

Student Guide: Self-Enrolling in a Group

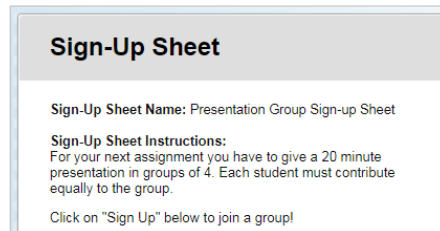
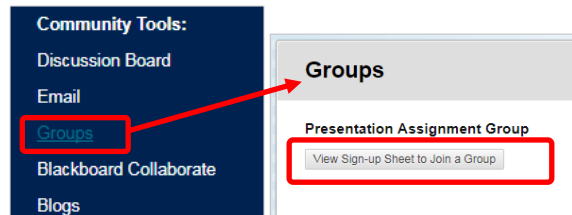
Blackboard Quick Guide

From time to time, your lecturers may require you to self-enrol in a group on Blackboard. For example you may be asked to enrol in a tutorial group, or in a group for a presentation assignment. Blackboard groups will also allow you to have a private space for your group only, where you will be able to participate in group discussions, share files, email members of your group, as well as conducting and recording your own group-based collaborate sessions.

Login to Blackboard, and navigate to your chosen course.

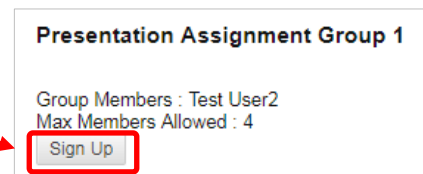
Navigate to the **Groups** area. This is usually in the left-hand menu, but your lecturer may have placed this in another area in the course site – please ask your lecturer if you cannot find the area easily.

Click on **View Sign-up Sheet to Join a Group**.
Read any instructions provided by your lecturer.

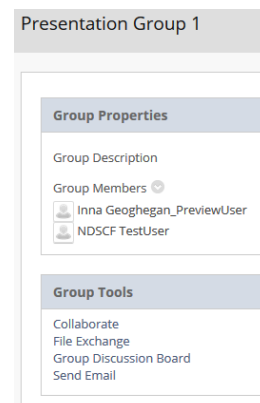


Find a group that you want to join, and click on **Sign Up**. This will sign you up straight away and take you to the groups page.

Note that your lecturer may or may not let you see who else is in each group, depending on the settings they have chosen.



You will then see your group page, including the other group members any group tools your lecturer has made available.



Please carefully check all the details before adding yourself into a group, as once added you can't take yourself out and will have to ask your lecturer to do it for you.