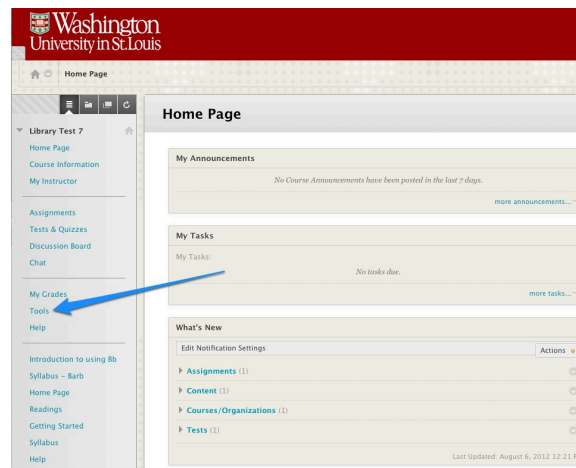


BLACKBOARD FOR STUDENTS: FACT SHEETS

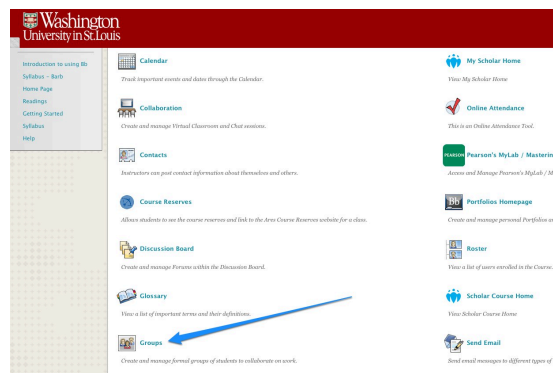
(For more information, contact Student Technology Services at 314.935-7100 or visit sts.wustl.edu)

HOW TO ACCESS THE GROUPS TOOL

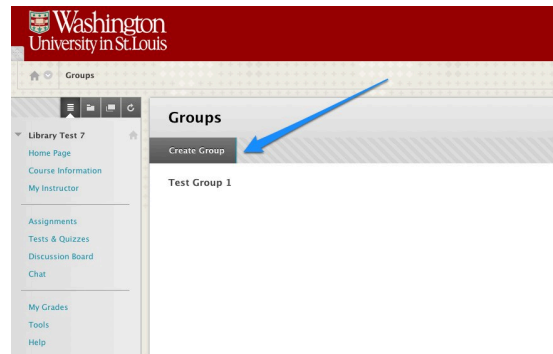
1. The Groups tool allows instructors to organize students into groups of any size. Instructors can provide communication and collaboration tools that only group members can access. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. Your instructor will decide which tools within Groups to activate and make available to members.
2. To access the Self-Enroll features for students, click Tools on the Home Page.



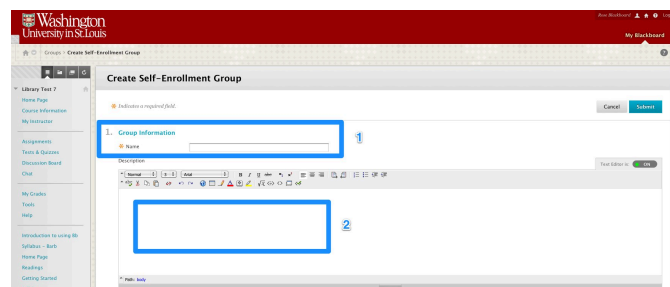
3. Click on Groups.



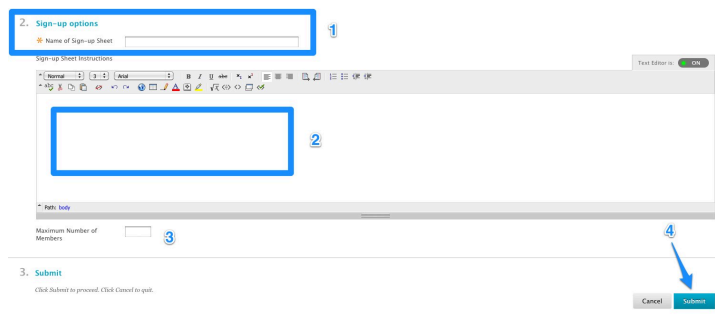
4. Access the Create Group task bar.



5. Create a name for your group (1)—this is a required field; you may also create a description (2).



6. Create a name for the Sign-up sheet—a required field (1). You may also add Sign-up Instructions (2) and note the Maximum Number of Members (3). Click Submit when you are finished (4).



http://ondemand.blackboard.com/r91/movies/bb91_student_working_in_groups.htm