How to create groups and add users

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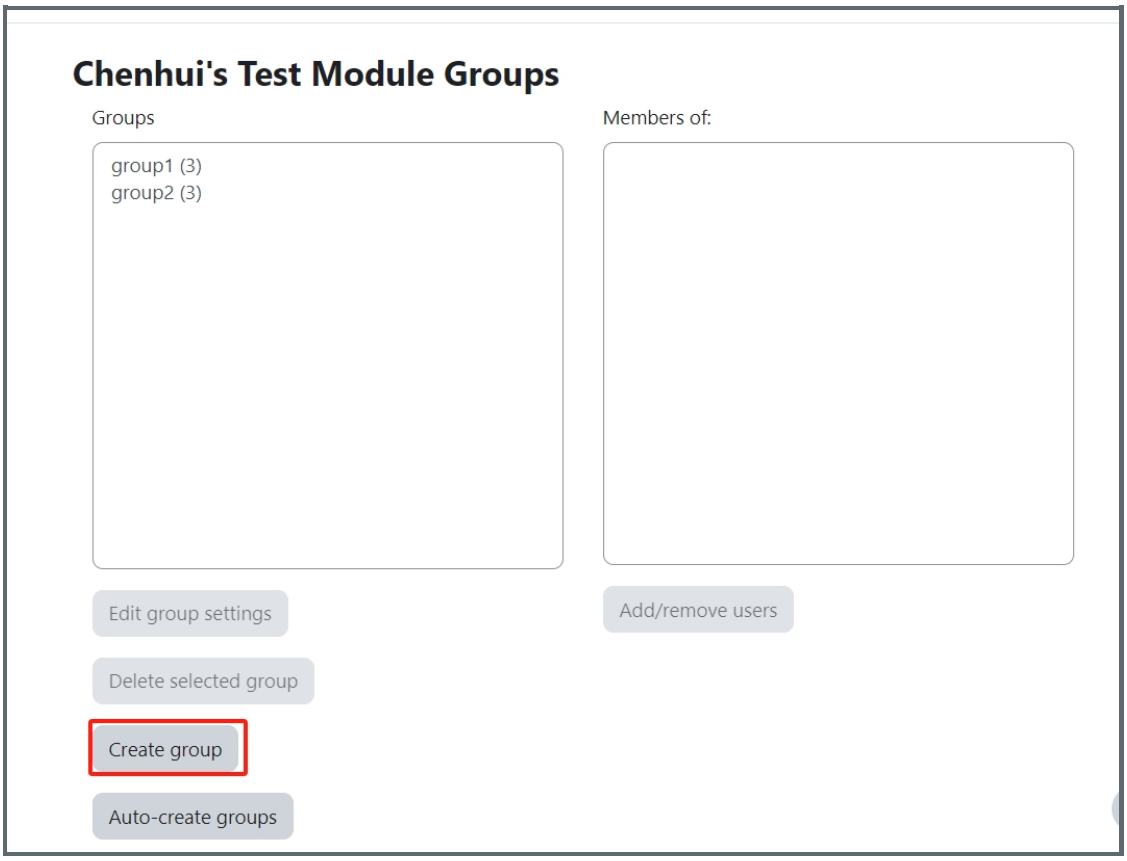

An example of 'Create group'

Overview:

This guide will show you how to create groups and add users.

What to know:

Teachers can create groups and add students in separate groups.

