

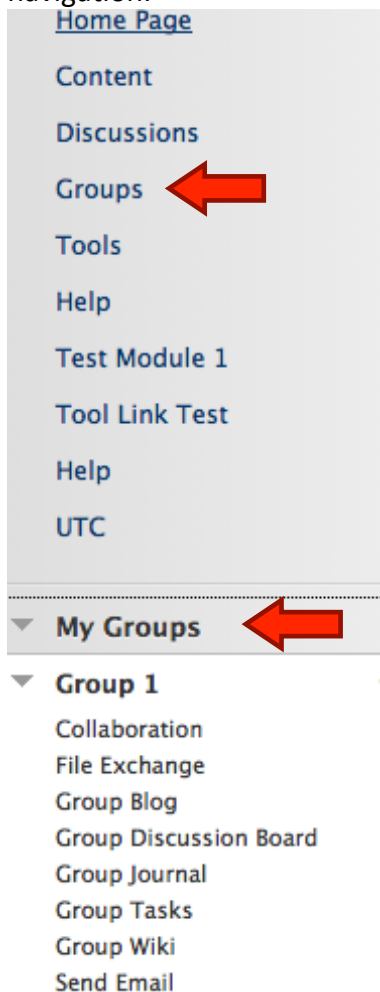
# STUDENT TUTORIAL: ACCESSING AND PERSONALIZING GROUPS

## WHY WOULD YOU USE THIS FEATURE:

Group members have the ability to personalize their own homepage within the group to their liking and style (if the instructor has made this option available). Members can add and arrange modules on the main page, change the color scheme of a group page, and change the main banner for the page to their liking. However, the changes you make will only be visible to you as opposed to all members of the group. This tutorial will demonstrate the different ways to personalize the group page.

## HOW TO ACCESS YOUR GROUP PAGE:

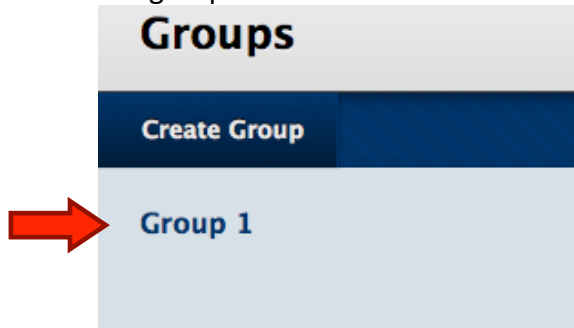
1. Access your course within **Blackboard**.
2. Locate your group under **My Groups** (if you are enrolled in a group) or on the main navigation on the left by clicking **Groups** (if your instructor has a link placed in the navigation).



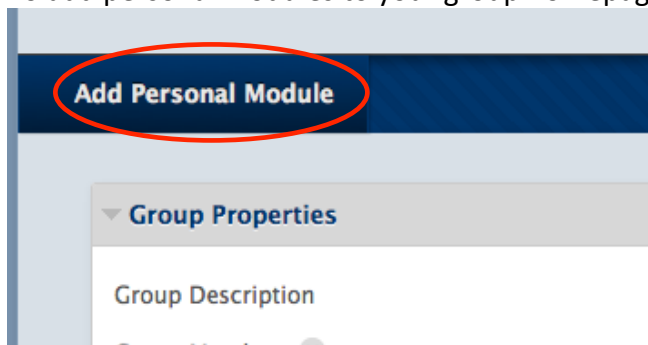
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HOW TO ADD MODULES TO THE YOUR GROUP HOMEPAGE:

1. Access your course within **Blackboard**.
2. Locate the list of your groups under the course menu and click on the name to access the group.

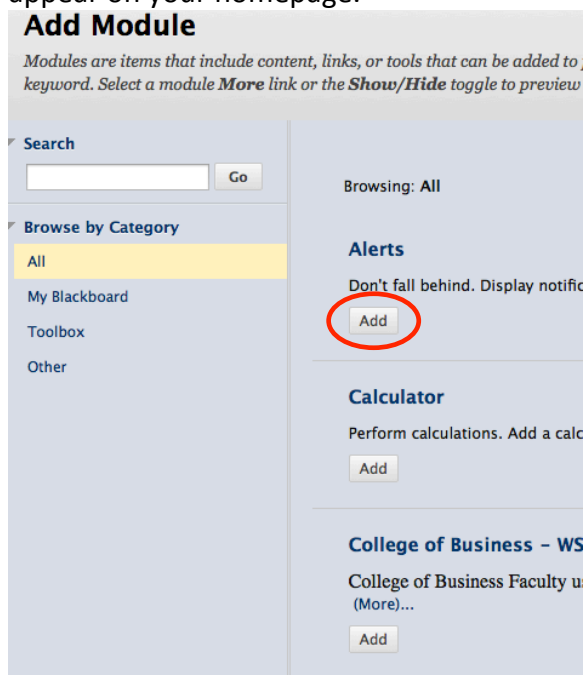


3. To add personal modules to your group homepage, click **Add Personal Module**.



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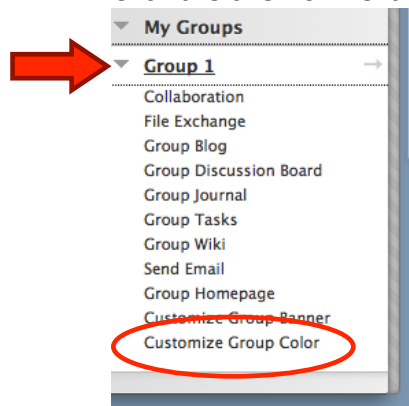
4. A list of modules you can add will appear. You can add all of them or only ones that you will use. You will also have the option later to customize the layout and how they appear on your homepage.



