UNIVERSITY OF HARTFORD

FACULTY CENTER FOR LEARNING DEVELOPMENT

Blackboard Groups

Group projects and other small group activities can be done using Blackboard. Blackboard Groups allows smaller groups of students to meet online privately to share and exchange files, send group emails, participate in discussion boards, and meet to chat in virtual classrooms.

Only students assigned to a particular group may access that group's page. Groups have access to various Blackboard tools, depending on how the instructor set up the group.

Getting Started

The instructor typically sets up groups. If your instructor has assigned groups, you will see your groups in a box underneath the course menu. You can only enter groups in which you are a member.

Accessing your designated group

Sometimes, groups are set up so that students can choose which group they want to join. To join, look for a signup button under the heading "Self-Enroll Group". The signup button name may vary from course to course.
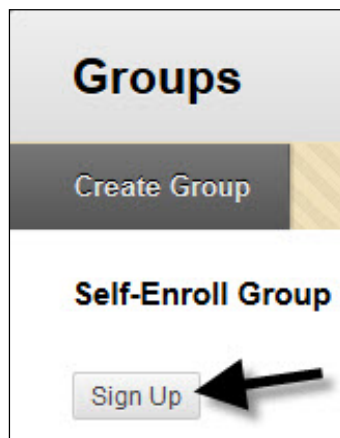

Signing up for Self-Enroll Groups

Group Options (communication tools group members can use)

Below is a list of all the communication tools, which may be available to your group. With the exception of File Exchange, these tools work just like the tools in the main Blackboard course.

- **Blogs –** Students can keep individual or group blogs. Both students and the instructor can comment on blog posts.

- **Calendar –** Group members can use the calendar for scheduled meetings, deadlines, etc.

- **Collaboration –** Group chat tools.

- **Discussion Board -** Group members can have discussions with one another.

- **Email –** Group members can send emails to the members of their group. However, *Reply All* will not work with Blackboard-sent emails, so a wiki or discussion is probably better.

- **File Exchange –** Group members can share files. Be sure to append filenames with initials to avoid overwriting each other's files.

- **Journals –** Group members can keep individual journals. Only the instructor can read student journal entries.

- **Tasks –** Group members can set tasks with due dates and priority levels.

- **Wikis –** Group members can collaborate on a wiki. To link between pages, create two wiki pages, highlight a word, then use the wiki link tool (circled below) to link them.
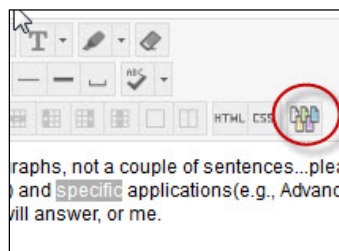
Linking Two Wiki Pages

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.
Phone: (860) 768-4661   **Email:** fcld@hartford.edu
Website: http://www.hartford.edu/fcld

Student Blackboard Support
The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).
Phone: (860) 768-4636   **Email:** bbsupport@hartford.edu
FAQ/Submit a Ticket: http://www.hartford.edu/studentbbsupport

Information Technology Services (ITS) Help Desk
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).
Phone: (860) 768-4357   **Email:** helpdesk@hartford.edu
Website: http://hartford.edu/ots

Media Technology Services (MTS)
Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.
Phone: (860) 768-4357   **Website:** http://www.hartford.edu/mts