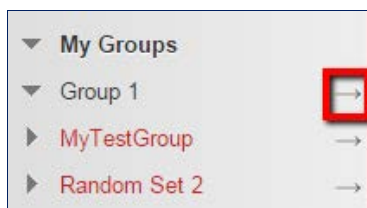


Blackboard 9.1 Accessing Group Tools

1. If your instructor is using Groups and has assigned you to one or more Groups, you will see an area labeled **My Groups** below the Course Menu.



2. After you expand the My Groups section, each Group will have a right-pointing arrow next to it. Click the arrow to open the Group Homepage.



3. The Group Homepage contains three modules: Group Properties, Group Tools, and Group Assignments. (Any member may click **Add Personal Module** to place another module on this page.)
 - **Group Properties:** This section may contain a description of your Group, if your instructor has provided one, as well as a list of Group members.
 - **Groups Tools:** Instructors determine which Tools they make available to Groups. Tools may include Blogs, Collaboration (Chat and Virtual Classroom), Discussion Board, Email, File Exchange, Journals, Tasks, Wikis, and some third-party tools.
 - **Group Assignments:** This area will contain any online Assignments that your instructor has assigned to your Group. Only assignments currently available for viewing appear here.

The screenshot shows three sections of a Blackboard interface. The first section, 'Group Properties', includes a 'Group Description' (This group studies 2010 demographic data for the southwest quadrant of the city.) and 'Group Members' (three 'Test Student' entries). The second section, 'Group Tools', is highlighted with a red box and lists: Collaboration, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, Group Wiki, and Send Email. The third section, 'Group Assignments', lists 'Chapter 2 Group Assignment' and 'Group Assignment'.

4. To access one of the available tools, click the link for the tool you want to use—e.g., **Group Discussion Board**.

This is a close-up of the 'Group Tools' menu. The items listed are: Collaboration, File Exchange, Group Blog, Group Discussion Board, Group Journal, Group Tasks, Group Wiki, and Send Email. The 'Group Discussion Board' link is highlighted with a red rectangular box.