Chenhui's Test Module Groups

Groups


Edit group settings

Members of:
$\square$
Add/remove users

## Delete selected group

## Create group

## Auto-create groups

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
Step 2: Click 'Create group' button
Step 3: Type in group name
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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

## Chenhui's Test Module



Step 2: Click 'Create group' button

Click 'Create group' button

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Groups

| group1 (3) |
| :--- |
| group2 (3) |
|  |
|  |

Edit group settings

Delete selected group

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## Step 3: Type in group name

## General



## 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



Edit group settings

Members of: Group A (0)


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

Add/remove users: Group A


## Step 6: Users are added

Then the users are added into the group.


Online URL: https://knowledgebase.xjtlu.edu.cn/article/how-to-create-groups-and-add-users-297.html

