

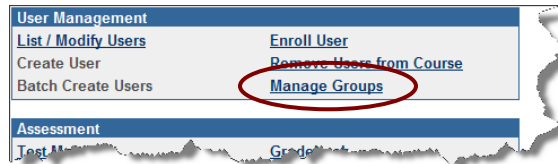
### How do I Create a Group with a File Exchange?

The Blackboard group tool allows you to enable group specific private group functionalities within Blackboard, such as file sharing. The steps below will walk you through creating a Group with a File Exchange.

#### Creating the Group

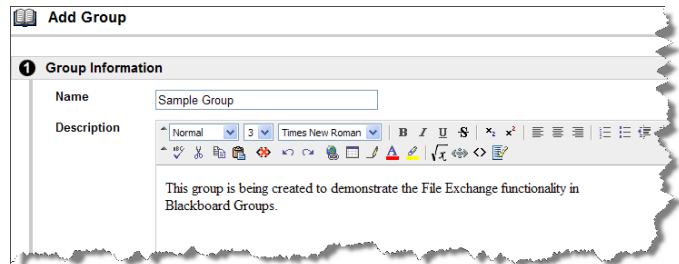
1. While in your Blackboard Course, click  Control Panel .

2. Click **Manage Groups**.



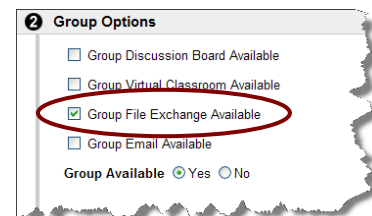
3. Click  Add Group .

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

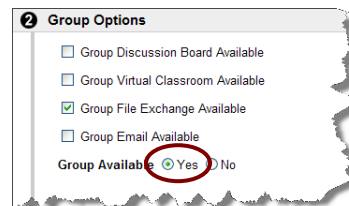


5. Add a check to the **checkbox for Group File Exchange Available** by clicking on it.

**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  .

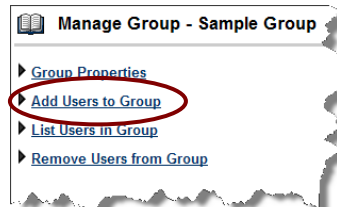
8. Click  .

### Adding Users to the Group

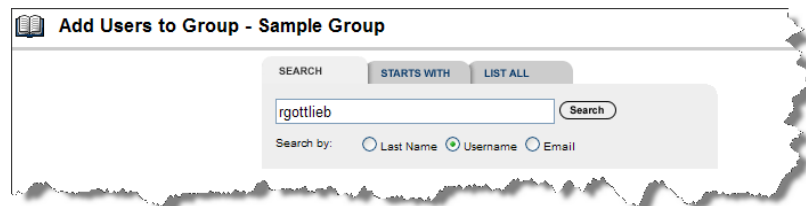
1. Click **Modify** next to the Group to which you need to add users.



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

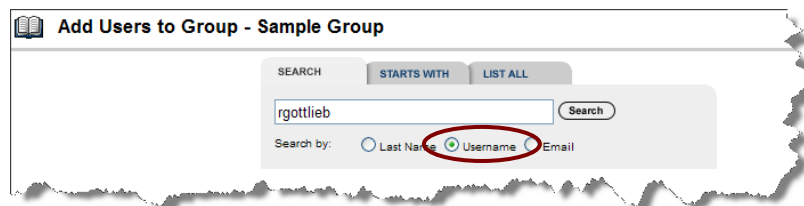


3. Type a **username**.



- 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 **Search**.



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



# Blackboard

## Creating Groups with File Exchange

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