Message →

Current Forum: Just Testing Read 2 times
Date: Fri Oct 4 2002 1:12 pm
Author: Friend, Guest <guest@keene.edu>
Subject: I was wondering...

[Modify](#) [Remove](#)

Message → Why is the sky blue? [Reply](#)

[◀ Previous Message](#) [Next Message ▶](#)

Current Thread Detail:

I was wondering...	Friend, Guest	Fri Oct 4 2002 1:12 pm
------------------------------------	---------------	------------------------

[OK](#)

To Reply to the message simply click on the “Reply” button.

Virtual Chat:

The Virtual Chat area is a wonderful tool that allows your group to have a live chat meeting without having to have everyone in the same place.

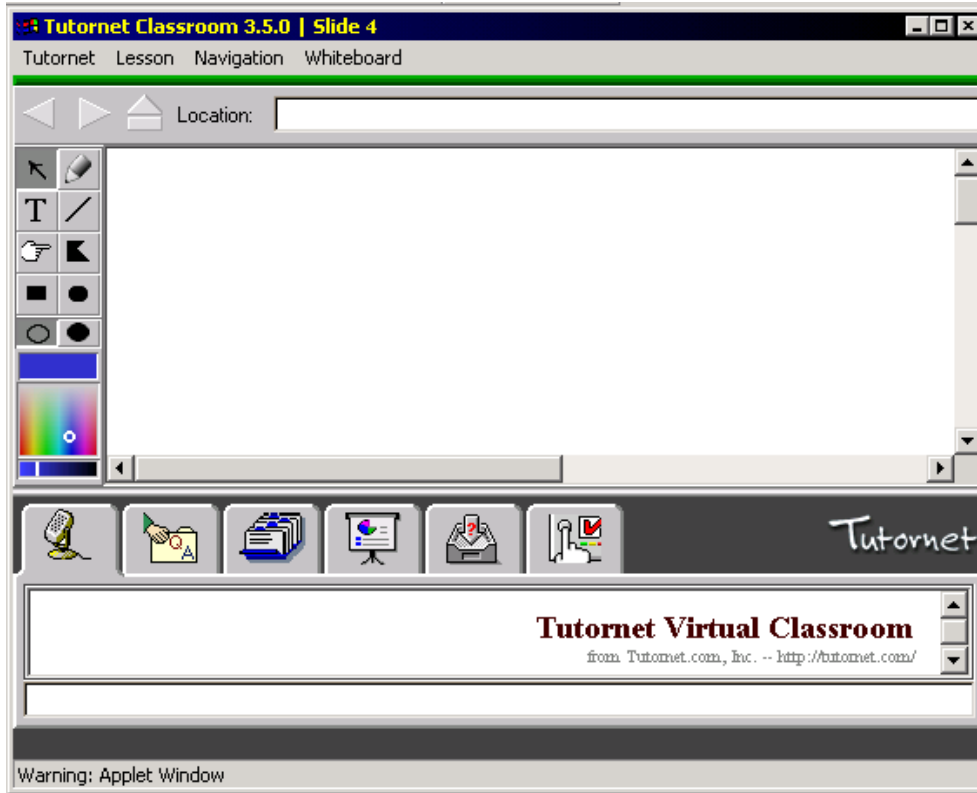
Click on “Group Virtual Classroom”

- ▶ [Group Discussion Board](#)
Use your group discussion board for course-related debates and conversations.
- ▶ [Group Virtual Classroom](#) ←
- ▶ [File Exchange](#)
Exchange files with your group members.
- ▶ [Send E-mail](#)
Send e-mail messages to one or all of your group members.

Click on:

- ▶ [Enter Virtual Classroom](#) →
Enter the Virtual Classroom. A Java-Enabled browser is required.
- ▶ [Browse Classroom Archives](#)
Browse the archives for a previous Virtual Classroom session.

This box will appear after the chat has loaded.



The panel that is found along the bottom, allows you to use different functions as you chat.



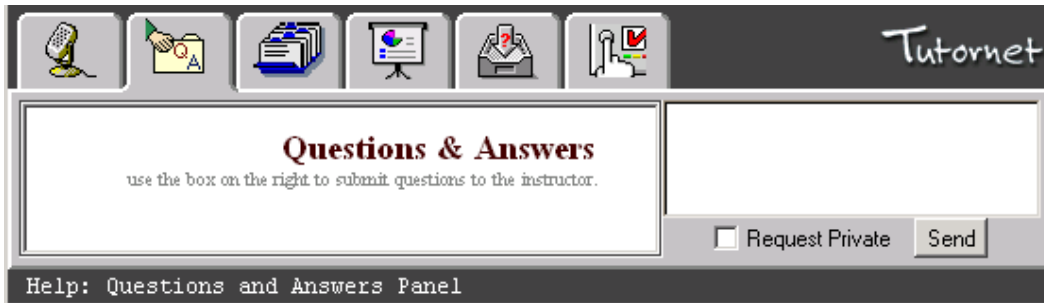
The first two tabs are the main tabs that you will be working with:



The microphone tab allows you to chat as you would through Instant Messenger or any other chat room. When you would like to contribute to the chat, simply type your message into the bottom white box and hit "enter" on the keyboard. Your message will appear in the white box just below the tabs.

