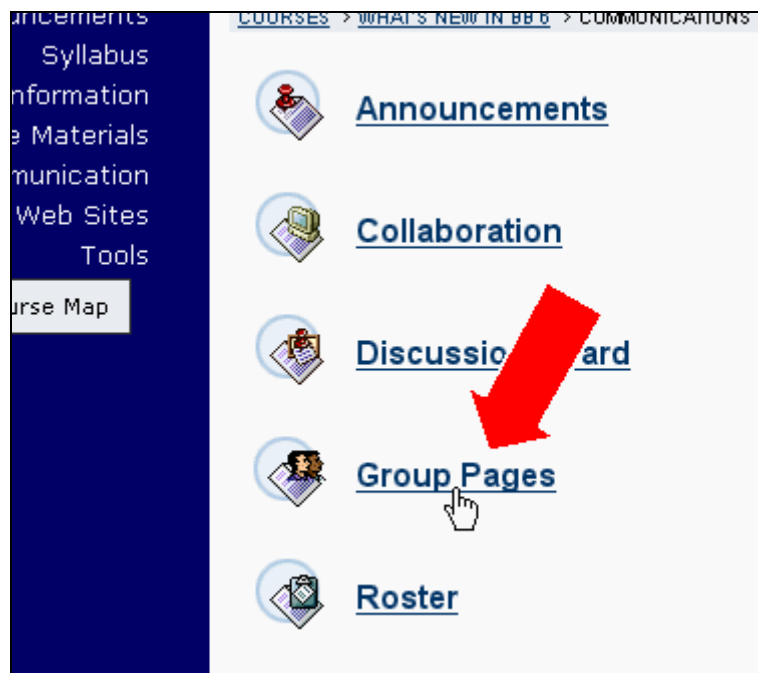


How to use Group Pages in Blackboard

Blackboard allows instructors to create Group Pages and then assign students to work with classmates within those groups. Group pages allow students to communicate with group members through the use of their own Discussion Board, Virtual Classroom, File Exchange (Digital Dropbox), and Send Email page. These features function the same as within your course. The difference is only group members and the instructor can access their group page.

To access your Group Page:

1. Click on the Communication button/menu item within your course. Then click on Group Pages.



2. Here you will see the Group Pages as defined by your instructor. The group you are assigned will have a link, while the remaining pages do not. Click your group to access group page.
3. Your group page lists the features made available by your instructor. To access these features click the link provided and then follow the steps below.

To use Group Page features:

- | | |
|---|---|
| Discussion Board | Please see Using the Discussion Board tutorial. |
| File Exchange
(Digital Dropbox) | Please see To add a file section on Using the Digital Dropbox tutorial. This feature allows students within the group to add files to the group digital dropbox for other members to view. You can not send a file with this feature. |
| Send Email | Please see How to send email tutorial. |

*Note: Not all instructors may use this feature, and therefore you will not see any defined groups when you visit Group Pages.