

# **Add Users and Groups**

**Blackboard Web Community Manager**

**Blackboard®**

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This guide covers all available features and functionality. Features included in your contract may vary.

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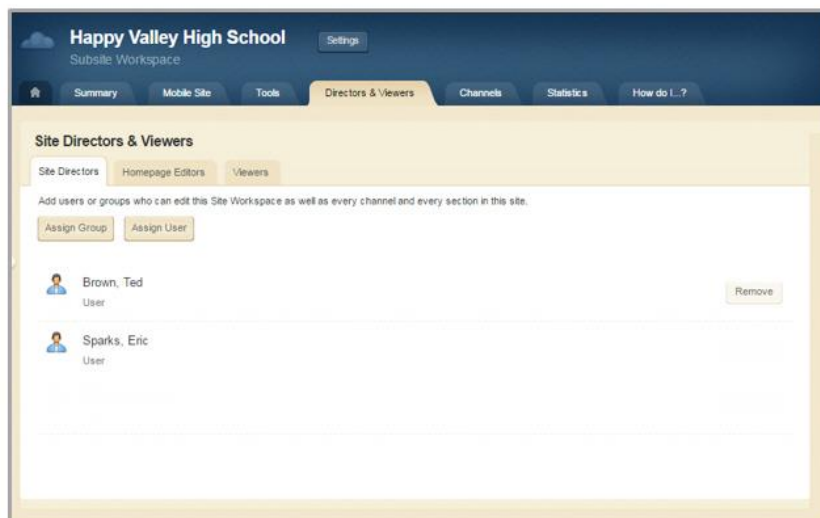
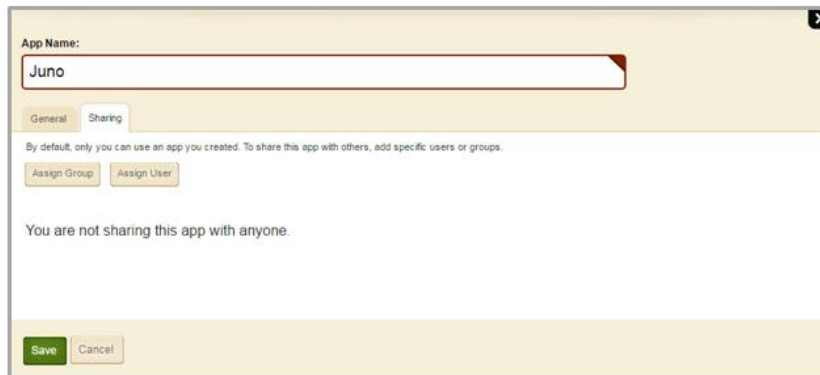
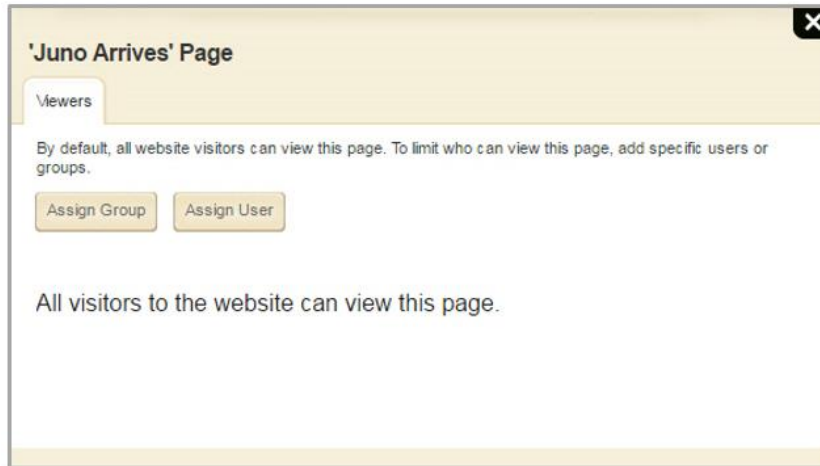
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## Introduction

When working with Web Community Manager, you may encounter situations where you will want to add users and groups. The process to do this is the same whether you want to share an app, assign viewing rights, assign editing privileges or manage Users & Groups.

