USING BLACKBOARD AT
DOMINICAN UNIVERSITY:
A FACULTY GUIDE

Part Four: User Management (including managing groups)
(pages 79-90)
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USER MANAGEMENT

This section of our Guide is critical for you to learn how to keep track of the students who are in your Blackboard course. It is worth repeating an extremely important point that we brought up way back in the first section on enrollment options, back on page 22.

Students Are NOT Automatically Enrolled in Your Blackboard Course!

Students are NOT enrolled in a Blackboard class simply because they registered for it. Our online registration system, Campus Web, is NOT tied into the Blackboard server in any way! Conversely, any of your students who enroll in your Blackboard course are not automatically enrolled in the course so far as the Office of the Registrar is concerned. Campus Web and Blackboard are two separate systems that do not "see" one another! This is by FAR the biggest point of confusion about Blackboard for students.

That being said (again), the User Management section of the Blackboard Control Panel allows you to add or delete students from your Blackboard course. In fact, the first four choices in User Management are fairly self-explanatory:

<table>
<thead>
<tr>
<th>User Management</th>
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<tr>
<td>List / Modify Users</td>
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<tr>
<td>Create User</td>
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List/Modify Users

The List/Modify Users link should be used primarily for obtaining a listing of all students who have enrolled in your Blackboard course. Clicking on the link brings you to the following screen, which you will be seeing quite often in the User Management area:

Since you want a complete listing of all of your students, simply click the LIST ALL tab. The Blackboard server will fret a bit about this idea, giving you the following screen:
Assuming you do not have a class of hundreds of students, this warning screen is really more of an annoyance than anything else. You can safely click the **List All** button, which will give you a screen such as the following:

![List / Modify Users](image)

Even though there are buttons for changing a student's **Password** and **Properties**, these are not enabled and cannot be used. If you want to change a student's **role** in your course, contact the **Blackboard Administrator**.
What's a Role?

A user in a Blackboard course can have one of six roles. Listed roughly in order of how much access the role has to the course material, the roles are: Instructor (that's you!), Teacher's Assistant, Course Builder, Grader, Student, and Guest. Consult the online Manual in your Blackboard Control Panel under Chapter 5 (User Management), under the subheading List/Modify Users and then Modify User Properties for additional information.

Create User

The only time you should use the Create User choice in the Control Panel is if:

- You closed enrollment to your course (see section on Enrollment Options beginning on page 22), AND
- You are absolutely, positively certain the student does NOT have an existing Blackboard account at Dominican.

If a student is already enrolled in any Dominican University Blackboard course (not just one of yours), you should select Enroll User from the Control Panel, as described below in the next section.

Clicking the Create User link will lead you to a screen to fill out information including the student's first and last name, e-mail address (which is mandatory for Blackboard), and a user name and password. For the user name, our preference is to use the same naming convention used when establishing network user names at Dominican: first four letters of the student's last name followed by the first four letters of the student's first name. Student Jill Smith, therefore, would have the user name of: smitjill.

Enroll User

Use this option if you have closed enrollment to your course and a student wants to "get in," or if a student--for whatever reason--simply cannot get into your course through self-enrollment procedures. Click this link and you will see the following screen:

You do NOT want to click the LIST ALL tab in this case, since that would retrieve every user in the Blackboard system NOT enrolled in your course! Instead, type in the student's last name who you wish to enroll, then click the Search button.
Type in a student's last name and click the **Search** button. As explained in the screenshot above, you do NOT want to click the **List All** tab in this case, as **Blackboard** will assume you are trying to enroll any given student not already enrolled in your course! After typing in a name, you will see a screen similar to the following:

Assuming you see the student you want to enroll in your course listed, click the box under the **ADD** column to place a checkmark in it, then click the **Submit** button. Your student will now be enrolled in the course.

### I Don't See My Student Listed! Now What?!?

If you do not see a student listed as a result of your search, there may be a few possibilities:

- The student may already be enrolled in your course. Double-check by clicking the **List/Modify Users** link and click the **LIST ALL** tab.

- The student may not have created an account on their own yet. We prefer students create their own accounts on the system by clicking the **Create Account** button at the main Blackboard screen. Remember, students only have to create an account ONCE.

- The student may have been deleted from the system. Dominican will routinely clean out Blackboard accounts that have not logged into the system for one year. In this case, the student will have to create a new account.

### Remove Users

As its name implies, the **Remove Users from the Course** link leads to a screen allowing you to remove a user from your course only. (In other words, it will not delete a user from the
Blackboard system altogether! When choosing this link in the Control Panel, you will see a very familiar-looking screen:

Remove Users from the Course

The quickest method to remove a user is to type in the last name of the student you wish to remove and then click the Search button. You can also safely click the LIST ALL tab, as that will retrieve a listing of all students in your class.

Blackboard will respond with a listing of all matching names in your course, as shown below:

To remove a student, place a check mark next to the student's name in the REMOVE column. In addition, you must type in the word Yes in the box to the right. (It is case-sensitive!) After clicking Submit, Blackboard give you one warning screen, and then delete the student.

It is worth remembering that if you have an online gradebook, all records for this student will be removed from there, too!
Manage Groups

This section is very useful for courses you teach where you routinely divide students into groups, perhaps for group projects or presentations. You can use these groups to not only send e-mail messages solely to members of a group (rather than the entire class or a single user), but you can also give them their own Discussion Board, Digital Drop Box, and other features.