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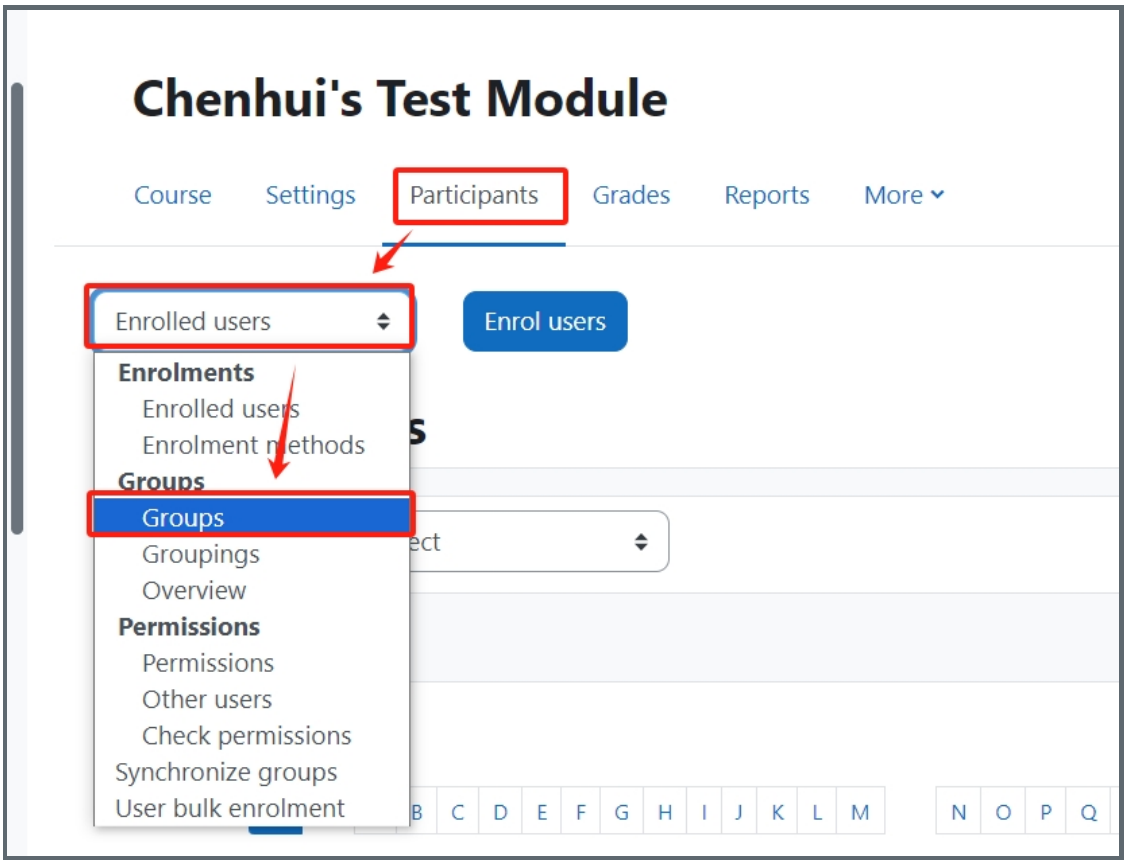
