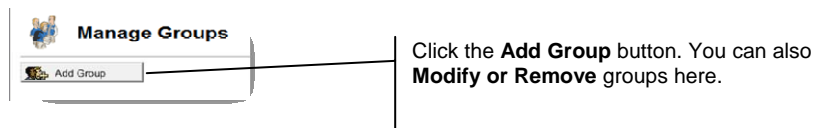


Creating Student Groups

Instructors may create student groups through the **Manage Groups** link. Groups have their own Discussion Board, File Exchanges, Virtual Classroom and E-mail capabilities. As an Instructor, you can view the groups' activities at any time.

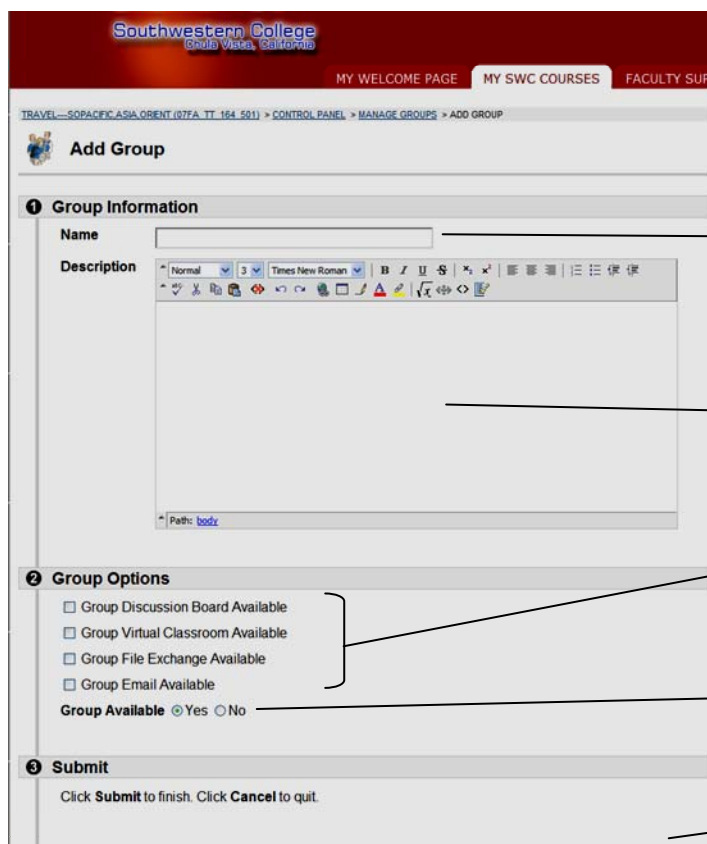
Step 1: Click on the “**Control Panel**” button (at bottom left of screen).

Step 2: Click on the **Manage Groups** link in the *User Management* area.



Step 3: Click the **Add Group** button

Step 4: Type the Information needed to create the group area. *You still need to add students to the group in the next process.*



A screenshot of the "Add Group" form in the Southwestern College system. The form is titled "Add Group" and is divided into three main sections: "Group Information", "Group Options", and "Submit".

- Group Information:** Contains a "Name" text input field and a "Description" rich text editor. A callout points to the "Name" field with the text: "Type in a **group name**".
- Group Options:** Contains four checkboxes: "Group Discussion Board Available", "Group Virtual Classroom Available", "Group File Exchange Available", and "Group Email Available". A callout points to these checkboxes with the text: "Select the **options** you want the group to have. The options are Discussion Board, Virtual Classroom, File Exchange, and E-mail". Below these is a "Group Available" section with radio buttons for "Yes" and "No". A callout points to the "No" radio button with the text: "Select whether you want the group to be **visible** to the students."
- Submit:** Contains a "Submit" button and a "Cancel" button. A callout points to the "Submit" button with the text: "Click on the **SUBMIT** bottom on the bottom right".

Step 6: To Add/Remove users to the group or to Modify the group setting, click the **Modify** button.

Your group environment was selected from the previous choices

Click the **MODIFY** button to begin adding group members

You have different options to choose to finish your students group. **GROUP PROPERTIES** will allow you to modify the options from step 4

ADD USERS to GROUP will allow you to being enrolling group members

LIST USERS in GROUP will allow you to view who is enrolled in the group

REMOVE USERS from GROUP will allow you to delete users from the group. This does NOT delete students from the class

Step 7: To Add Users, click on the **Add Users to Group** Link

The easiest method to add users to the group is to click on the **SEARCH** button without adding or changing the screen choices. This will show you all class members who are not already enrolled in a group.

You can select any of these options to find someone specific to enroll

Click the Box beside the student name(s) you want to enroll in this group. You may choose as many students as you want. If the student you are looking for is not in this list, he/she may have already been enrolled into a different group. If so, their name(s) will not show in this list.

In this example, the students' identification information has been blocked out to protect privacy

Once you have chosen the names, click on the **SUBMIT** button. If your list has more pages you will need to select student's one page at a time. Moving to another page will remove the checkboxes from the previous page