## 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.

Course Settings Particip	ants Grades Reports More ~
×	Advantage - (FAT 3e) ASE 6 Electrical (UAT)
✓ General	
Announcements	General
✓ Course Pretest	
Course Pretest	FORUM
✓ Chapter 56 Electrical Syst	Announcements
Chapter 56 Pretest	
LO 56-1 Explain conductor,	Oburter Distant
56-1 Quiz	Course Pretest Chapter 56 Electrical System Fundamentals
LO 56-2 Describe the proce	Topic's progress
56-2 Quiz	
LO 56-3 Explain volts, amp	
56-3 Quiz	Chapter 57 Electrical Components and Chapter 58 Meter Usage and Circuit
LO 56-4 Describe the sourc	Wiring Repair Diagnosis
56-4 Quiz	Topic's progress Topic's progress
LO 56-5 Use Ohm's law to c	

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.

Course Set	tings Participants	Grades Reports More <del>v</del>				
×	A	Advantage - (FAT 3e) AS	E 6 Electrical (UAT)			
✓ General	l	Enrollments				
Announcements		✓ Enrolled users				
Course Pretest		Enrollment methods Groups				
Course Pretest		Groups				
<ul> <li>Chapter 56 Electrical Syst</li> </ul>		Groupings Overview	\$			O
Chapter 56 Pretest		Permissions -				
LO 56-1 Explain conductor,		Other users				Clear filters Apply filters
56-1 Quiz		Check permissions				
LO 56-2 Describe the proce		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		
56-2 Quiz		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		
LO 56-3 Explain volts, amp		First name / Last name 🔺	Email address	Roles 0	Groups Last access to course	Status
56-3 Quiz		• <b>-</b>	-			-
LO 56-4 Describe the sourc		MB Mel Brooks	mbrooks@jblearning.com	Student N	No groups Never	Active 3 📋
56-4 Quiz		MD Mike Davis	mdavis@cdxlearning.com	Teacher M	No groups Never	Active 1 🛍
LO 56-5 Use Ohm's law to c		KF Karyn Fancher	kfancher@cdxlearning.com	Teacher N	No groups 6 days 17 hours	Active 🕄 📋
56-5 Quiz		IG Ian Giddings	igiddings@cdxlearning.com	Teacher N	No groups 4 days 14 hours	Active 3 🛍
LO 56-6 Calculate series cir		EG Ethan Gollehon	egollehon@cdxlearning.com	Teacher N	No groups 17 hours 21 mins	Active 3

CDX

Updated: December 2023 www.cdxlearning.com/support/library Email: support@cdxlearning.com Phone: 1-866-244-4CDX (4239) 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.

∽ General	Groups 🗢	
Announcements	Advantage - (FAT 3e) ASE 6 Electr	ical (UAT) Groups
✓ Course Pretest	Groups	Members of:
Course Pretest		
✓ Chapter 56 Electrical Syst		
Chapter 56 Pretest		
LO 56-1 Explain conductor,		
56-1 Quiz		
LO 56-2 Describe the proce		
56-2 Quiz		
LO 56-3 Explain volts, amp		
56-3 Quiz	Edit group settings	Add/remove users
LO 56-4 Describe the sourc	Delete selected group	
56-4 Quiz	Create group	
LO 56-5 Use Ohm's law to c		
56-5 Quiz	Auto-create groups	
LO 56-6 Calculate series cir	Import groups	

 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.

✓ Genera	I	
Group name	9	Group A
Group ID numb	er 😯	
Group descript	on	
Enrollment key Group messag		Click to enter text No
New picture	Θ	Choose a file Maximum size for new files: 50 MB
		Save changes Cancel

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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.

Groups	
Advantage - (FAT 3e) ASE 6 Electrical (UAT) Groups	
Groups	Members of: Group A (0)
Group A (0)	
Edit group settings	Add/remove users
Delete selected group	
Create group	
Auto-create groups	
Import groups	

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.

one	<ul> <li>▲ Add</li> <li>Remove ►</li> </ul> Student (1) Mel Brooks (mbrooks@jbleam Teacher (9) Mike Davis , Karyn Fancher	
cch Clear	Search	ear



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.

Add/remove users: Group A			
Group members		Potential members	Selected user's membership:
None	Remove >	Student (1) Mel Brooks (mbrooks@jblearning.com) (0) Teacher (9) Mike Davis	
Search Clear		Search	
Back to groups			

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.

Add/remove users: Group A		
Group members	Potential members	Selected user's membership:
Teacher (1) Mike Davis i Student (1) Mei Brooks (mbrooks@jblearning.com)	<ul> <li>▲ Add</li> <li>Remove ▶</li> </ul>	
Search Clear Search options > Back to groups	Search	



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	e - (FAT 3e) ASE 6 Electrical (UAT) Groups	
	Groups	Members of: Group A (2)
	Group A (2)	Teacher Mike Davis Student Mel Brooks (mbrooks@jblearning.com)
	Edit group settings	Add/remove users
	Delete selected group	
	Create group	
	Auto-create groups	
	Import groups	

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

Grader report 🤟						
Grader roport All partic Separate group Group A: 1/1						
First name All A B C	D E F	G H I J K L M	N 0 P Q R S T	U V W X Y Z		
ast 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 🖨 🖋	$ar{\chi}$ 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.

Quiz	Settings	Questions	Results	Question bank	More ~
	_		<b>1</b>	5 <b>6-5 Quiz</b>	Advantage - (FAT 3e) ASE 6 Electrical (UAT) 🚿
uctor, proce	I		Gro	er overrides up overrides er override	Add user override
, amps			No	user settings overri	des have been created for this quiz.
sourc					

