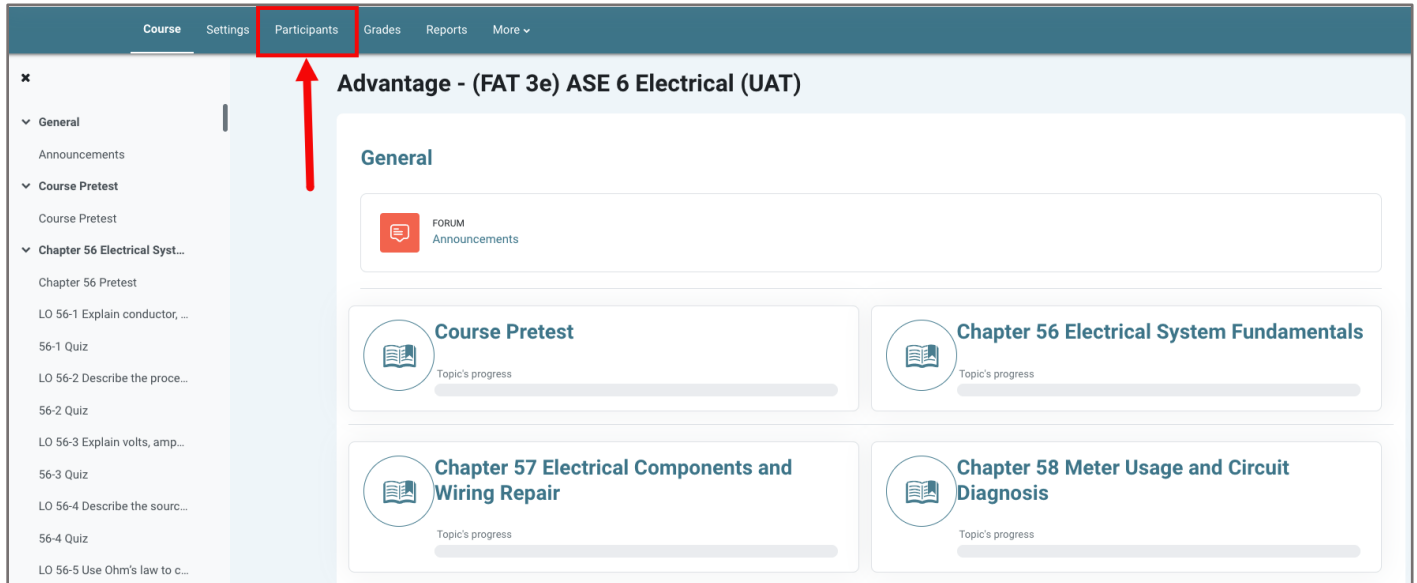


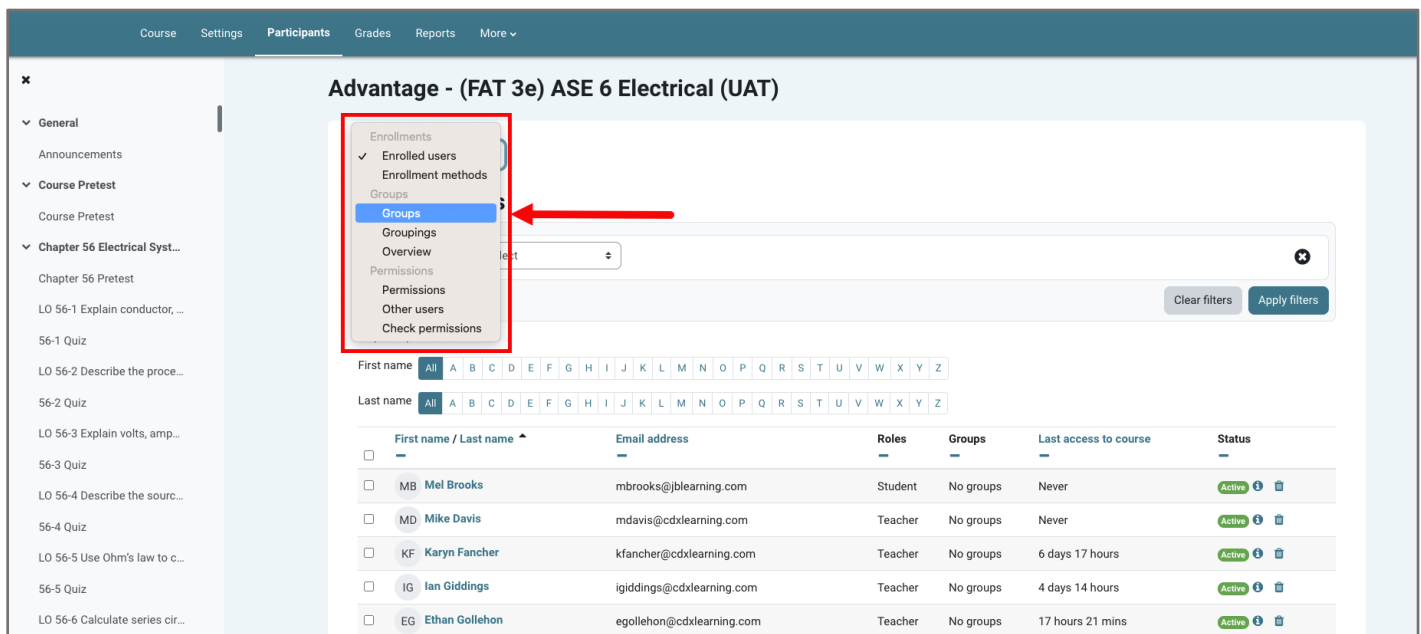
How to Create Student Groups

This document provides instructions on how to organize students into designated groups as a means of tracking and managing separate cohorts within a course. Note, Groups must be enabled in course settings prior to following these steps.

1. From any course contents page, click the **Participants** menu option at the top of the page.



