

Create a Group on BB 9.1

Step 1. Click your Course

College)

2013 Spring Term (1) Computers Applications and Technologies BTC 100 5206[6563] (LaGuardia Community College) *(not currently available)*

2013 Spring Term (2) BTC 100 8115[6584]

BTC 200 5217[98279] *(not currently available)*

BTC200.5217.98279

LGCC_HUW_166_5309_201109: Fall 2011 Intro Web Developmnt: HUW 166 5309 [5309] (LaGuardia) *(not currently available)*
Instructor: Jetmir Troshani;

LAG01_BTC_100_0308_1129_1: HUC106 Fall 2009 (Santo & Jetmir] *(not currently available)*
Instructor: Santo Trapani; Jetmir Troshani;

LGCC_HUW_162_5231_201202: Spring 2012 Web Animation: HUW 162 5231 [5231] (LaGuardia) *(not currently available)*
Instructor: Jetmir Troshani;

UAT mel course merge

Step 2. In the **Control Panel** under “users and groups” select **Groups**.

Wiki

Class Activity

Send email

My Grades

Assignment 1

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
- Users and Groups
 - Groups**
 - Users
- Customization Users
- Packages and Utilities
- Help

3. **(Mandatory)**, Create a [Dropbox](#) Account established, create a folder with your full name

4. **(Mandatory)**, Must follow your Instructor's [Facebook](#)

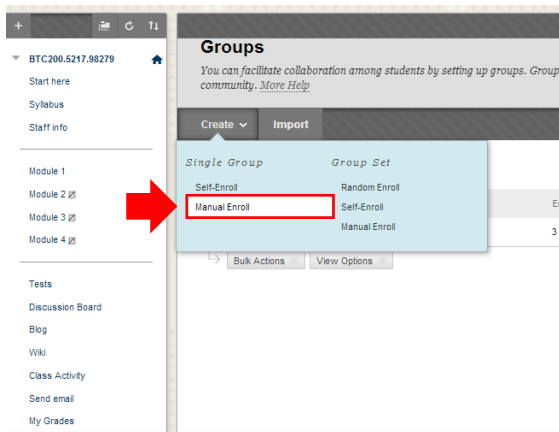
5. **(Mandatory)**, Join Instructor's [Facebook](#)

"Do not Purchase a book for this class"
Will discuss this more in detail on the first day of our class

First Class meeting is Saturday Sept 16th 10:00am

Bb Blackboard © 1997-2013 Blackboard Inc. All Rights Reserved. U.S. Patent No. 7,711,141
Accessibility information Installation details

Step 3. Hover over **Create - Single Group** and select **Manual Enroll**.



Step 4. Fill out the information

Name:

Description:

Path: p Words 0

Group is visible to students No Yes

2. Tool Availability

- Blogs
 - No grading
 - Grade: Points possible:
- Calendar
- Collaboration
- Discussion Board
 - Allow any group members to create forums
 - Do not allow student group members to create forums

Step 5. Check off only the tools you want for the Group

2. Tool Availability

- Blogs
 - No grading
 - Grade: Points possible:
- Calendar
- Collaboration
- Discussion Board
 - Allow any group members to create forums
 - Do not allow student group members to create forums
- Email
- File Exchange
- Journals
 - No grading
 - Grade: Points possible:
- Tasks
- Wikis
 - No grading
 - Grade: Points possible:

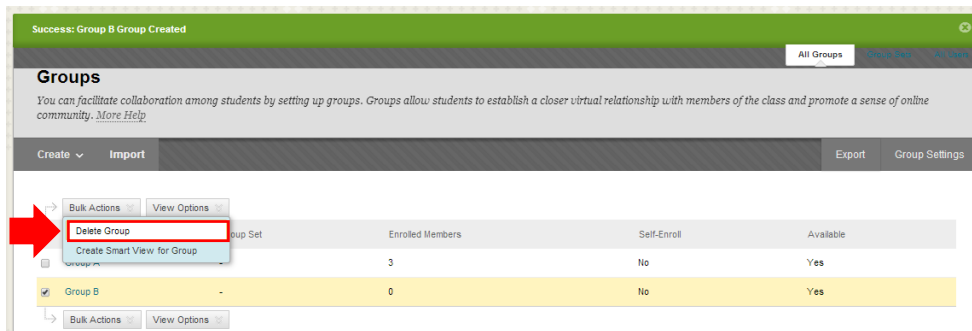
Tools below are turned off for the course. They can still be turned on/off for the group but they will not be available until they are turned on for the course.

- Commercial Content Tools

Step 6. Click Submit



Step 7. To delete a group **Check the Box** and click **Bulk Actions** and select **Delete Group**.



To view the Video Tutorial for this handout access the link below.

<http://youtube.com/LAGCCISMD>