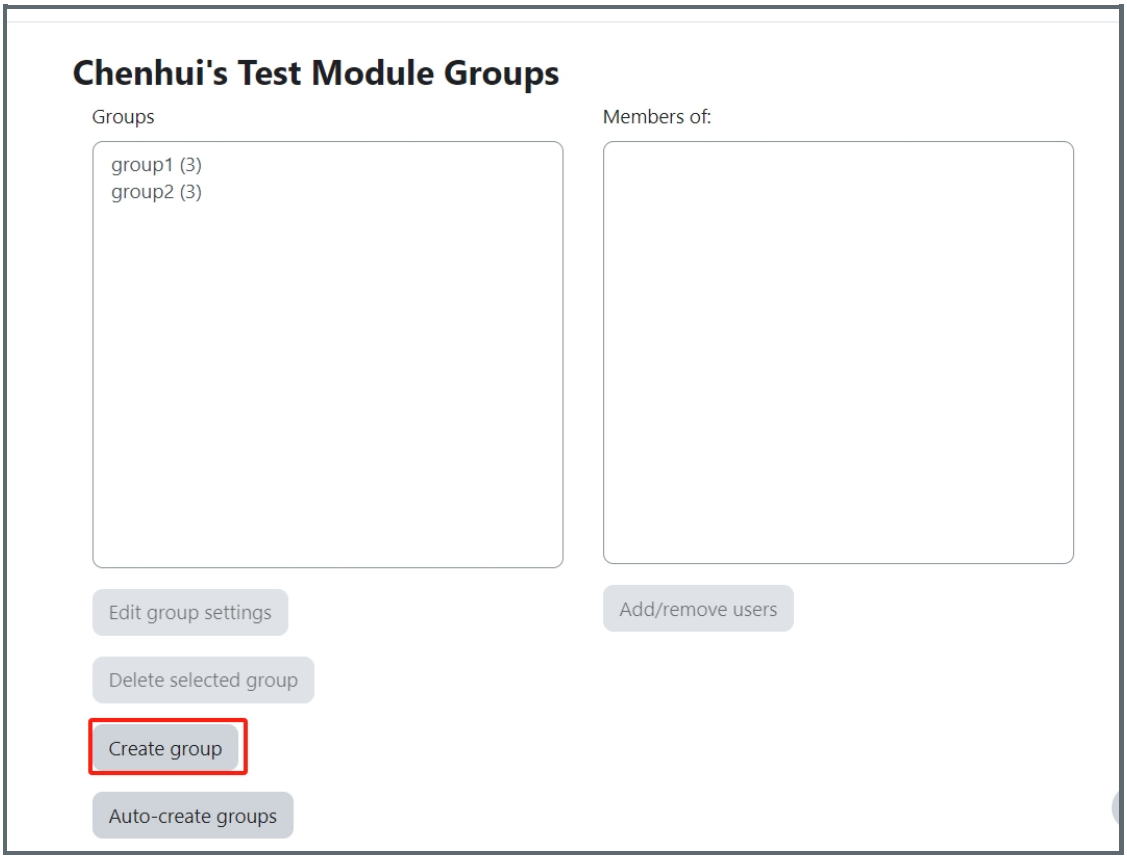
Step 1: Go to 'Groups' setting