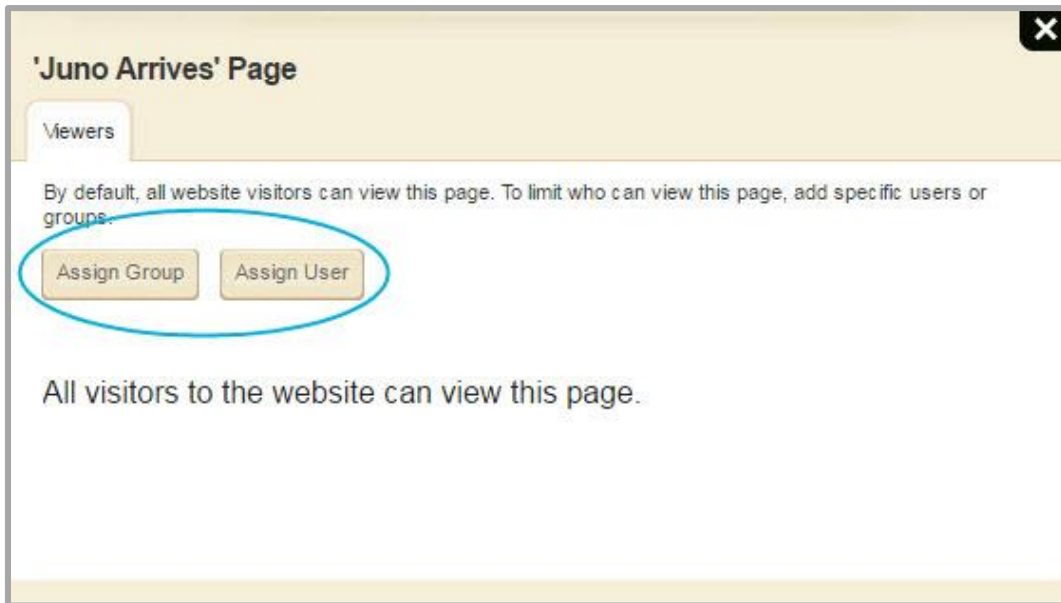


## Add Users and Groups

You can add individual users or groups. A group is a collection of individual users usually created by a Site Administrator.

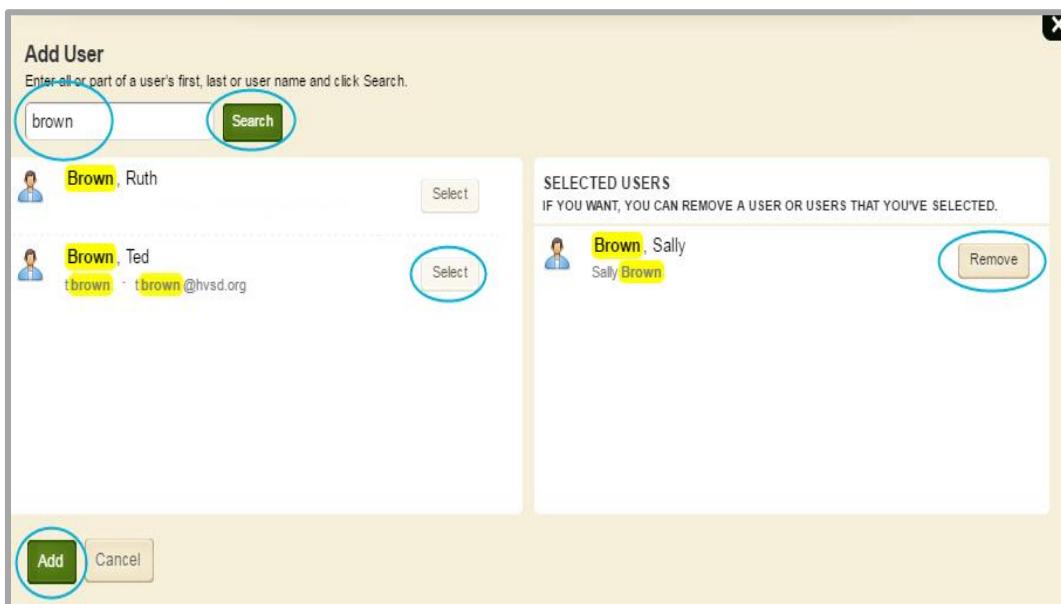
Here's how you add users and groups.

