


How do I Make Content Viewable by Only Certain Students in a Course?

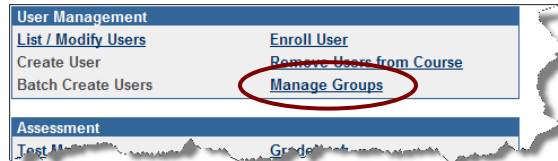
This tip sheet will show you how to create a basic rule that will allow you to restrict access to a folder or content item in your course to a specific group of users enrolled in your course. You will first need to create a Group for the people you want to give access to this item to be in.

Creating a Group

NOTE: If you already have a Group set up in your course with the necessary people enrolled in it, you may move on to the section of this tip sheet called “Creating a Folder with Limited Access”.

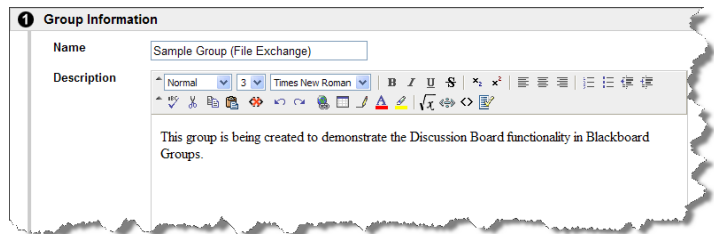
1. While in your Blackboard Course, click  Control Panel .

2. Click **Manage Groups**.



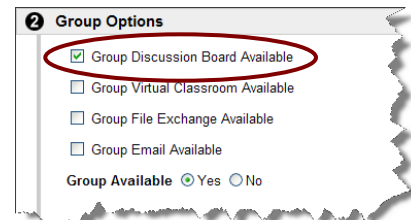
3. Click  Add Group .

4. Type in a **name** and **description (optional)** for the Group.



5. Add a check to **the checkbox for any group features you may want to utilize (optional)**.

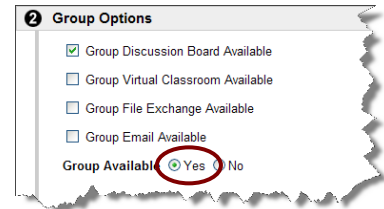
NOTE: You may opt to add as many tools to this group as you would like at this time.



6. Click the **“Yes” radio button** to make the Group available for use.

7. Click **Submit**.

8. Click **OK**.

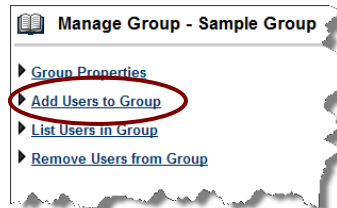


Adding Users to the Group

1. Click **Modify** next to the Group to which you need to add users.



2. Click **Add Users to Group**.

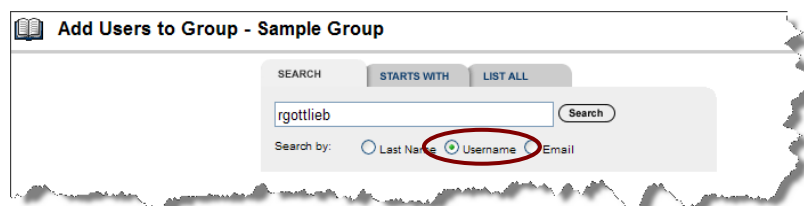



3. Type a **username**.




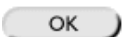
- You may choose the List All tab if you want to enroll multiple users in the Group.

4. Click the **radio button for Username**.



5. Click .
6. Click the **checkbox** next to the person you would like to add to the Group.

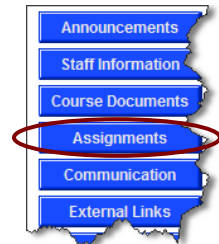
Add	Name	Username	Email
<input checked="" type="checkbox"/>	Gottlieb, Rich	rgottlieb	rgottlieb@wcpss

7. Click .
8. Click .
9. Repeat **steps 2-8** until every user you need in the Group has been added.

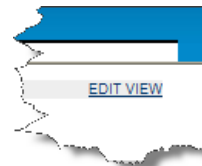
NOTE: Group membership works just like course enrollment, so if you want to remove someone it works the same way.

Creating a Folder with Limited Access

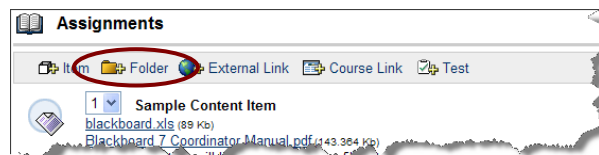
1. While in your Blackboard Course, click on the **main menu item** (buttons on the left of the page) where you would like the restricted item(s) housed.



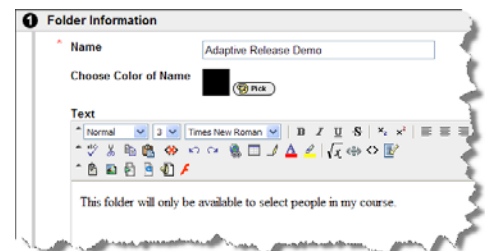
2. Click the **Edit View link** in the upper right corner.




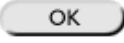

3. Click .



4. Type in a **Name** and **Description** (optional) for your new folder.



Blackboard Adaptive Release

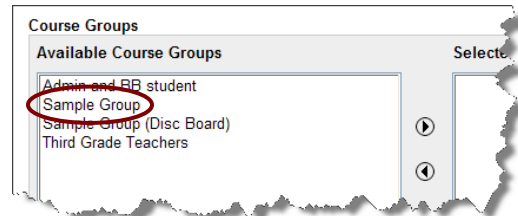
5. Click .
6. Click .
7. Click  to the right of the newly created folder.



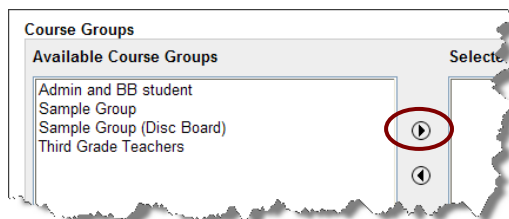
8. Click the **Adaptive Release** link.



9. Scroll down and click on the **name of an existing Group** in your course.



10. Click .



- You should see the Group that you selected is now in the right column.
- Repeat steps 9-10 until all appropriate Groups are in the right column.

11. Click .

12. Click .

13. Click .

You may now add content to the folder as you normally would.