



Managing Groups

Creating Groups and assigning students to group

Create groups and divide enrolled students into multiple groups during course setup. Lecturer is advised to check on groups function and consult other lecturer who is using groups function before using it.

1. Go to the **Course** page and click **Participants**.

Course Settings **Participants** Grades Reports More ▾

THE0205 Introduction to International Politics 2024/02 Premanathan Arts In Advertising > 2023 - 2024

▾ General Collapse all

Announcements

▾ 13 February - 19 February

2. Click on the **Enrolled users** drop down menu and then click on the **Groups**.

Course Settings **Participants** Grades Reports More ▾

THE0205 Introduction to International Politics 2024/02 Premanathan Enrol users

Enrolled users ▾

- Enrolments
- Enrolled users
- Enrolment methods
- Groups**
- Groupings
- Overview
- Permissions
- Other users
- Check permissions
- Import Enrolls

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

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

First name
/ Last name

ID number Email address Roles Groups Last access to course Status



3. Click on **Create group** to manually assign students to specific groups.

Course Settings **Participants** Grades Reports More ▾

THE0205 Introduction to International Politics 2024/02 Premanathan Arts In Advertising > 2023 - 2024 > Groups

Groups ▾

Marketing Test 2024/02 - Prem Groups

Groups

Members of:

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

4. Type in a name for the group. Optionally, you can upload an image to help identify the group. Click **Save changes**.

Course Settings **Participants** Grades Reports More ▾

THE0205 Introduction to International Politics 2024/02 Premanathan: Groups Arts In Advertising > 2023 - 2024 > Groups > Create group

▼ **General**

Group name **Enter Group Name**

Group ID number

Group description **Enter Group description**

Enrolment key

New picture **Choose a file...**

Upload an image to help identify the group.

Save changes Cancel

Required



5. At **Groups** page, click **Add/remove users** to add enrolled students to Groups.

6. Search for the student's email address or Campus ID. Select the student's name and click **Add** button.

Note:

- Select multiple students and add them in one go by holding down the Ctrl key on your keyboard and click on each student you want to select.
- Double check and verify on the students added. Lecturer also need to test on the group functions is according to the required actions once created.

Add/remove users: Group A

7. Click **Back to groups** to return to Groups page upon completion of adding members.