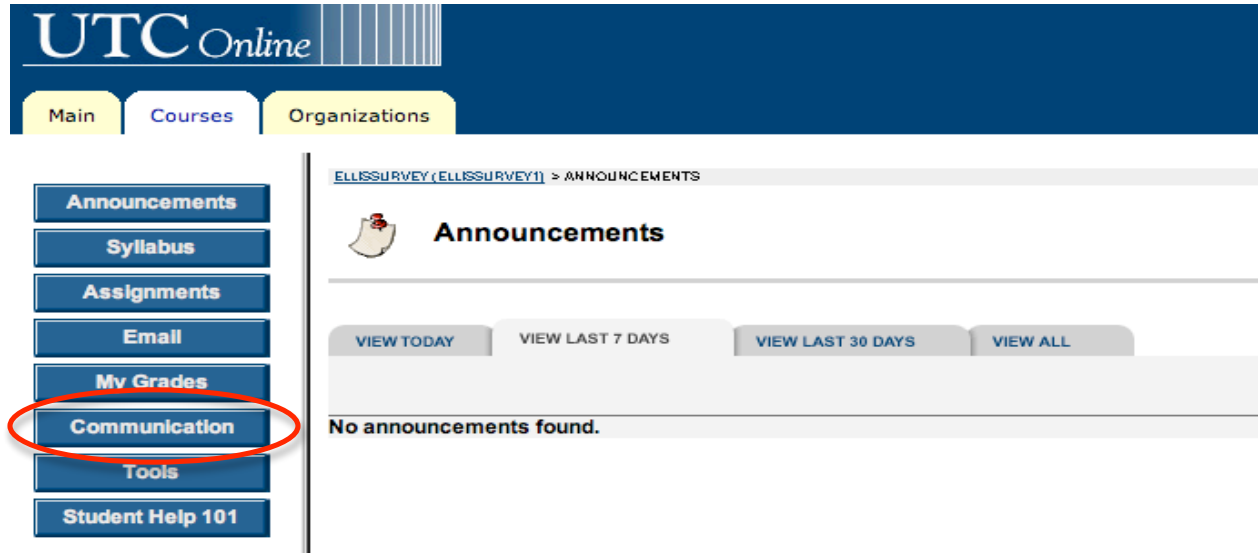


WHY WOULD YOU USE THIS FEATURE?

You may be assigned to a specific group within your UTC Online class. This is a private area within UTC Online where only the assigned students and the instructor are allowed to view the information. Students can use the discussion board, use chat and virtual classroom, open files, or email.

HOW TO USE GROUPS

1. Access your class.
2. Click on the Communication button on the left side.



3. Click on Group Pages.



4. Click on the assigned group.
5. You then have the Option to check the group Discussion Board, Collaborate with Chat or Virtual Classroom, open Files that the group members have shared, and send Emails to group members.



- ▶ [Group Discussion Board](#)
- ▶ [Collaboration](#)
- ▶ [File Exchange](#)
- ▶ [Send Email](#)
- ▶ [Group Members](#)

Name	Email
Scrappy Doe	
Jennifer Ellis	

6. Note: These options will only be available if your instructor has turned the option “On.”



UTC Online and Blackboard are funded through the UTC Student Technology Fees

HOW TO USE THE GROUP DISCUSSION BOARD

1. Access the Group in which you would like to work.
2. Click the Group Discussion Board link.
3. Here you may use the Discussion Board to talk asynchronously to your group. For example, you may want to add a FAQ forum so that all members can help each other answer any questions about the group assignment.
4. See the How To for Discussion Boards for further details.

HOW TO USE THE GROUP COLLABORATION

1. Access the Group in which you would like to work.
2. Click the Collaboration link.
3. The two options that are available in the Collaboration link are Virtual Classroom and Chat.
4. Both these options are synchronous, which allow for immediate responses, unlike the Discussion Board.
5. Collaboration may be used to set up group meetings online, when members may not be available to meet face-to-face.
6. Click Join next to either Virtual Classroom or Chat to start the application.

Session Name	Tool	Start Date	End Date	
 Lecture Hall	Virtual Classroom			Join
 Office Hours	Chat			Join

7. See the How To for Collaboration for further details.

HOW TO USE THE FILE EXCHANGE

1. Access the Group in which you would like to work.
2. Click the File Exchange link.
3. File Exchange allows a group member to instantly upload files so that the whole group can view the file if you are working on a paper or presentation.
4. To add a file, click the Add File icon.



File Exchange - Group 1

 Add File

No files found.

OK

5. Name your file.
6. Click Browse to find the file on your computer.
7. Click Submit.



UTC Online and Blackboard are funded through the UTC Student Technology Fees

HOW TO USE THE EMAIL FUNCTION

1. Access the Group in which you would like to work.
2. Click the Send Email link.
3. Click the Name of the person or persons that you would like to email.
4. Then click the right arrow to move that name to the Selected box.



Send Email

1 Email Information

To

Available to Select	Selected
Doe, Jane	Doe, John

Note: A red circle highlights the right-pointing arrow between the two lists.

[Invert Selection](#) [Invert Selection](#)

5. Add a Subject and a Message.
6. Click Submit.