1. In *Site Manager*, select the option for which you wish to add users and groups. In most instances you'll see **Assign Group** and **Assign User**. In some cases, you may only see **Assign User**.

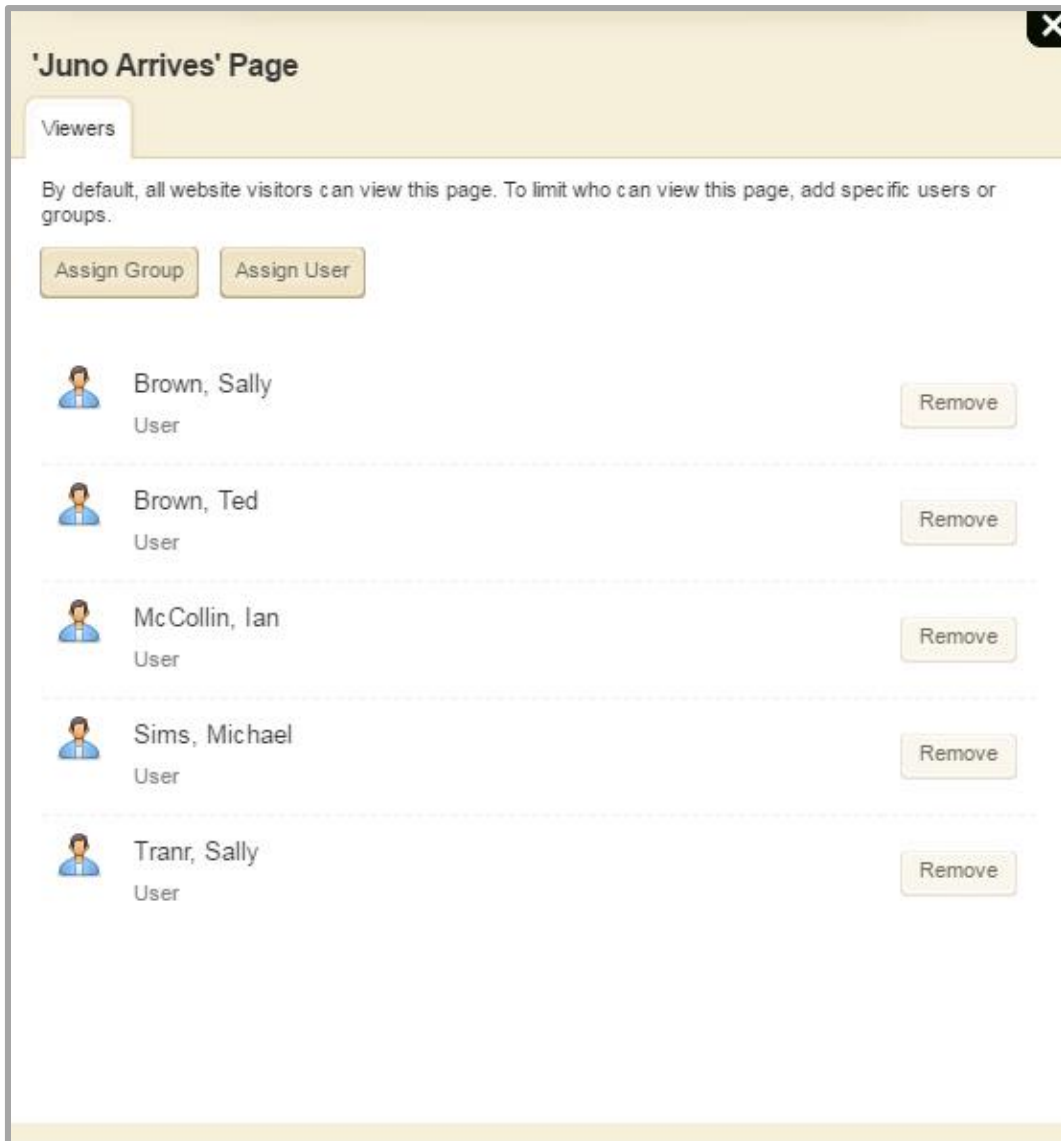


## Assign User

2. Click **Assign User** to add individual users. The Add User dialog displays.

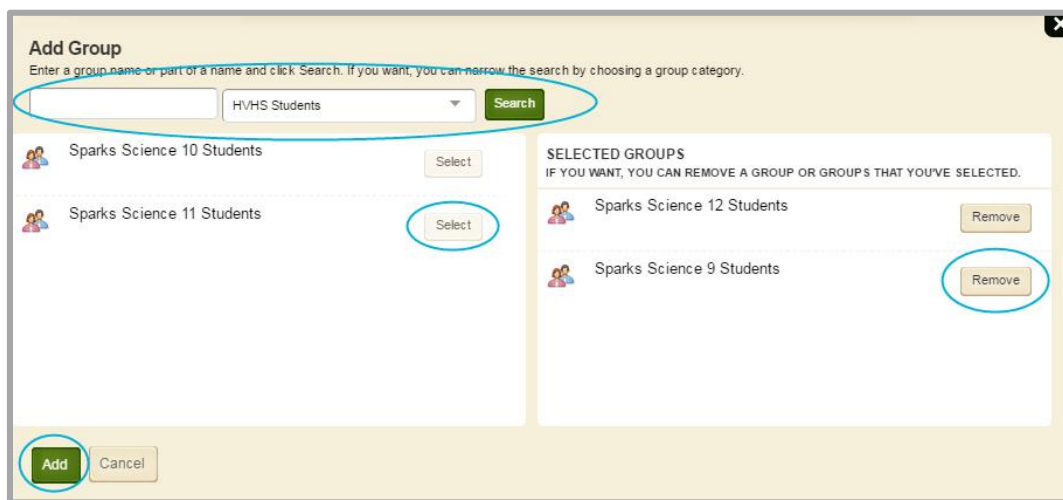


3. Enter all or part of a user's first, last or user name and click **Search**. Users that match the search criteria display.
4. Click **Select** to move a user to SELECTED USERS. If you move the incorrect user, click **Remove**.
5. Repeat the search until you've located and moved all the users you wish to include to SELECTED USERS.
6. Click **Add**. The Add User dialog is dismissed.



