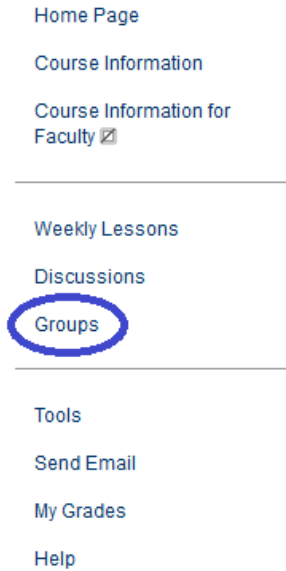


ADDING STUDENTS TO GROUPS

On the course menu, click on Groups.



In the Groups area, find the group you wish to edit. When you place your cursor on the group, you will see the little drop down arrow appear. Click on the drop down arrow.

Groups

The **Groups** tool allows Instructors to organize Students into Groups of any size. Instructors can provide communication and collaboration tools that only Group members can access. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. [More Help](#)

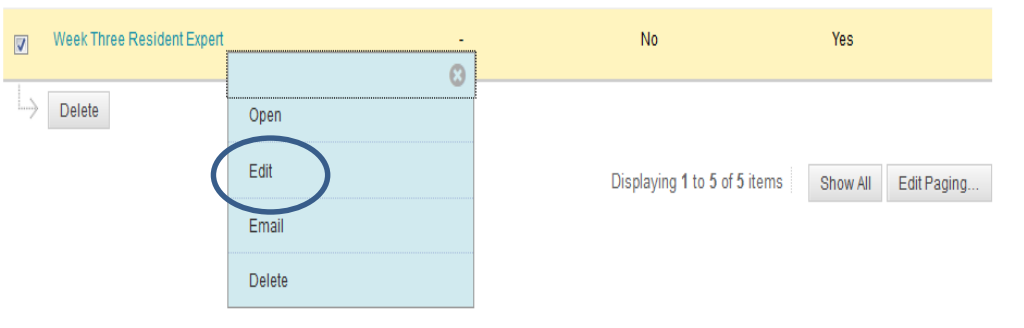
Create Single Group ▾ Create Group Set ▾ Group Settings

Name	GroupSet	Self-Enroll	Available
Mentor Forum	-	No	Yes
Week Four Resident Expert	-	No	Yes
Week Seven Resident Expert	-	No	Yes
Week Six Resident Expert	-	No	Yes
Week Three Resident Expert	-	No	Yes

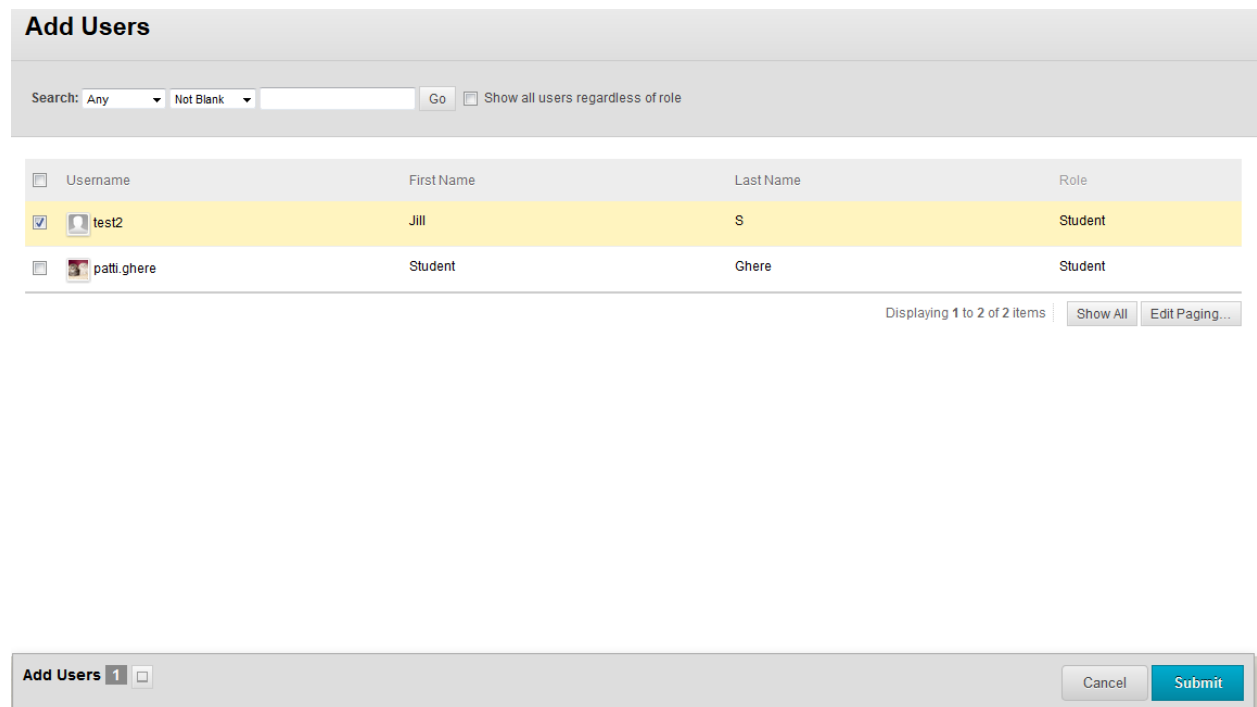
Options Menu: Name

Displaying 1 to 5 of 5 items | Show All | Edit Paging...

When you click on the drop down arrow, you will get a short menu. Click on Edit.



This will open the Edit Group page. Scroll down the page to #4 Membership. Click on the Add Users button. A box will pop up with a list of currently enrolled students. Find the student/students you wish to enroll in this group. Check the box next to their name and click Submit.



The students you have selected will appear in the Membership section. Click Submit.

4. Membership

Added selected users to group. ✕

Username	First Name	Last Name	Role	
 test2	Jill	S	Student	✕

5. Submit

Click Submit to proceed. Click Cancel to go back.

Once the students are added to the group, they will then see the assignment (drop box) in their weekly lessons and will be able to submit the necessary work for you.