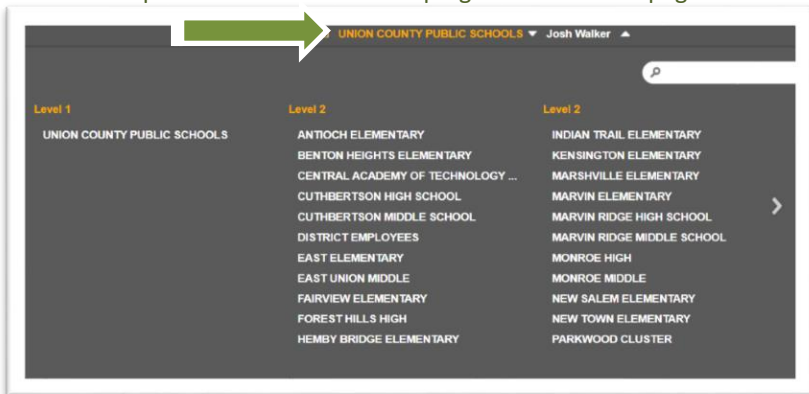


BLACKBOARD CONNECT – CREATE GROUPS

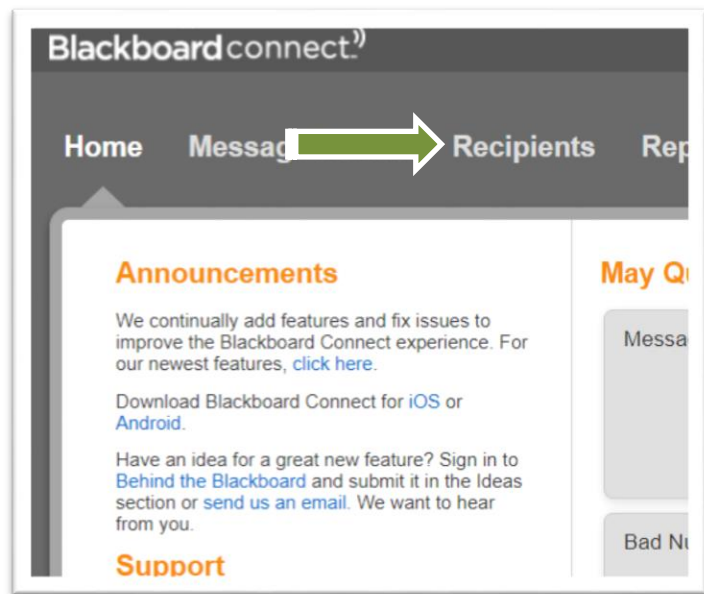
Created By: Technology Services

This document will aid in the creation of groups for targeted communications to Student, Staff, or Other (short and long term Substitutes)

1. Sign in to Blackboard Connect.
2. If you have higher level rights within Blackboard be sure to select the proper Site for administration.
 - a. *In our Case we will use Union Elementary.*
3. Select the Union County Public Schools Drop down menu from the top right corner of the page.



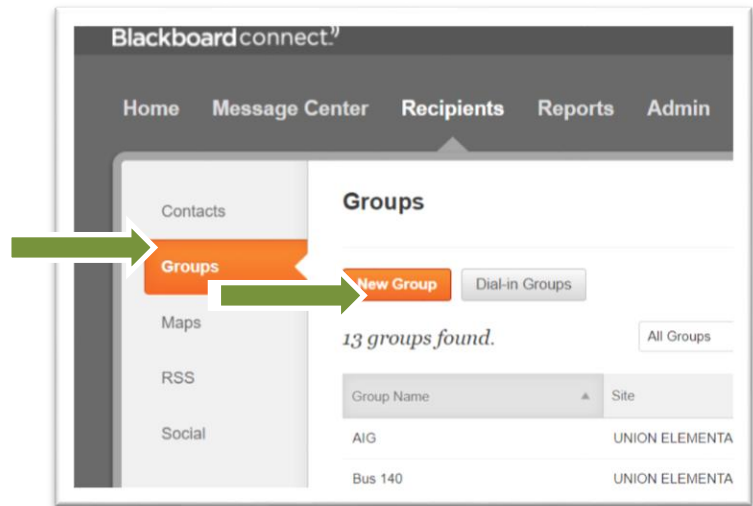
4. Once you are on the desired site or your default site, Click the **Recipients Tab**.



