

Editing Groups

Beginner

Editing Groups	1
Deleting a Group	4

Editing Groups

1. Login to Blackboard Learn.

						💄 Jessie Buckley	•	-21
MyCLEmson Courses Workgroups Content Collection	on Employees	Students	Clemson Resources	Portal	Admin			
MyCLEmson Notifications Dashboard Add Module 2						Personalize Page	î↓	ŕ
My Courses	My Announcem No Institution A No Course or Or	nnouncements da ganization Anno the last	have been posted in the la iys. nuncements have been pos 7 days.	st 7 ted in	Blackbo To see Blackbo	ard System Requirements SP11 if your browser is compatible with bard Learn, 9.1, SP11 please <u>click here</u>		
Click here for <u>Blackboard FAQ</u> Click here for <u>Blackboard Help</u> , login with your Clemson user id and password to send an email to Blackboard Support Group. Click here for <u>Blackboard Resources</u> .	My Calendar No calendar	events have be	more announce	ments	• Ti as • If to	he results will open in a new window and you may be sked to allow Java to run. 'your browser is set to block pop ups, you will be aske enable them.	d	
Tools	CU Applications	s and Web S	ites		Curr are:	rently supported browsers for SP11		
> @ Announcements > @ Calendar > @ Calendar > @ Lasks > @ July Crades > @ Sectors > @ Sectors > @ Dersonal Information > @ Goals	University Applicatio CU.Safe Alerts (Rave sitesaming Email: Forwarding NatSiosaa Svilabus Repository Tiger1 Card UserWeb WebMail > Xmail: Exc	ns Wireless) ucation> change)	University Web Sites Andexine Success Center Common University Libraries CCIT Common University Libraries CCIT CCIT Success Team Realtern University Calendar Markmann Calendar University Calendar Andersine Calendar Andersine Calendar Bachelule of Classes	D.	Macir • •	htosh Operating System and Browsers Mac OSX 10.8 Mt. Lion: Safari 6.0, Safari 5.1, Firefox. (ESR and Final Release Channel), or Google Chrome 20+ (Stable Channel) Mac OSX 10.7 Lion: Safari 6.0, Safari 5.1, Firefox (ESR and Final Release Schannel), or Google Chrome 20+ (Stable Channel) Mac OSX 10.6 Snow Leopard: Safari 5.1, Safari 5.0, Safari 4.0, Firefox. (ESR and Final Release Channel), or Google Chrome 20+ (Stable Channel) Mac OSX 10.5 is not supported in SP11		

- 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**.

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MyCLEmson Cour	ses Workgroups	Content Collection	Employees	Students	Clemson Reso	urces Porta	al Admin			
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Customization	»					▼This Wee	ek (0)		6	3
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ttns://bb.clemson.edu/webann	s/nortal/frameset isn?tak	tab group id= 2.1						Last Up	dated: July 3, 2013 9:57	AM

5. Click Groups.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin				
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Groups											
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		Project 3	2 🛛	Pro	ect 3	1	10		Yes		
COURSE MANA	GEMENT	Project 3	3 📚	Pro	ect 3	١	10		Yes		- 8
* Control Panel		Project 3	4 🕅	Pro	ert 3	1	lo.		Yes		- 8
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✓ Course Tools		Tojecto	2 🛛	110	60.5	'	••		165		- 🖉
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Users and Groups								Displaying 1 to	0 01 0 101110	Show All Edit Paging.	·
Groups											
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Packages and Utiliti	es »										
Help https://bb.clemson.edu	webapps/black	board/execute/gro	ounInventoryl ist?co								

- 6. The Groups page is displayed.
- 7. From the Groups page, click the action link for the Group to modify.

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MyCLEmson	Courses	Workgroups	Content Collection	Employees	Students	Clemson Resources	Portal Admin			
buckle8-nutrition1	01 buckle8-nutr	ition101 🔯 Grou	ips						Edit Mode is: ON	?
buckle8-nutrition (buckle8-nutrition Home Page Information Content	101 * 101) *	The Groups too Groups can be assign student	DUPS I allows Instructors to org created one at a time or i s to a Group. <u>More Help</u>	janize Students in n sets. Groups ca	to Groups of ar n be designate	y size. Instructors can pr d as Self-Enroll, allowing	ovide communication 9 students to add ther	n and collaboration tools that only Gr mselves to a Group, or Manual Enrol	oup members can access. I, having the Instructor	
Discussions	8	Create Sing	le Group ⊗ Create	e Group Set ⊗					Group Settings	
Groups Tools		Delete								
Help		Name		Gro	upSet		Self-Enroll	Available		
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COURCE MANA	CEMENT	Project 3	2 💌	Proj	ect 3		No	Yes		
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https://bb.clemson.edu	/webapps/black	∎ board/execute/edi	tGroup?editGroupAction=	editGroup&group	_id=_44060_1&c	course_id=_84548_1&grou	up_set_id=_44058_18tt	oggleType=all		- 10

- 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.

								💄 Jessie Buckley	<u>></u>	
MyCLEmson Courses	Workgroups C	Content Collection Emp	ployees Students	Clemson Resources	Portal Admin					
buckle8-nutrition101 buckle8-nut	trition101 🔯 Groups							Edit Mode is: ON	?	-
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Users and Groups		Delete						Louis of the second		
Users										
Customization										
Packages and Utilities										1
Help									-	1
iavascript:deleteSelectedGroups('all')									- EE -	4

- 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.