5. To add modules, simply click the **Add** button below each module to add them to the homepage, click **Ok** at the bottom of the page. A message will appear indicating the successful addition of the module.
6. You can rearrange the positions of modules in the homepage by clicking on the banner of the module you want to move and dragging it to your desired location.

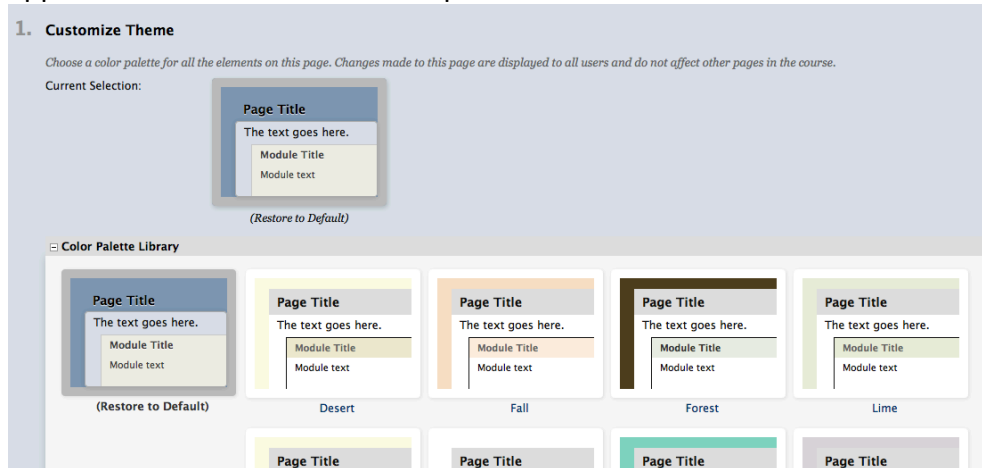
## HOW TO CHANGE THE COLOR SCHEME OF GROUP PAGES:

1. Click the chevron next to your group's name and click **Customize Group Color**.



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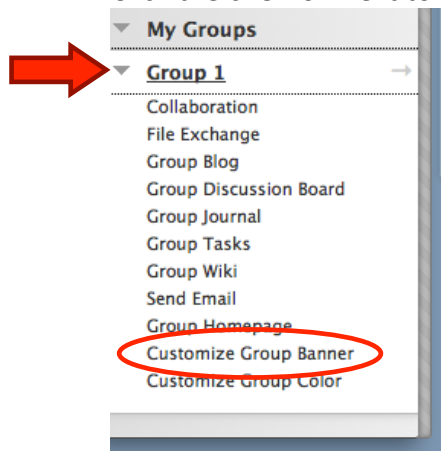
2. You will be taken to a menu of color scheme options. The option you have chosen to apply will appear at the top of the screen and the current color scheme you have applied will be indicated at the top under “Current Selection.”



3. When you have selected a theme, click **Submit** to apply it to the page.

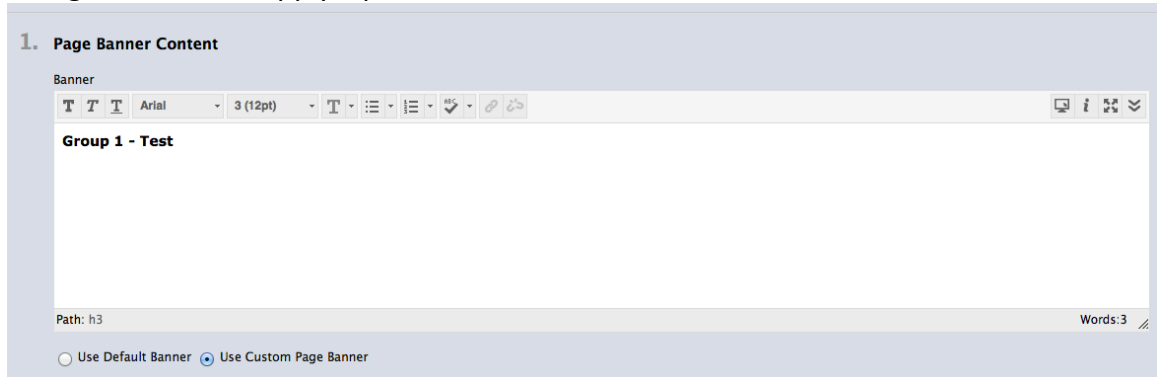
## HOW TO APPLY A NEW BANNER TO THE HOMEPAGE:

1. Click the chevron next to your group’s name and click **Customize Group Banner**.



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2. This will take you to the text editor where you can enter a new banner title, change the background colors, apply a picture to the banner, etc.



The screenshot shows a web interface for editing a page banner. At the top, it says "1. Page Banner Content". Below that is a "Banner" section with a rich text editor. The editor's toolbar includes options for bold, italic, text color, font family (set to Arial), font size (set to 3 (12pt)), bulleted list, numbered list, link, and unlink. The main text area contains the text "Group 1 - Test". At the bottom of the editor, it shows "Path: h3" and "Words: 3". Below the editor, there are two radio buttons: "Use Default Banner" (which is unselected) and "Use Custom Page Banner" (which is selected).

3. When you have finished changing your group banner, click **Submit** to apply it to the group homepage.