

## 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.

HOME **1** MESSAGES SOCIAL **1** CLASSES ACCOUNTS REPORTS SETTINGS HELP

Send Inbox Outbox **Groups** System Messages Surveys Library Message Tracking Approval

10 groups

ID	Name	School & Org	Owner	Type	Members	View Members
1	Sample Community Members	Lake Park School District	Demo K12 1 Admin (PSD)	Private	query	
12345	Soccer Team - Boys (2015)	Independence High School	Demo K12 1 Admin (PSD)	Public	11	
366281	Detention	Lake Park School District	Demo K12 1 Admin (PSD)	Public	9	
602310	New Students	Lake Park School District	Demo K12 1 Admin (PSD)	Public	0	
608170	9th grade Spanish Speakers	Lake Park School District	Demo K12 1 Admin (PSD)	Public	query	
833780	Aftercare	Liberty Elementary	Demo K12 1 Admin (PSD)	Public	15	
102	8th grade Orientation	Lake Park School District	Michael Scalzo (PSD)	Public	query	
103	Students in Danger of Failing	Lake Park School District	Todd Huettel (PSD)	Public	query	
201135	Testing Group 1	Lake Park School District	Parlant Support (PSD)	Public	query	
646335	Test Coaches group	Lake Park School District	Parlant Support (PSD)	Public	query	

Select All Remove Show Child Schools & Orgs **2** Add

To create a private group enter a group ID between 1 and 99 or click the "Private ID" button to generate an available private ID.  
To create a public group enter a group ID greater than 100 or click the "Public ID" button to generate an available public ID.

**3** School: This is the school that the group will belong to. It doesn't affect the members of the group.  
James Polk Middle School

**3** Group name: PTA - Polk

**4** Group ID: 563210 PRIVATE ID PUBLIC ID **6**

Select one or more members From a list

**5** My Groups  
Westdale Public Schools  
Community Member select / select all  
Student select all

Selected members (click to remove) **6** SAVE  
Individuals (30) remove  
Adkison, Trena  
Brewer, James  
Brown, Angelena  
Brown, Brian

## Add a New Private or Public Group

1. From the Blackboard dashboard, select Messages > Group.
2. Select Add to create a new group.
3. Type a Group Name.
4. Select either Private ID or Public ID and create ID number.
5. Select the members for your group. See instructions below.
6. Select Save when finished.

## Select Members for Your Group

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

The screenshot shows the Blackboard Mass Notification System interface. On the left, under 'Select one or more members', there is a dropdown menu set to 'From a list'. Below it is a tree view of groups. The 'Westdale Public Schools' folder is expanded, showing sub-folders like 'Community Member', 'Student', and 'Parent', each with a 'select all' link. Below these are specific schools like 'Clinton Hill Elementary', 'Coppell High School', and 'James Polk Middle School', each with a 'select' link. At the bottom of this list are individual names: 'ABBUD, JAISSON', 'Abuan, Danilo', and 'Abuan, Isabelita'. On the right, under 'Selected members (click to remove)', there is a list of 30 individuals, including 'Adkison, Trena', 'Brewer, James', 'Brown, Angelena', 'Brown, Brian', 'Clifford, Gerald', 'Dickens, Lesly', 'Espino, Esthela', 'Espino, Franklin', 'Gillis\*, Marlene', 'Hernandez, Oscar', 'Huff, Melissa A', and 'Jordan, Bonnie'. At the bottom of the interface, there are buttons for 'SEARCH', 'ADVANCED', 'LOAD FROM FILE', and 'CLEAR LIST'. A 'SAVE' button is located at the bottom right. A red number '1' is above the dropdown, '2' is next to the 'Community Member' folder, '3' is next to the 'ADVANCED OPTIONS' button, and '4' is next to the 'SAVE' button.

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.