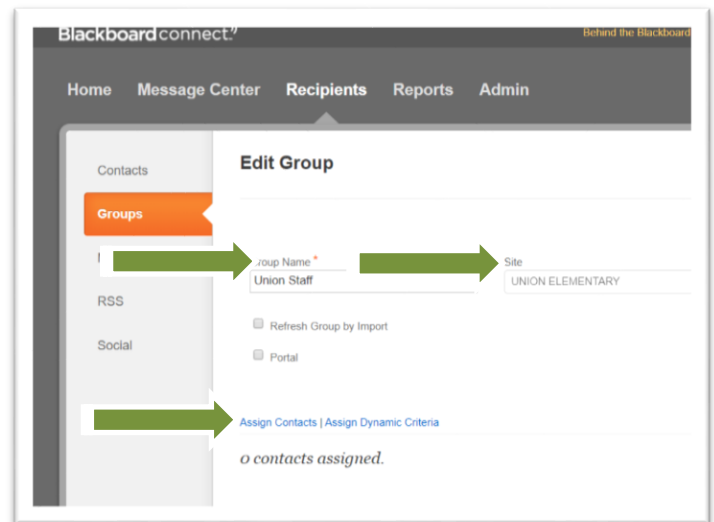
Technology Services Department

721 Brewer Drive
Monroe, NC 28112
(704) 296-3143

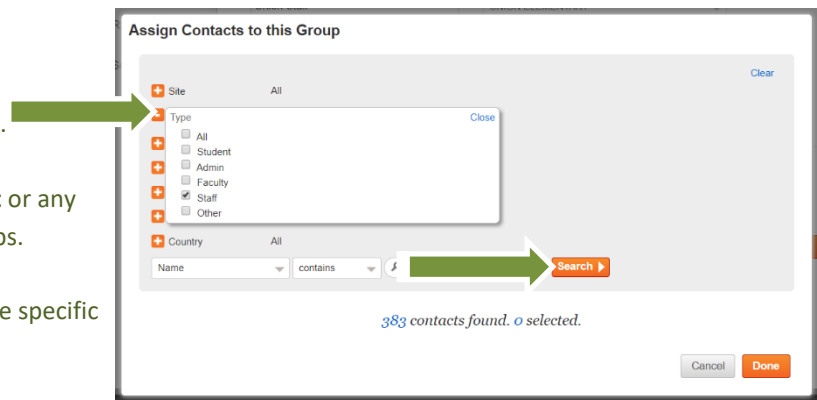
- 5. Click **Groups**.
 - a. Select **New Group**



- 6. Set the **Group Name**
- 7. If you have higher level rights the site field may be changed.
- 8. Select **Assign Contacts**
 - a. **Staff:** All Active UCPS Staff
 - b. **Other:** Long & short term Subs
 - c. **Students:** Powerschool Students and Parents



- 9. A pop out window will appear.
 - a. Select **Type:** Select **Staff, Other, Student** or any combination of groups.
- 10. Select **Search**
 - a. The results will be site specific



Technology Services Department

721 Brewer Drive
Monroe, NC 28112
(704) 296-3143

11. The search field below will populate

- a. Click **Select All**
- b. Click **Done**

The screenshot shows a web interface titled "Assign Contacts to this Group". At the top, there are filter options for Site, Type, Grade, Language, Group, Gender, and Country, all set to "All". Below these is a search bar with a dropdown menu set to "Name" and a "contains" operator. A search button is to the right. Below the search bar, a green arrow points to a "Select all" button next to the text "47 con". Below this is a table with columns for Name, Type, Name, Type, Name, and Type. Each row contains a checked checkbox, a name, and a "Staff" type. The names are: Boyd, Angela; Brown, Jennifer; Burrows, Kristin; Caines, Missa; Coley, Lisa; Cox, Crystal; Cranfill, Eliza; Crump, Mary; Deaton, Jennifer; Diggs, Mona; Eich, Randy; Ellerbe, Kristina; Figueroa, Ilyen; Garcia, Mandy; Glasheen, Kathryn; Hadford, Vanessa; Haggard, Christina; Hargett, Deborah; Herlthy, Amy; Hill, Angela; Hill, Nancy. At the bottom right, there is a "Done" button with a green arrow pointing to it. A pagination control shows "page 1 of 3".

12. Scroll to the bottom of the page

- a. Select **Save**

The screenshot shows a list of staff members. Each entry consists of the text "UNION ELEMENTARY" followed by "Staff" on the right. There are eight such entries. At the bottom right, there is a "Save" button with a green arrow pointing to it. A pagination control shows "page 1 of 2". At the very bottom, there is a footer with the text: "ConnectSupport@blackboard.com 866-360-2155 Chat support is currently unavailable, please call for".