2. The Participants page lists all users currently enrolled in the course, except for those who may have enrolled but have yet to open the course. From this page, click on the drop-down menu at the top, then select the **Groups** option.



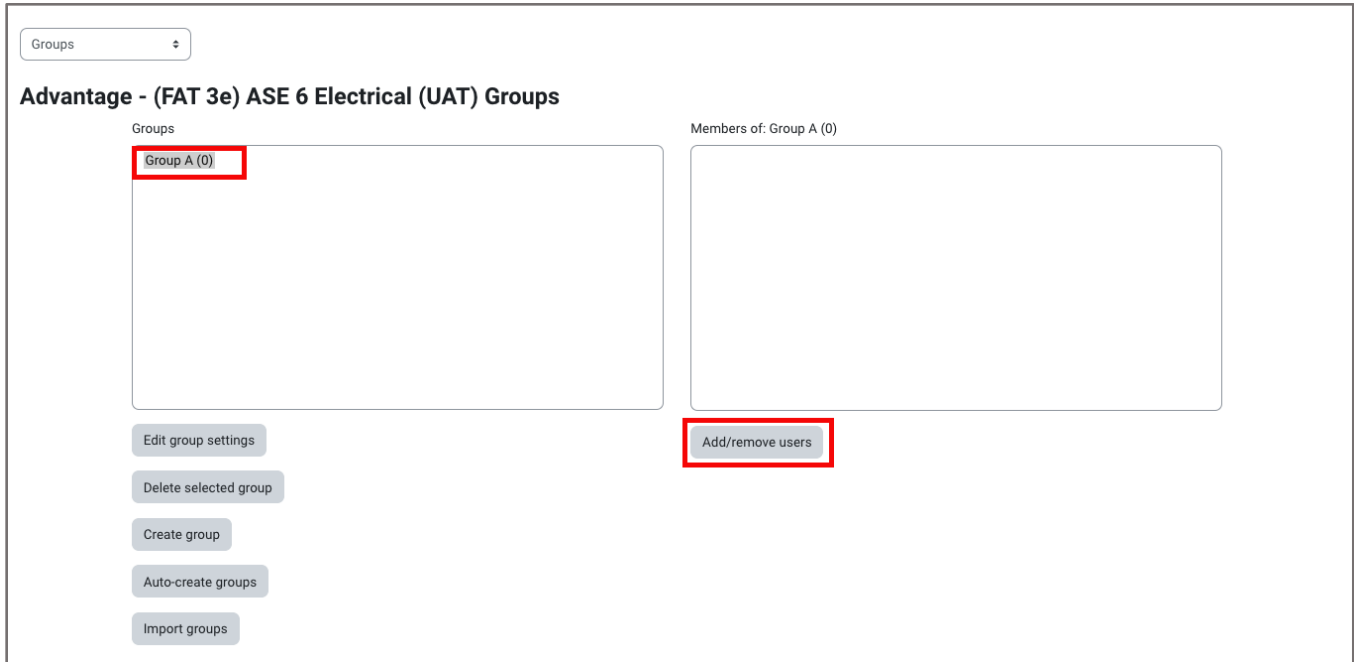
3. On the following page, click the **Create group** button towards the bottom-left of the page. You may need to scroll down to find this button.