To begin creating student groups, click on the Manage Groups link in the Control Panel. You will see the following screen:

You have only one obvious choice here, and that's to click the Add Group button, which brings you here:

The Group Options here correspond to course-wide features very similar to other Blackboard tools already discussed, with the exception that they are restricted solely to members of this Group. Even the names are the same, with the exception of Group File Exchange, which is the same as the course-wide Digital Drop Box. HOWEVER, one weakness of the Group File Exchange is that any student member of the Group can delete a file! It is basically a file-sharing utility, and where there's file sharing there is also the ability to damage the file!
Once you have added the group after clicking the Submit button, your Manage Groups screen will look like this:

![Manage Groups](image)

**Adding Users to a Group**

The next step after creating a group is determining which students should belong to it. From the Manage Groups screen, click the Modify button to bring up the following screen:

![Manage Group - Faulkner Study Group](image)

These options are pretty self-explanatory. Clicking **Add Users to Group** brings up the ever-familiar user screen that you've seen before. You should click the **LIST ALL** tab to bring up a list of all the students in your class. From the ensuing screen, you can check off the student names you wish to add to this specific group by clicking in the **ADD** column:
Click each checkbox in the **ADD** column for every student you want to add to this specific group, then click **Submit**.

### Additional Group Creating Chores If You Enabled a Group Discussion Board

If you did *not* enable separate Group Discussion Boards for the Groups you created, you may safely skip this section. If, however, you clicked the checkbox for a Group Discussion Board in the Add Group screen (see screenshot on page 84) or in the Group Properties screen, you have the additional task of having to create at least one Forum in each Group Discussion Board you enabled.

To add to any confusion you may already be feeling, to get into a Group in Blackboard in order to observe it or do anything within it, you do NOT enter it via the Control Panel, but rather by entering it the same way a student would: by clicking the Groups link in the course menu or by clicking the Communication link in the course menu, then Group Pages. Here is what the screen will look like after doing either of the above:
You *Did* Enable Groups Within the Course Menu, Right??!

Consider this a gentle reminder that your students will not be able to see anything unless you left **Groups** enabled in the **Manage Course Menu** area of the Control Panel (as explained beginning on page 10) and/or within the **Enable Blackboard Tools** area (starting on page 16).

Next, click on the Group Name, and you will see a screen like this:

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**Group Pages - Faulkner Study Group**

- **Group Discussion Board**
  Use your group discussion board for course-related debates and conversations.

- **File Exchange**
  Exchange files with your group members.

- **Send E-mail**
  Send e-mail messages to one or all of your group members.

- **Group Members**
<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badenov, Boris</td>
<td></td>
</tr>
<tr>
<td>Brown, Charlie</td>
<td></td>
</tr>
<tr>
<td>Dahl, Barbie</td>
<td></td>
</tr>
</tbody>
</table>

Click on the **Group Discussion Board** link, and you will see the following:
At this point, the process is very similar to creating a Forum in a "regular" Discussion Board, as described beginning on page 61. Clicking the Add Forum button brings up a screen to add a forum, which we have filled in below:

You may recall from our earlier coverage on Discussion Boards that you could create a Forum Administrator. This is definitely a good idea for a Group Discussion Board, and can be accomplished by clicking on a student's name, then clicking the ADMIN button. Note that this student will have administrative privileges ONLY within this specific Group Discussion Board Forum!
Note that the Forum Administrator does NOT have the ability to create any new Forums within the Group Discussion Board. He or she can only delete messages or threads. Only YOU can create a Forum.

How Students See Group Pages

From a student's perspective, once they login to your Blackboard course and click on the Groups link in the course menu, they can see all of the Groups you have created in the course, but they will only be able to click on those Groups that they are members of. Here is a sample screen of our course after we have created some additional groups:

Once a student clicks on their Group name, they will see the following screen:

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Any Group-specific options that you enabled when setting up the Group are also listed on the above screen. The File Exchange is essentially the same as a Digital Box, but note the following!

**Group Tools Are the Same--With ONE Difference!**

All of the Group-specific tools (such as the Discussion Board) function the same as their course-wide equivalents, with ONE exception. The File Exchange feature is for all practical purposes the same as the Digital Drop Box (discussed on page 71), but any Group member can **Add or Remove** a file! In that regard, it's like any other "shared" file: all it takes is one person to screw up (i.e., delete) something!

**Modifying or Removing Groups**

You can always change the Group tools used within a Group or add members to an existing group by clicking the **Modify** button after clicking on **Manage Groups** in the Control Panel:

The **Modify** button will lead to the same screen we saw on page 85 when we wanted to begin adding users to a Group. Obviously, the **Remove** button deletes everything--including all Group Discussion Board postings. If you would like to keep a Group page up but prevent student access to the Group, you can **Modify** it, then click the **Group Properties** link, and then set the **Make group visible now** option to **No**. This is better than deleting the Group altogether, particularly if you want to later grade Group activities at the end of a term.

Remember, to monitor Group activities, you must enter a Group by clicking on the **Groups** link in the course menu or by clicking the **Communication** link, then **Group Pages**. You are NOT able to view Group activities via the Control Panel!