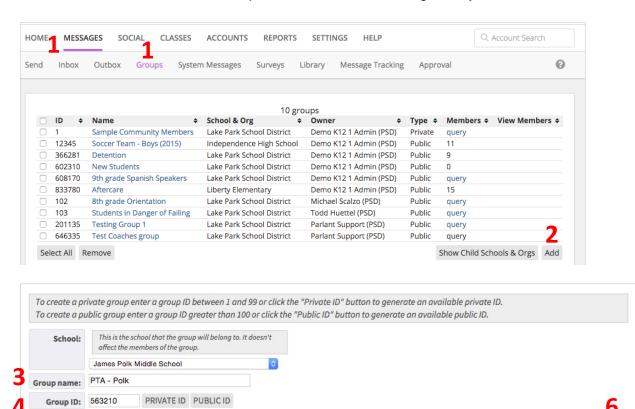
Create Recipient Groups

You can create groups to have a pre-selected set of people to send a message quickly. The groups are available under the My Groups when selecting message recipients.

Groups can be private or public. Private groups are available to you only, whereas public groups are available to all users who have permission to send messages for your school.



Selected members (click to remove)

Individuals (30) remove

Adkison, Trena Brewer, James

Brown, Angelena

Add a New Private or Public Group

- 1. From the Blackboard dashboard, select Messages > Group.
- 2. Select Add to create a new group.

Select one or more members From a list

Community Member select / select all

3. Type a Group Name.

My Groups

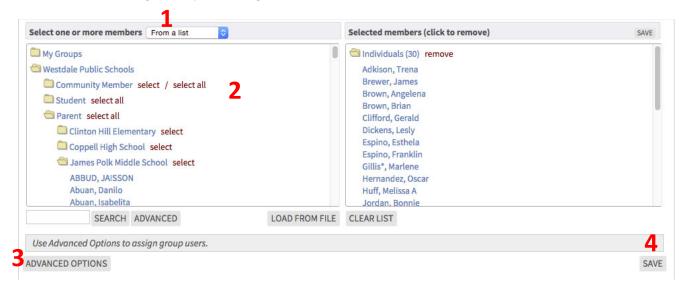
Westdale Public Schools

Student select all

- 4. Select either Private ID or Public ID and create ID number.
- 5. Select the members for your group. See instructions below.
- Select Save when finished.

Select Members for Your Group

You create a static group by selecting members from a list of available users.



- 1. Select From a list in the Select one or more members box.
- 2. Select the members for your group.
 - Selecting the folder icon will expand the folders, showing students and parents from your classes or other groups.
 - Add entire folder of names by clicking Select next to the folder. To add individuals, expand the folder and click on the individual's name.
 - You can type a name and select Search to find a specific user. Current members selected will display in the Selected Members list. To remove them, select the name from this list.
- 3. Select Advanced Options to select users that can view members of and contact members of this group.
- 4. Select Save when finished.

Remove a group

- 1. From the Blackboard Communications HQ interface menu, select Messages > Groups.
- 2. Select the group to delete.
- 3. Select Remove.
- 4. Confirm on the warning message by selecting Remove again.