1. Click the 'Participants' tab on the top course menu
2. Open the 'Enrolled users' dropdown menu
3. Choose 'Groups' option



Step 2: Click 'Create group' button

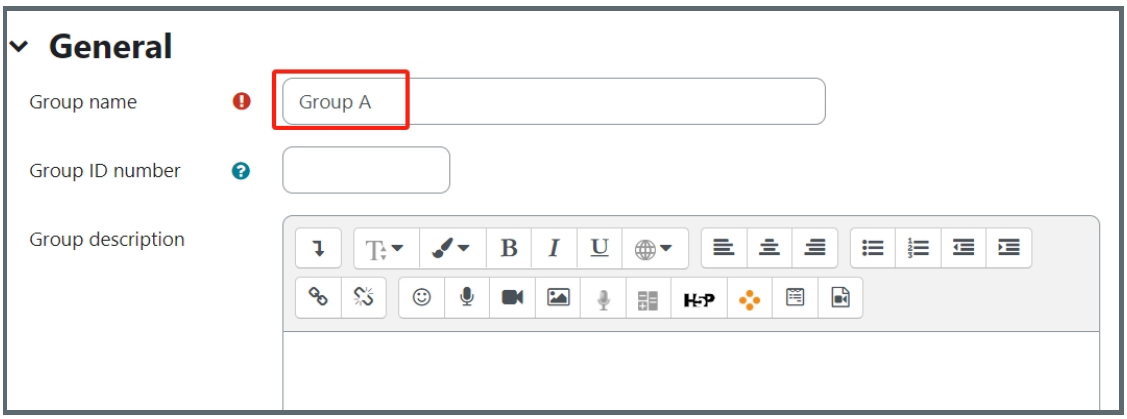
Click 'Create group' button

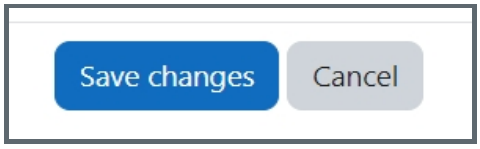


Step 3: Type in group name

1. Type in the group name in the 'Group name' setting, e.g. 'Group A'.

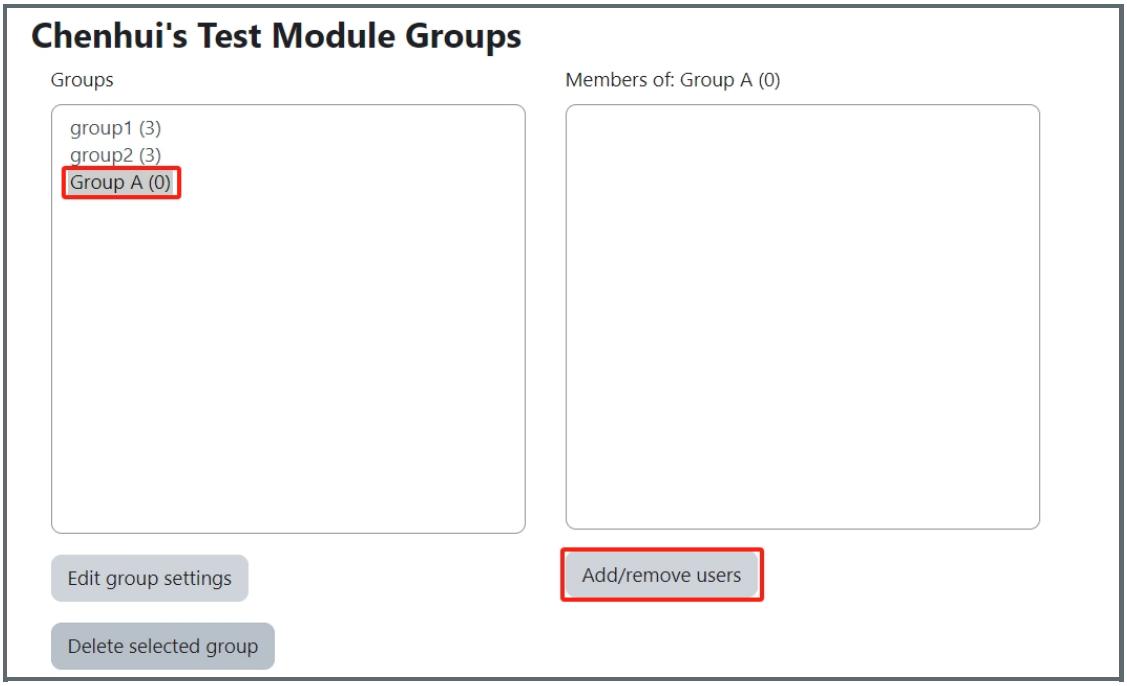
2. Click 'Save changes' button





