

Working with Groups

1. In the Course page, click the **Tools** link



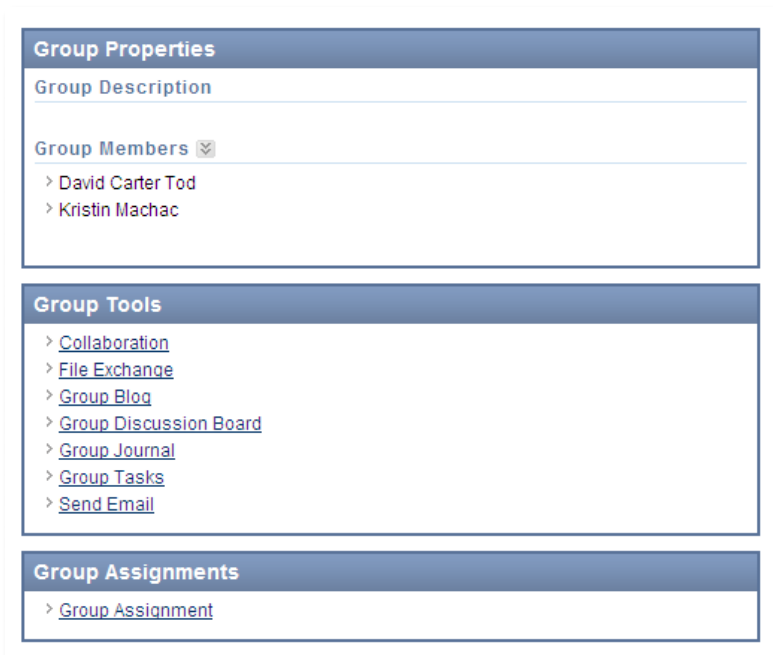
2. Click the **Groups** link from the **Tools** menu



3. Click the group link designated by your instructor (you will only be able to view the group that you've been designated to)



4. Listed under the group page, you'll see the following modules and links:



A screenshot of a group page interface. It is divided into three main sections:

- Group Properties**
 - Group Description
 - Group Members
 - > David Carter Tod
 - > Kristin Machac
- Group Tools**
 - > [Collaboration](#)
 - > [File Exchange](#)
 - > [Group Blog](#)
 - > [Group Discussion Board](#)
 - > [Group Journal](#)
 - > [Group Tasks](#)
 - > [Send Email](#)
- Group Assignments**
 - > [Group Assianment](#)

Group Properties – Contains a list of the group members; the dropdown menu next to Group Members contains an option to email the members of your group.

Group Tools: Contains a list of collaboration tools available within the group

Collaboration: Virtual Classroom, and virtual chat available for students to meet, synchronously with other group members.

File Exchange: File storage for group members to upload and view group members' files.

Group Blog: Users within the group can post to the Blog and add comments. Instructors can enable the Blog tool for use only within the Course Group, or can grant the public access to the Blog.

Group Discussion Board: Allows members of the group to post new discussion threads and replies to other members of the group. Only specified group members and instructors can view posts within the Group Discussion Board.

Group Journal: Instructors can assign a private Journal to each user in a group to allow private communication between the Instructor and the User.

Group Tasks: The Group Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status.

Send Email: Gives students the ability to send emails to individual and/or all users in the group.

Group Assignments: Contains assignments specifically designated to the group.