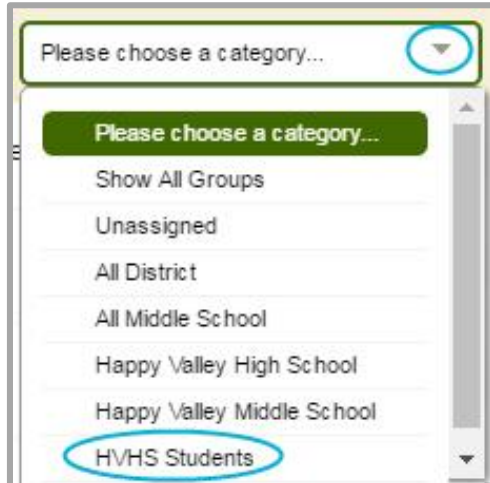
## Assign Group

2. Click **Assign Group** to add groups. The Add Group dialog displays.



3. Enter a group name or part of a group name and click **Search**. Groups that match the search criteria display.

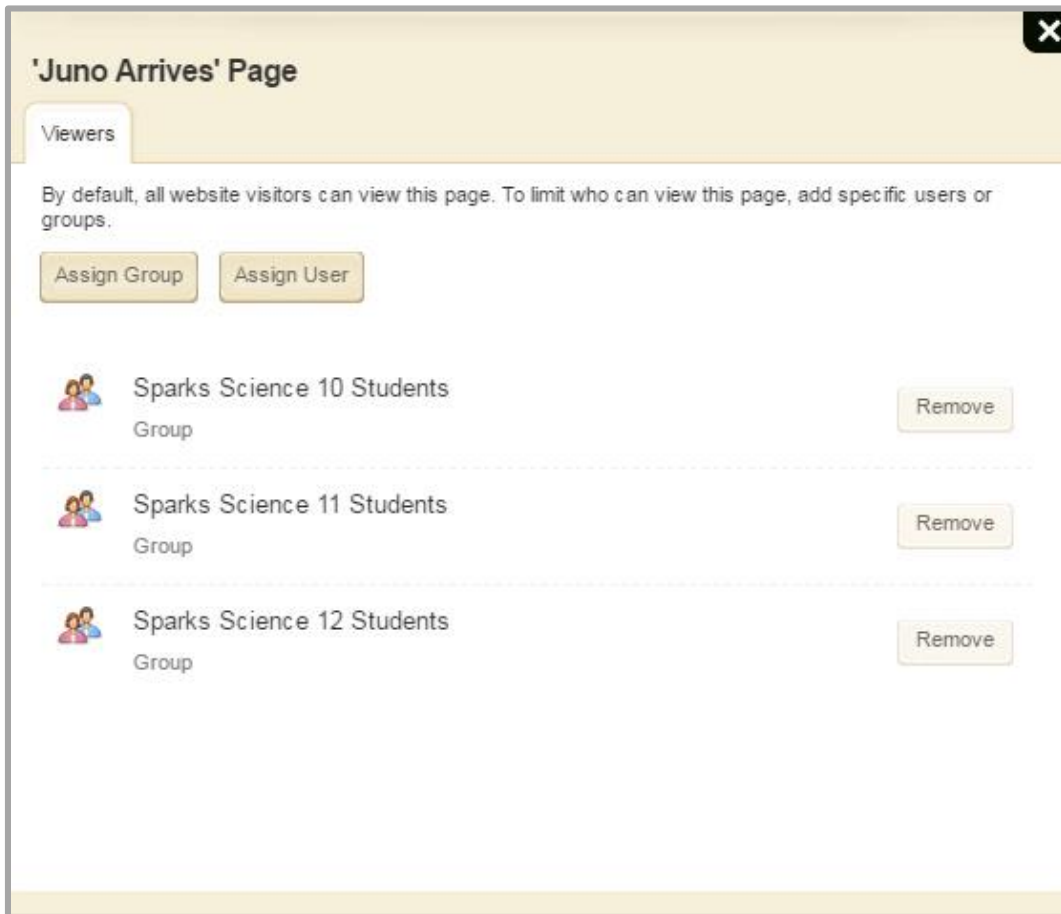
Alternatively, click the drop-down and choose a group category. All groups with the category selected display.



4. Click **Select** to move a groups to SELECTED GROUPS. If you move the incorrect group, click **Remove**.



5. Repeat the search until you've located and moved all the groups you wish to include in SELECTED GROUPS.
6. Click **Add**. The Add Group dialog is dismissed.

