


**Using the Group Pages in Blackboard
Welch Center for Graduate & Professional Studies
Goucher College**

How to Access the Group Pages

<p>To access your group pages click:</p> <p>Groups from the left navigation menu (added by the instructor)</p> <p>or</p> <p>Communication</p>	
<p>Click the Groups button to go to the group pages directly</p>	
<p>Click Communication</p> <p>Click Group Pages to access the page with the link to your group</p>	


Group Features


<p>Click the link to your group.</p>	
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Group Page:

1. Name of the group
2. Group functions
3. Name and email of Group members.

Note: name and last name is a link to the person's Homepage inside Blackboard.

Group Page: Group One  1

- ▶ [Group Discussion Board](#)
- ▶ [Collaboration](#)
- ▶ [File Exchange](#)
- ▶ [Send Email](#)
- ▶ **Group Members**  3

Name	Email
Frank Smith	noemail@goucher.edu

Group Discussion Board

Click on **Group Discussion Board**


Group Page: Group One

- ▶ [Group Discussion Board](#)
- ▶ [Collaboration](#) 
- ▶ [File Exchange](#)
- ▶ [Send Email](#)

Note: All group functions are only available for group members. You will only have access to your own group.


The **Discussion Board** page opens

Click the **Group Forum**

 **Discussion Board**

Search **After** Aug 08 2006 **Before** Aug 08 2006


in

Forum	Total Posts	Unread Posts	Total Participants
Group One 	4	0	1

The **Thread** window opens


- Functions
- Add a Thread**
- Collect**
- Display preferences**
- Search**

Note: All the functions in the group discussion board are similar to the general discussion board.

 **Course Discussions: Group One**

Display Search **After** Aug 08 **Before** Aug 08

in

	Date	Thread	Author	Status	Unread Posts	Total Posts
<input type="checkbox"/>	7/18/06 2:52 PM	hi	Frank Smith	Published	0	1
<input type="checkbox"/>	7/19/06 10:36 AM	test 1	Frank Smith	Published	0	2
<input type="checkbox"/>	7/19/06 11:05 AM	test 2 	Frank Smith	Published	0	1

The Thread Detail window opens

Functions:

Collect
Flag
Reply
Modify
Remove
Subscribe

Note: all the functions in the thread detail are the same as the general discussion board.

Click **OK** to go to the previous page

Thread Detail

Collect Flag Clear Flag

Search After Aug 08 2006 Before Aug 08 2006 GO

in Current Thread

Thread: [hi](#) Reply

Total posts: 1 Unread posts: 0 Next Thread

<input type="checkbox"/>	hi	Frank Smith	7/18/06
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Refresh Select All Go

Subject: [hi](#) Reply Modify Remove Subscribe

Author: Frank Smith
Creation date: Tue Jul 18 14:52:27 EDT 2006
Date last modified: Tue Aug 08 13:38:03 EDT 2006
Total views: 9 Your views: 10

test

Subject: [hi](#) Reply Modify Remove Subscribe

OK

Collaboration: Group Chat and Virtual Class

Click Collaboration

Group Page: Group One

- ▶ [Group Discussion Board](#)
- ▶ [Collaboration](#)
- ▶ [File change](#)
- ▶ [Send Email](#)

Collaboration Sessions page opens

Group members can:

- **Add a collaboration session**
- **Manage sessions**
- **Remove sessions**

Note: Add, manage or remove are available only in the group collaboration session

Collaboration Sessions - Group One

Collaboration Session

Filter GO Search by Session Name Start Date End Date (MM/DD/YY) Search

Session Name	Tool	Start Date	End Date			
Lecture Hall	Virtual Classroom			Join	Manage	Remove
Office Hours	Chat			Join	Manage	Remove

OK

The first time you open the Virtual Classroom, if you do not have the Java Plug-in you may need to download it at

<http://java.com/en/download>

[SPEC PROJECT SEM/PRACTICUM IN TCHR LEADSHIP IN TECH I](#) > [COMMUNICATIONS](#) > [GROUP PAGES](#) > [GROUP ONE](#) > [COLLABORATION](#) > [LAUNCH VIRTUAL CLASSROOM](#)



Launching Virtual Classroom

Virtual Classroom Loading.

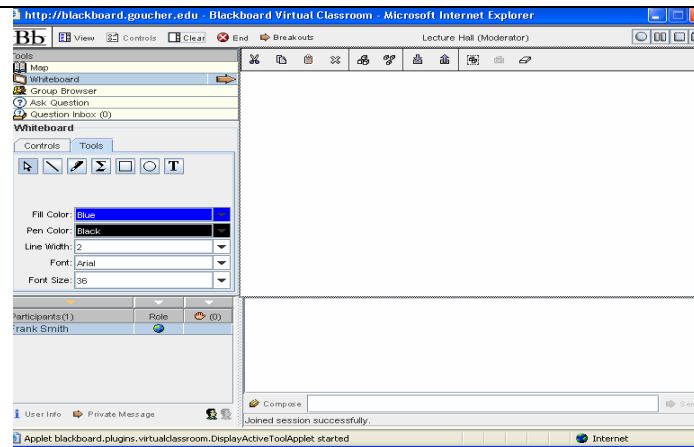
[Click here for an accessible version.](#)

Java Plug-in is required for the Virtual Classroom to run. Java Plug-in is required for the Virtual Classroom to run.

If the Java Plug-in is not installed or there are problems loading the Virtual Classroom, [download the Java Plug-in.](#)

OK

Virtual Classroom has the same functions as the general Virtual Class.



Chat

*Note: Do not close the **launching chat tool** window or click **OK**, the chat room is a small window behind it. If you close it the chat window will close.*



Launching Chat Tool

Chat Loading.

Leaving this page will close the Chat window.

Java Plug-in is required for Chat to run. Java Plug-in should download and begin installation automatically. Download time will vary by connection speed.

If the Java Plug-in is not installed or there are problems loading Chat, [download the Java Plug-in.](#)

If a screenreader is being used to access the accessible Chat tool, the Java Access Bridge may need to be installed so that the screenreader can interact with the keyboard shortcuts and alt tags in the Chat tool.

Note that JAWS 4.5.1 and later will work with the Java Access Bridge version 1.0.3.

[Click here to view the installation help documentation.](#)

[Click here to download the Java Access Bridge.](#)

OK

<p>Group Chat has the same functions as the chat room used for the whole class.</p> <p>Only members of the group have access to the chat.</p>	
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Group File Exchange

<p>Click File Exchange</p>	<ul style="list-style-type: none"> ▶ Group Discussion Board ▶ Collaboration ▶ File Exchange ▶ Send Email
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<p>File Exchange</p> <p>The only option is to Add File, because all members have access to the files uploaded in this page.</p>	
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<p>The process to upload a file is similar to the Digital Dropbox.</p> <p>Group members can remove a file posted by other group member.</p>	
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Group Email

<p>Click Send Email</p>	<ul style="list-style-type: none"> ▶ Group Discussion Board ▶ Collaboration ▶ File Exchange ▶ Send Email
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Group Email is similar to the general email option.

✉ Send Email - Group One

1 Email Information

To

Available to Select		Selected
Frank Smith Rob Coyle	▶ ◀	
<input type="button" value="Invert"/>		<input type="button" value="Invert"/>

From noemail@goucher.edu

Subject

Message

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Note: for detailed explanations on each function refer to previous modules that explained the general discussion board, collaborations sessions, Digital Dropbox and send email.