The screenshot shows a web interface for managing groups. On the left is a navigation menu with categories like 'General', 'Course Pretest', and 'Chapter 56 Electrical Syst...'. The main content area is titled 'Advantage - (FAT 3e) ASE 6 Electrical (UAT) Groups'. It features two large empty boxes labeled 'Groups' and 'Members of:'. Below the 'Groups' box are several buttons: 'Edit group settings', 'Delete selected group', 'Create group' (highlighted with a red box), 'Auto-create groups', and 'Import groups'. Below the 'Members of:' box is an 'Add/remove users' button.

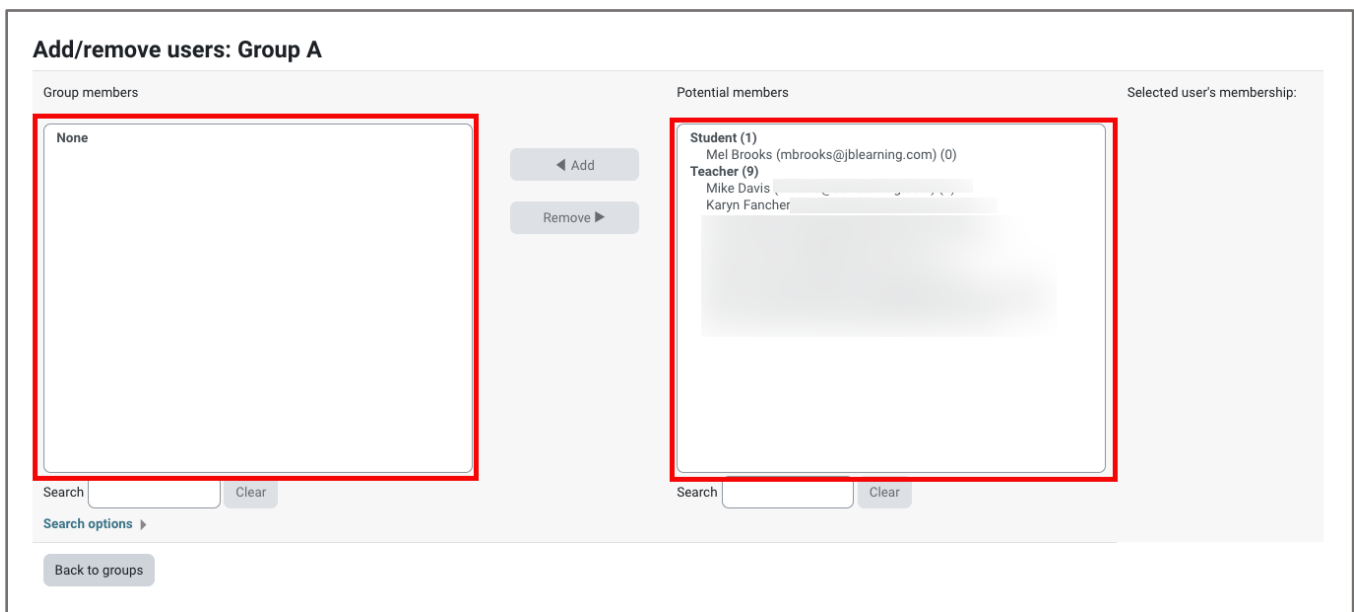
4. Enter a **Group name** in the field provided for how you would like the group to be displayed and tracked in the course. Other fields, such as **Group description** and **New picture** are optional. When satisfied, click the **Save changes** button at the bottom of the page.

