

Managing Groups

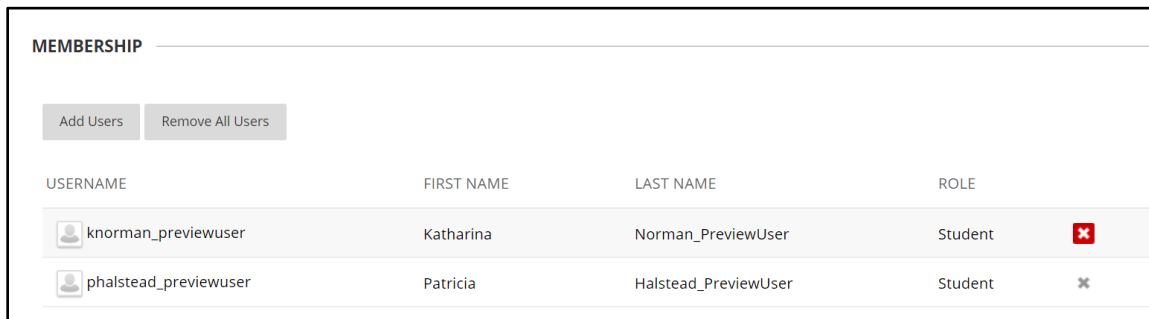
1. Navigate to blackboard.towson.edu.
2. In the course menu, under **Users and Groups**, select **groups**.

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**.



The screenshot shows the 'MEMBERSHIP' section of a Blackboard interface. At the top, there are two buttons: 'Add Users' and 'Remove All Users'. Below these is a table with columns for USERNAME, FIRST NAME, LAST NAME, and ROLE. The first row shows a user named 'knorman_previewuser' with first name 'Katharina' and last name 'Norman_PreviewUser', role 'Student', and a red 'x' icon for removal. The second row shows a user named 'phalstead_previewuser' with first name 'Patricia' and last name 'Halstead_PreviewUser', role 'Student', and a grey 'x' icon.



USERNAME	FIRST NAME	LAST NAME	ROLE	
knorman_previewuser	Katharina	Norman_PreviewUser	Student	
phalstead_previewuser	Patricia	Halstead_PreviewUser	Student	

Figure 1

Deleting Groups

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