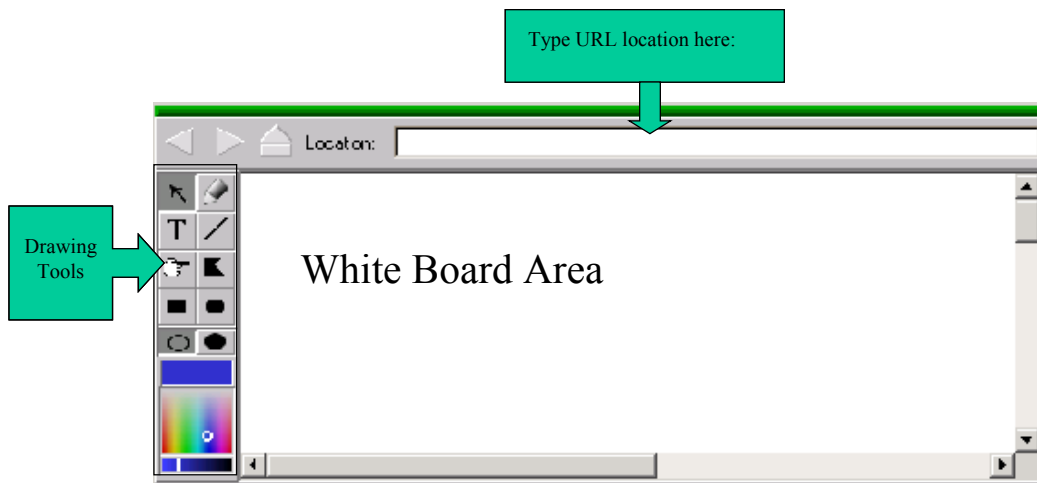


The Question and Answer tab allows you to privately or publicly ask a question to the person that is designated as the instructor.



The White Board area:

The white board allows you and all of the people in the chat to view a web page, or you can draw (just like you would in a “paint” program.) This area is great for science and math students as you can go over problems and formulas.




File Exchange:

The file exchange function is a great way for you and your group members to share information. Uses of this function may be for the entire group to see, edit and add to a group paper, or if you are to give a presentation, to post all of the information you have gathered for you part of the presentation so that the entire group will know what everyone is doing.

Click on “File Exchange”

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- ▶ [Group Members](#)

NAME	EMAIL
Holly, Sandra	

Click on “Add File” found at the top left of the page.




Type in the name of the file, and then click “Browse”

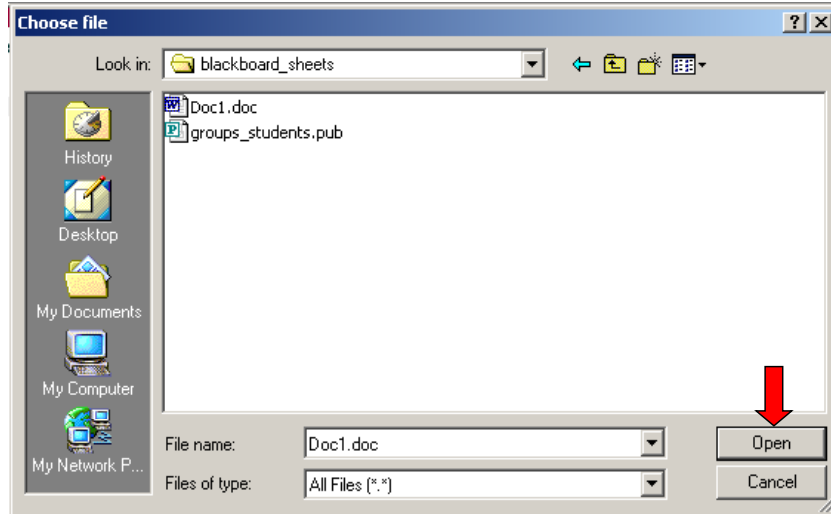
File Exchange

1 File Information

Title:

File: 

Find the file you would like to attach, and then click “open.”



Now click “Submit” and your file will visible to all the members in your group.

(Note: A warning will flash up saying that the file will be added but not sent, it is not something that you need to worry about.)

To view a file that is in the file exchange, simply click on the title of the file you would like to view.

Send E-mail:

The e-mail function is a handy way to stay in touch with all or a few members of your group. All of the e-mail addresses of your group members are included, so there is no more panicking about not being able to get in touch with your group members.

Click on “Send E-mail”

-
- ▶ **Group Discussion Board**
Use your group discussion board for course-related debates and conversations.
 - ▶ **Group Virtual Classroom**
Meet your group for a real-time discussion.
 - ▶ **File Exchange**
Exchange files with your group members.
 - ▶ **Send E-mail** ←
Send e-mail messages to one or all of your group members.

Choose the Recipients from the list provided.

Send E-mail

1 Recipients

To: My, Guest My, Guest
 My, Guest Sandra, Holly

Type in your subject and message in the boxes provided.

2 Enter Message Details

From: Sandra Holly

Subject:

Message:

If you would like to add attachments to the e-mail click on the “Add” button.

4 Add Attachments

Then Click “Browse” to find the file on your local computer. Open the file you would like to attach.

1 Select File

Click “Browse” to select your file and then click “OK” to add the file to your message

Then click “Submit”

