Editing Groups

Beginner

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Editing Groups

1. Login to Blackboard Learn.

2. Click the Courses tab.

3. Click the course to open from the Course List module.
4. The course entry page will be displayed. From the **Control Panel**, click the chevron to expand **Users and Groups**.

5. **Click Groups.**
6. The Groups page is displayed.

7. From the Groups page, click the action link for the Group to modify.

8. Then click **Edit**. The Edit Group page is displayed.

9. From here you can modify the Group name, availability, enrollments, and available tools.

10. Then click **Submit**. The Groups page is displayed.
Deleting a Group

To delete a Group:

1. From the Groups page, select the Group to delete.

2. Then click **Delete** or click the action link for the Group and select **Delete**.

3. A pop-up message will be displayed.

4. Click **OK** to continue.