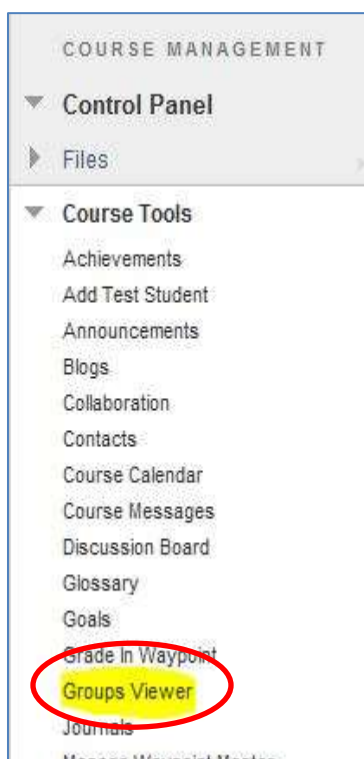


## Blackboard Learn 9.1 – Using the Groups Viewer Tool

We have added the Groups Viewer Building Block to Bb Learn (not developed by Blackboard) which allows instructors to quickly see group membership. Instructors will see this Tool listed as **Groups Viewer** in the **Course Tools** menu.

The **Groups Viewer** gives a basic overview of everyone enrolled on the course, including a list of their group membership. It has functionality to allow an Instructor to Print and Download (as a .csv file) the list.

1. From the **Control Panel**, click **Groups Viewer**  
*Note: If you do not see the tool listed, expand the **Customization** area of the **Control Panel** and click **Tool Availability**. Locate **Groups Viewer** in the list and click the check box next to it.*



2. The **Groups Viewer** main screen shows you the roster of the class and to which group each member belongs. You will have access to a sortable table that is initially sorted by Group, but can also be sorted (via clicking the column headings) by Last Name, First Name, User ID, Student Number. For large classes use the **Show All** button (bottom right) to make sure your entire roster is visible.
3. The **Groups Viewer** allows student list to be filtered by user type (*All/Student/Instructor*)



4. You can **Print** or **Download** the student list as a .csv file using the buttons on the bottom left.

*\*\*Adapted from OSCELOT - the Open Source Community for Educational Learning Objects and Tools  
<http://projects.oscelot.org/qf/project/groupsviewer/>*

*\*\*Last Revised - September 18, 2013*