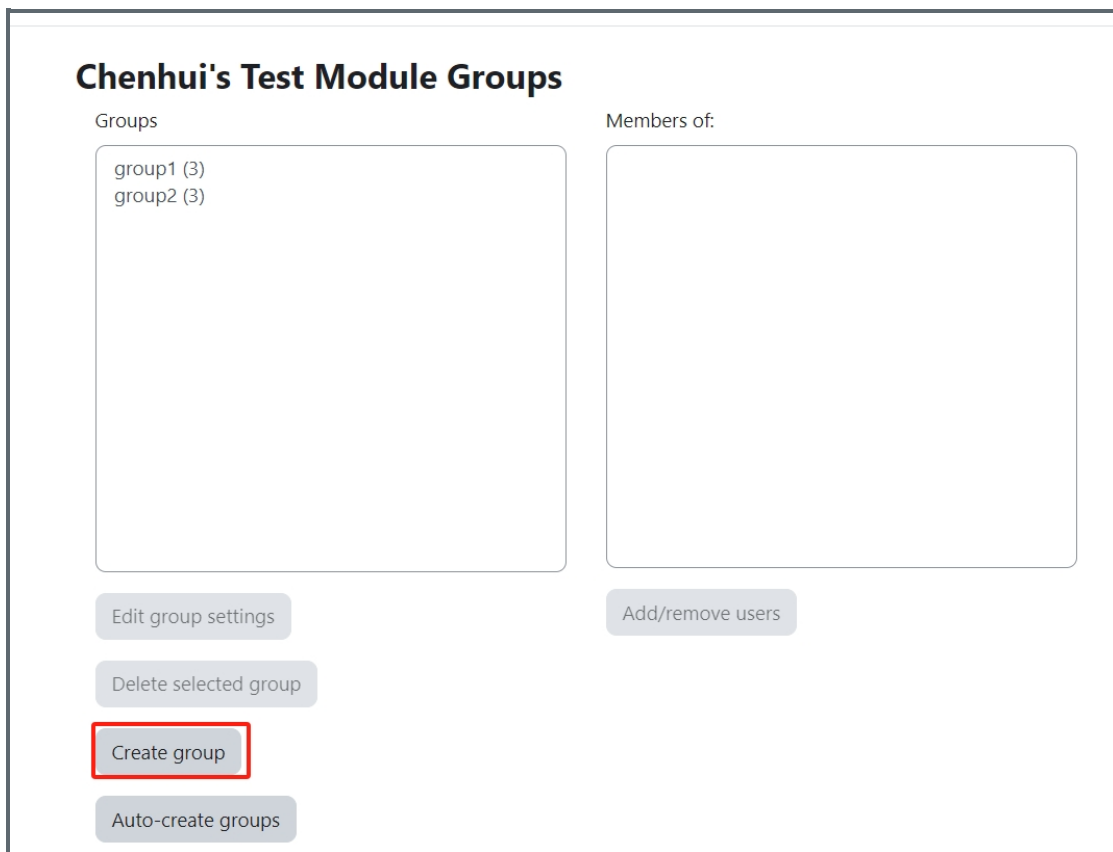


How to create groups and add users



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.

Table of Contents

[Step 1: Go to 'Groups' setting](#)

[Step 2: Click 'Create group' button](#)

[Step 3: Type in group name](#)