The screenshot shows the 'General' settings page for a group. The 'Group name' field contains 'Group A' and is highlighted with a red box. Below it is the 'Group ID number' field, which is empty. The 'Group description' field is a rich text editor with a toolbar and is empty. The 'Enrollment key' field has a placeholder 'Click to enter text'. The 'Group messaging' field is set to 'No'. The 'New picture' field has a 'Choose a file...' button and a note 'Maximum size for new files: 50 MB'. Below this is a dashed box with a download icon and the text 'You can drag and drop files here to add them.'. At the bottom, the 'Save changes' button is highlighted with a red box, next to a 'Cancel' button.

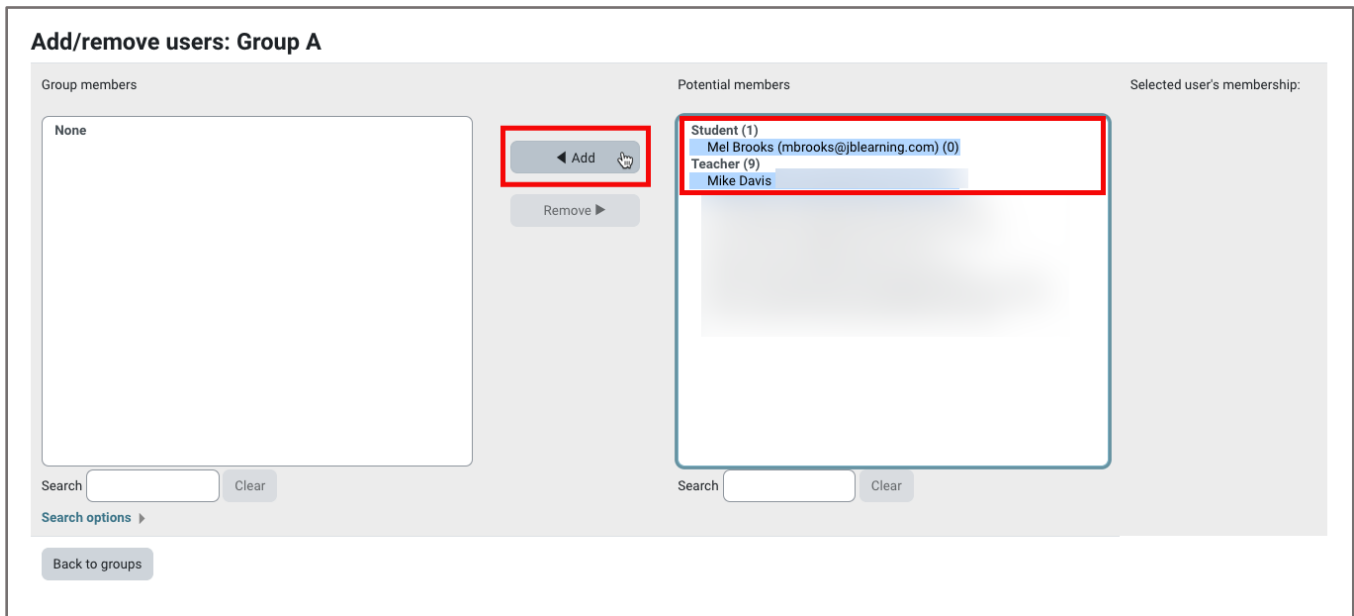
5. The group you have created is now listed as an available group in which to place course participants. To assign select students to the group, highlight the group name in the **Groups** pick box and then click the **Add/remove users** button at the bottom right of the page.



