Managing Groups

1. Navigate to blackboard.towson.edu.
2. In the course menu, under Users and Groups, select groups.

Adding Users to a Group
3. Locate the group you want to add users to.
4. Click the arrow to the right of the group, select Edit Group.
5. Under Membership, select Add Users.
6. Search for the user and check the box next to their name.
7. Submit.

Removing Users from a Group
3. Locate the group you want to remove users to.
4. Click the arrow to the right of the group, select Edit Group.
5. Under Membership, find the user you want to remove.
6. Select the x all the way to the right of the user.
7. Submit.

Deleting Groups
3. Check the groups you want to delete.