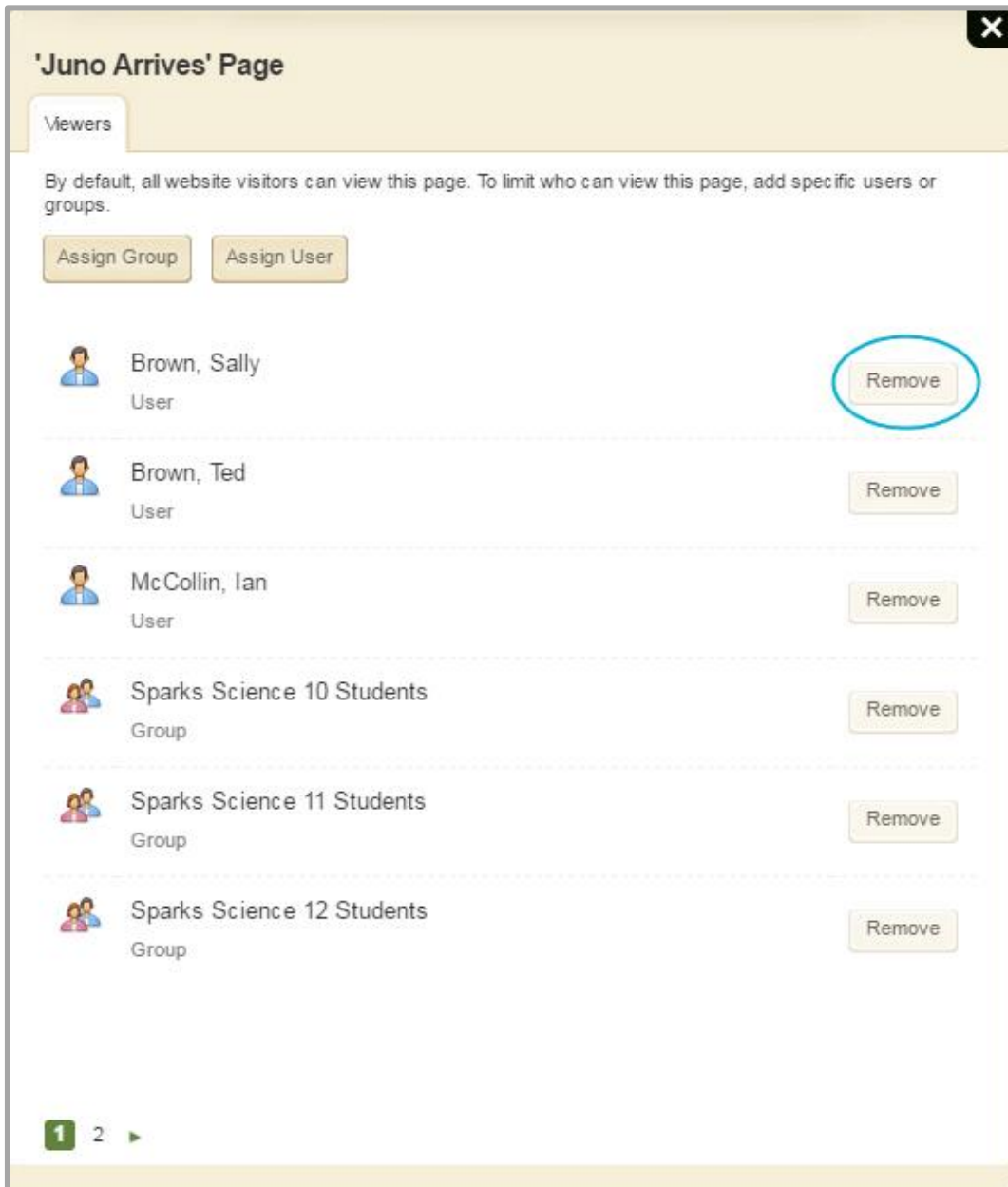


## Remove Users and Groups

Once assigned, you may need to remove a user or a group—perhaps to revoke editing privileges or viewing rights.

Here's how you remove users and groups.

1. In *Site Manager*, select the option for which you wish to remove users and groups. A dialog listing the added users and groups displays.



The screenshot shows a dialog box titled "'Juno Arrives' Page" with a close button (X) in the top right corner. Below the title is a tab labeled "Viewers". A text block explains: "By default, all website visitors can view this page. To limit who can view this page, add specific users or groups." Below this text are two buttons: "Assign Group" and "Assign User".

User/Group	Type	Action
Brown, Sally	User	Remove
Brown, Ted	User	Remove
McCollin, Ian	User	Remove
Sparks Science 10 Students	Group	Remove
Sparks Science 11 Students	Group	Remove
Sparks Science 12 Students	Group	Remove

At the bottom left of the dialog, there is a pagination control showing "1" in a green box, followed by "2" and a right-pointing arrow.

- 2. Click **Remove**. A confirmation dialog displays.



- 3. Click **Yes**. The user or group is removed.