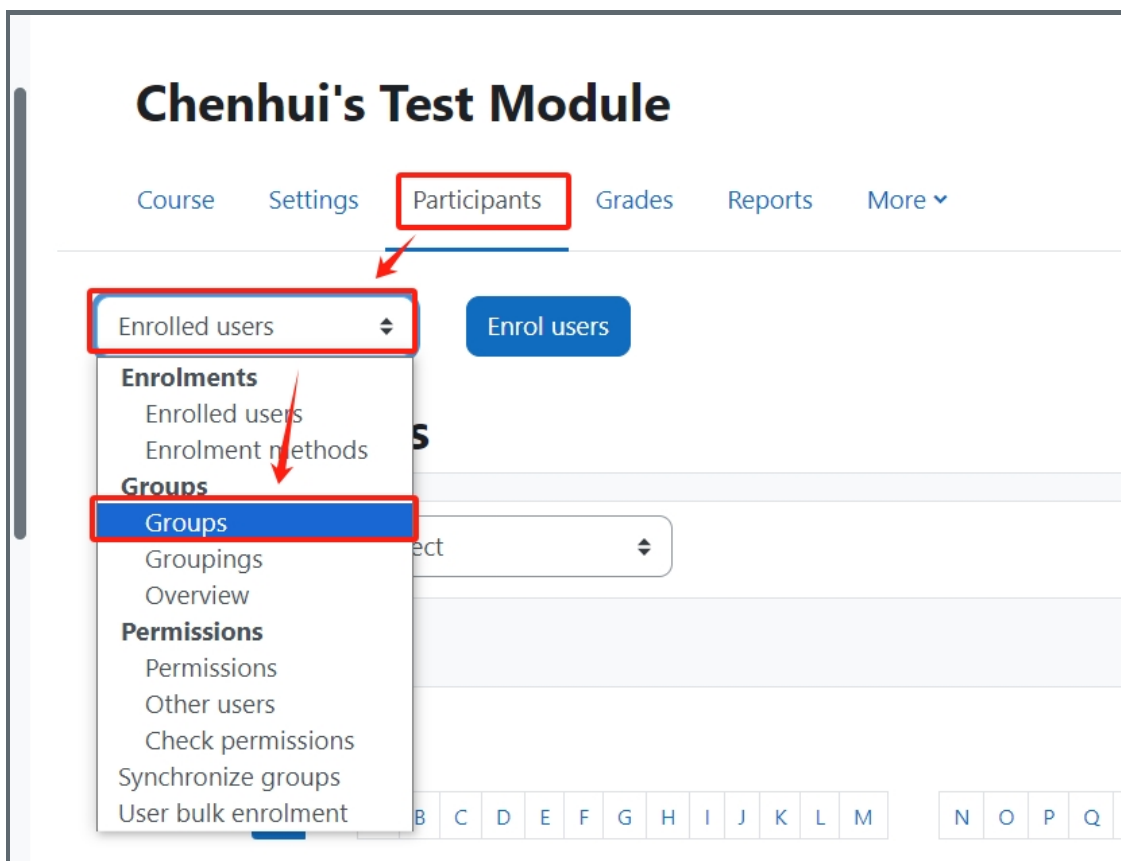
[Step 4: Add users](#)

[Step 5: Select users](#)

[Step 6: Users are added](#)

