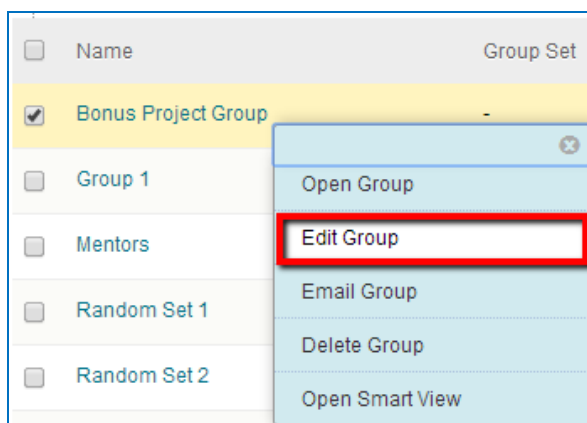


Editing Groups and Group Sets

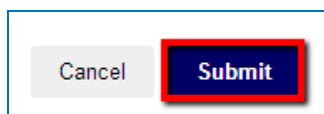
After you have created groups or Group Sets, you can modify their properties via their respective Edit pages. Each variety of group has its own Edit page, featuring the same options and settings as the Create pages.

Editing Groups

To modify the properties or membership of a single group, navigate to the Groups page. Click the contextual arrow next to the name of the group, and select **Edit Group**.



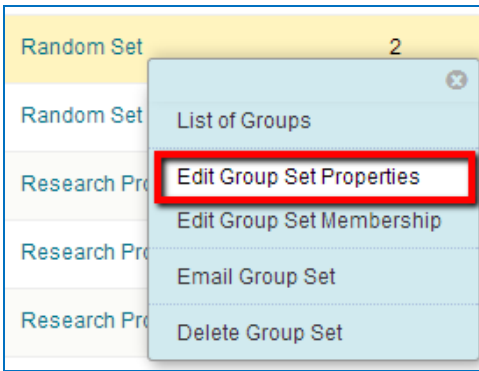
Make any desired changes to the group, and click the **Submit** button when finished.



Editing Group Set Properties

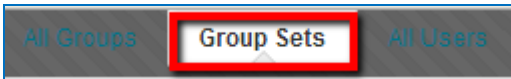
There are two different ways to get to the Edit Group Set page:

- From the Groups page, click the contextual arrow next to the name of a Group Set, and select **Edit Group Set Properties**.



-OR-

- In the top-right corner of the Groups page, click the **Group Sets** link to display information about Group Sets specifically; click the contextual arrow next to the name of a Group Set, and select **Edit Group Set Properties**.



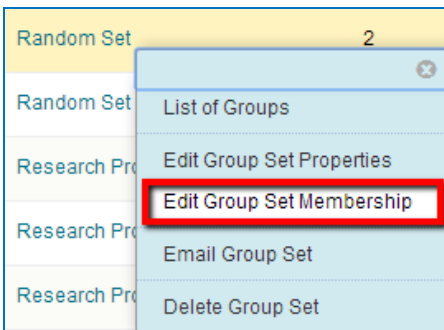
Make any necessary changes, such as renaming the Group Set or modifying which tools are available, and click **Submit** when finished.



Edit Group Set Membership

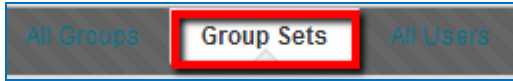
There are two different ways to modify the membership of the groups in a Group Set:

- From the Groups page, click the contextual arrow next to the name of a Group Set, and select **Edit Group Set Membership**.

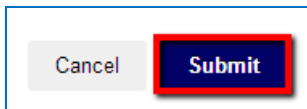


-OR-

- In the top right corner of the Groups page, click the **Group Sets** link to display information about Group Sets specifically; click the contextual arrow next to the name of a Group Set, and select **Edit Group Set Membership**.



Click the appropriate buttons to remove members from and add members to the various groups, and click **Submit** when finished.



Additional Contextual Options

Apart from the **Edit Group** and **Edit Group Set** commands, the contextual menus for groups and Group Sets have some additional options.

Groups

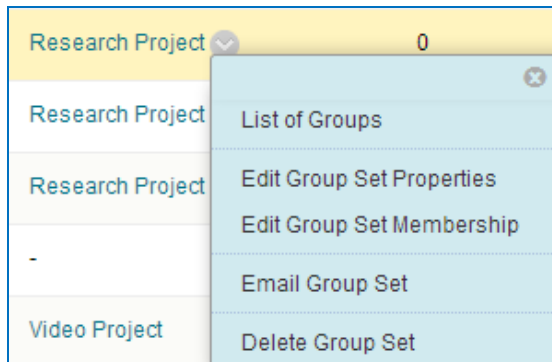
The contextual menu for a group also features these commands:



- **Email Group:** Send an email message from within Blackboard to the entire Group or specified members.
- **Delete Group:** Delete the Group entirely. You will be prompted for confirmation if you select this option.
- **Create/Open Smart View:** If there is no Smart View yet for the group, one can be created quickly and easily in Grade Center. If there is one, open Grade Center and display a filtered grid with only the rows for students in the Group.

Group Sets

The contextual menu for a Group Set features these commands:



- **List of Groups:** Display a list of Groups in the Group Set, similar to the Groups page but showing only those groups in the set.
- **Email Group Set:** Send an email message from within Blackboard to all members, or selected members, of all groups in the specified Group Set.
- **Delete Group Set:** Delete the Group Set and, consequently, all groups in that set. Blackboard will remind you that all component groups will be deleted and prompt you for confirmation.