

# Blackboard

Grade Center

## Managing Groups

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Enter the desired course
4. In the course menu, under **Users and Groups**, select **groups**.

### *Adding Users to a Group*

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

### *Removing Users from a Group*

5. Locate the group you want to remove users to.
6. Click the arrow to the right of the group, select **Edit Group**.
7. Under **Membership**, find the user you want to remove.
8. Select the x all the way to the right of the user.
9. **Submit**.

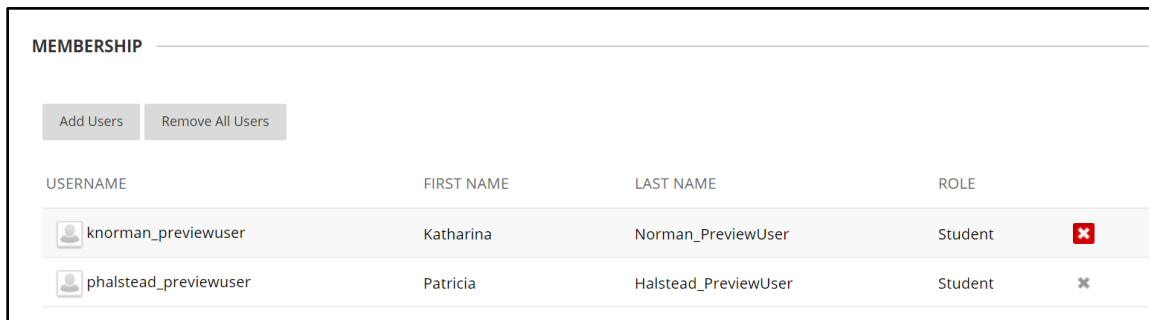


Figure 1

### *Deleting Groups*

5. Check the groups you want to delete.
6. Under **Bulk Actions**, select **Delete Group**.