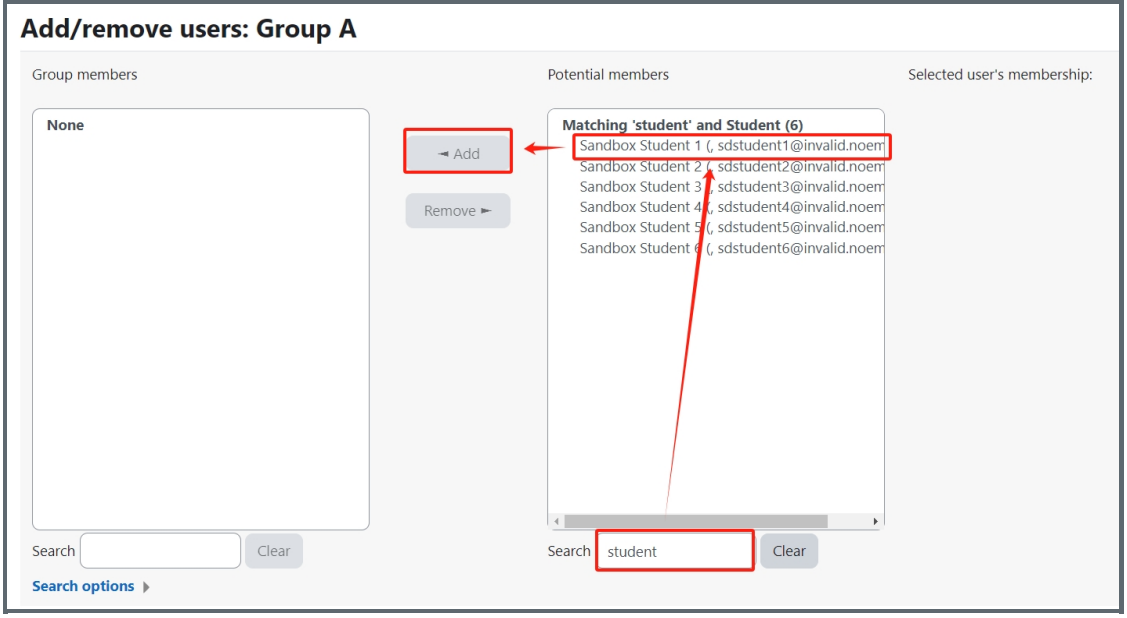
Step 4: Add users

Then the new group is created. Please click on the group name. Then click 'Add/remove users' to add users in the group.



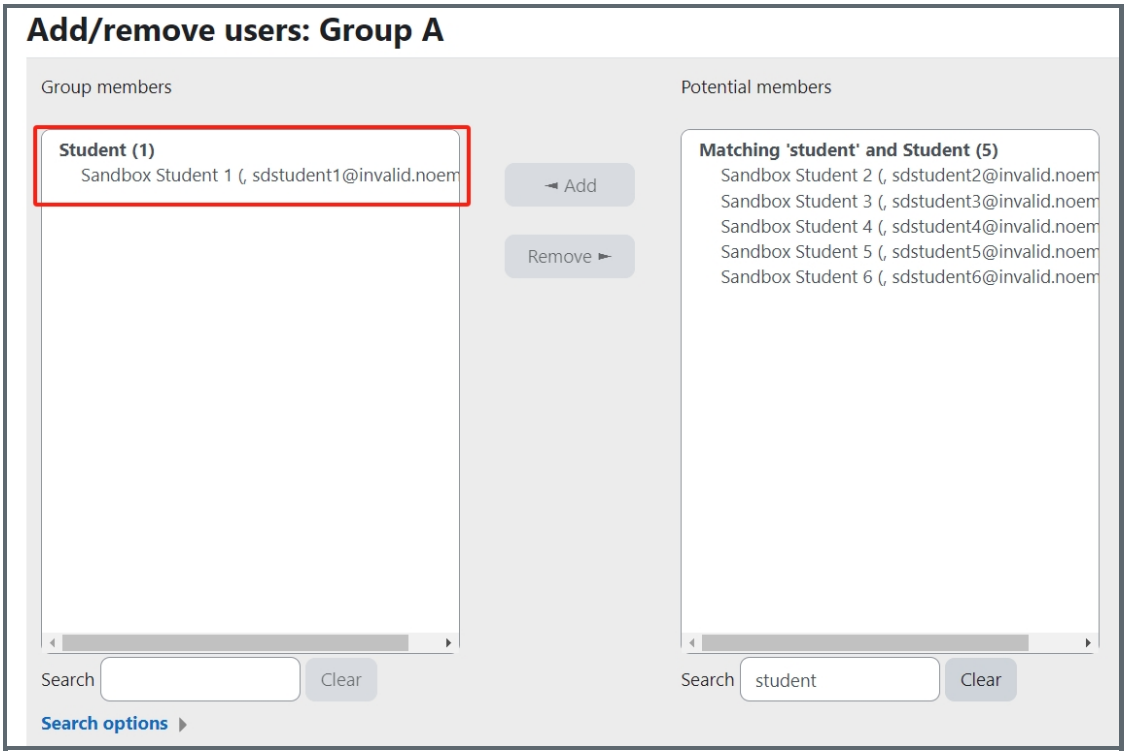
Step 5: Select users

1. Search for the user in the search box
2. Select users in the 'Potential members' in the right box
3. Click 'Add' button



Step 6: Users are added

Then the users are added into the group.



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