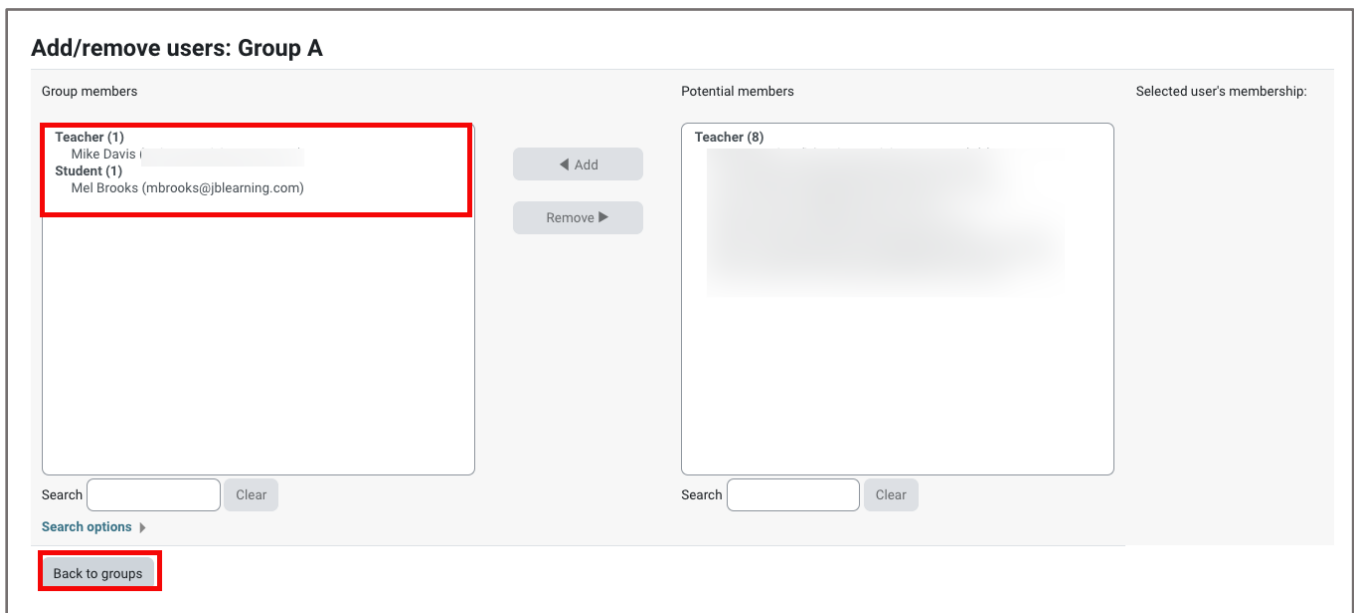
6. The next displays two pick box fields, the one on the left shows you **Group members** who are placed within the group while the box on the right displays all **Potential members** in the course as users who are available to add to the group.



7. Use your mouse pointer to select an individual you would like to add to this group. You may select multiple users at a time by holding down the Control button on your keyboard during your selections. After choosing the desired users' names, click the **Add** button to assign them to the group.



8. After clicking **Add**, the selected users are moved from the **Potential members** box to the **Group members** box, indicating they are now members of the group. When finished with your changes, click the **Back to groups** button at the bottom of this page to continue to create additional groups as needed.



9. You may adjust your groups at any time from this Groups page by selecting the group you need to edit and clicking the **Add/remove users** button again. You may also edit any other component of the group setup by clicking the **Edit group settings** button or remove the group entirely by clicking **Delete selected group**.

Groups

Advantage - (FAT 3e) ASE 6 Electrical (UAT) Groups

Groups

Group A (2)

Members of: Group A (2)

Teacher
Mike Davis

Student
Mel Brooks (mbrooks@jblearning.com)

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

10. After setting up your groups, you are now able to filter to an individual group's results in your gradebook.

Grader report

Grader report

Separate group

All participants

Group A

Group A: 1/1

First name

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		Advantage - (FAT 3e) ASE 6... —			
		Pretests —			
		Course Pretest —		Chapter Pretest —	
First name / Last name ^	Email address	Course Pretest	Course Pretest total	Chapter 56 Pretest	Chapter 57 Pretest
MB Mel Brooks	mbrooks@jblearning.com	-	-	-	-
Group average		-	-	-	-
Overall average		-	-	-	-

11. You may also create group-specific overrides/restrictions on quizzes or tasksheet assignments in order to apply exceptions for a select group of students.