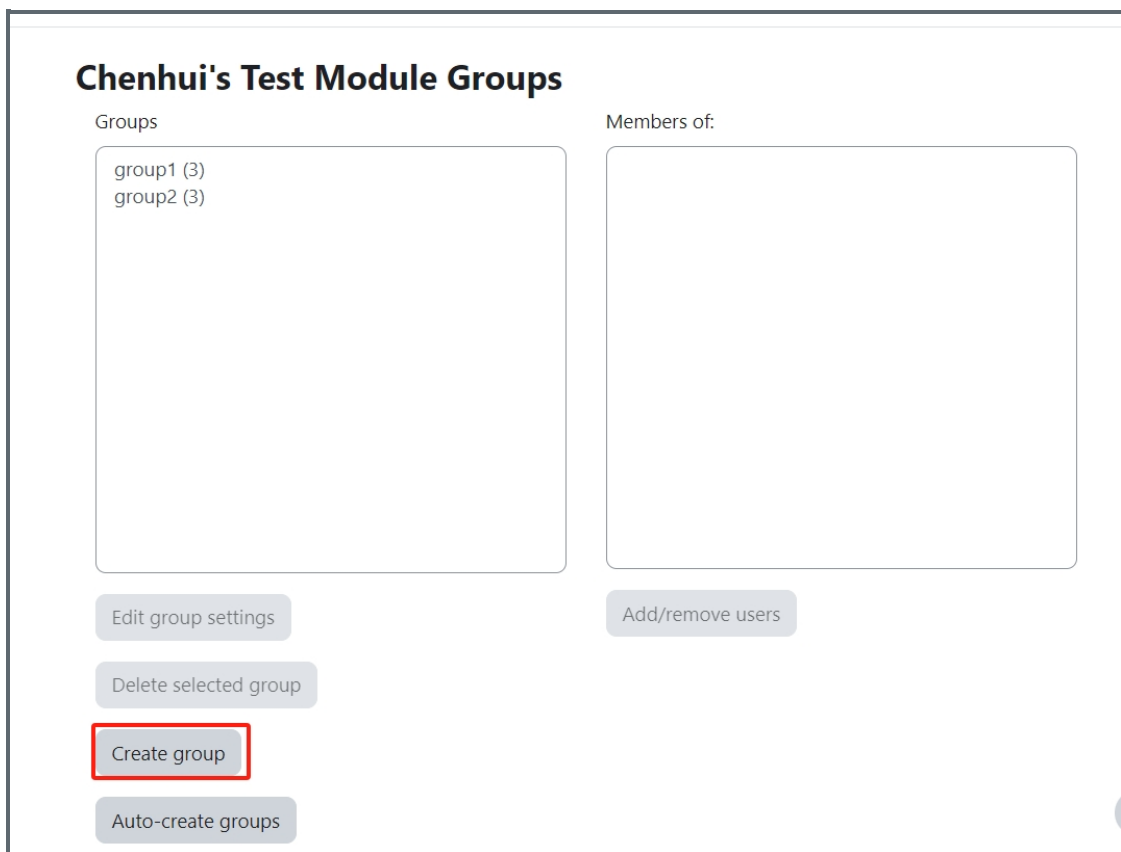
Step 1: Go to 'Groups' setting

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

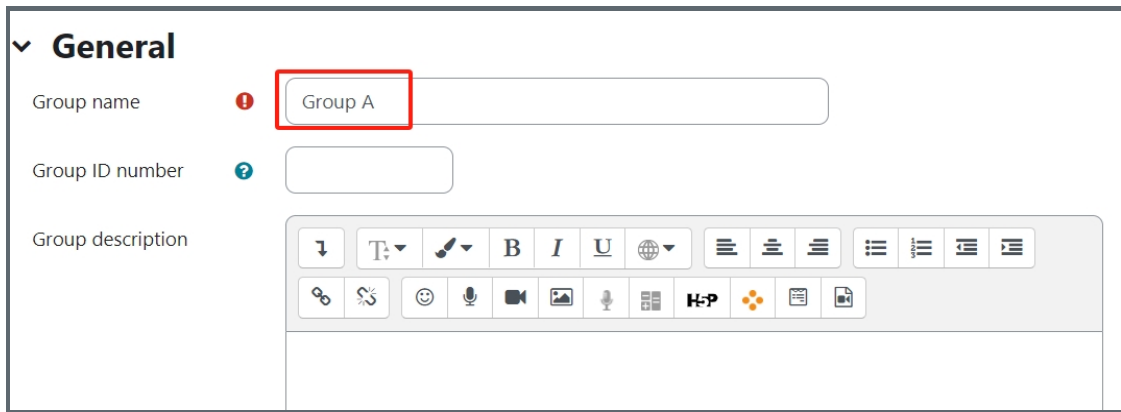
Click 'Create group' button



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



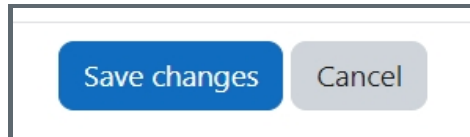
General

Group name !

Group ID number ?

Group description

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert code, insert link, insert image, insert video, insert audio, insert table, insert code, insert link, insert image, insert video, insert audio, insert table, insert code.



Save changes Cancel

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.



Chenhui's Test Module Groups

Groups

- group1 (3)
- group2 (3)
- Group A (0)

Members of: Group A (0)

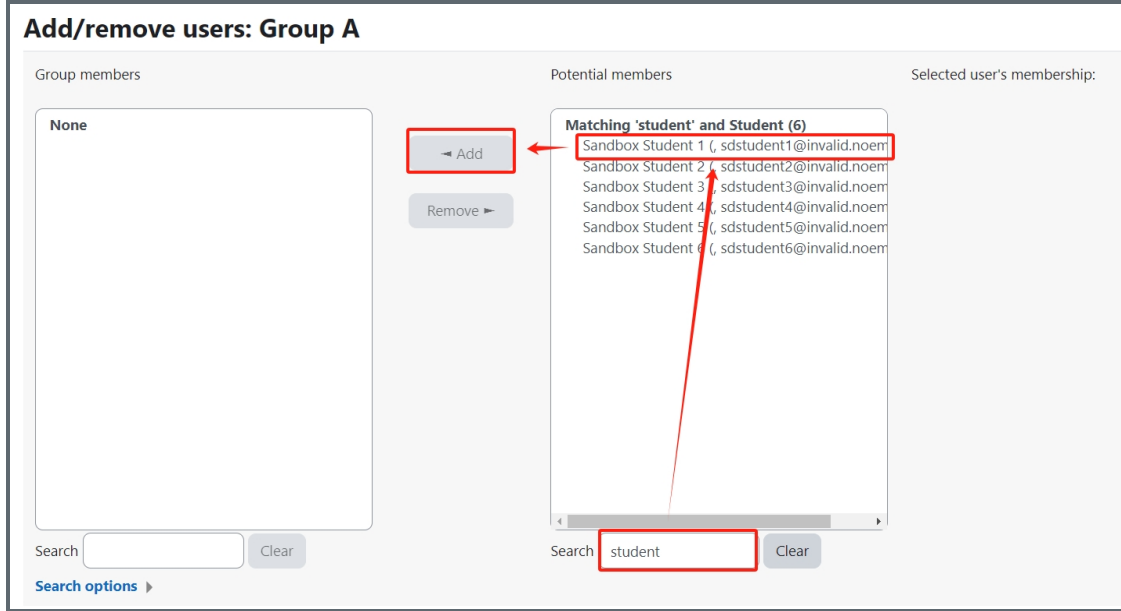
Edit group settings

Delete selected group

Add/remove users

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.

