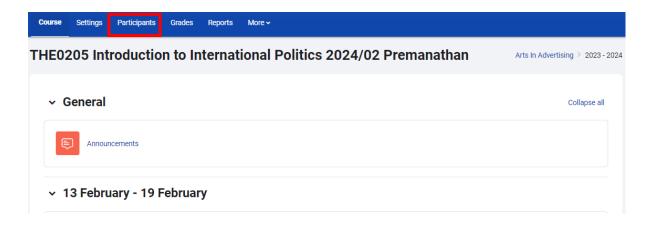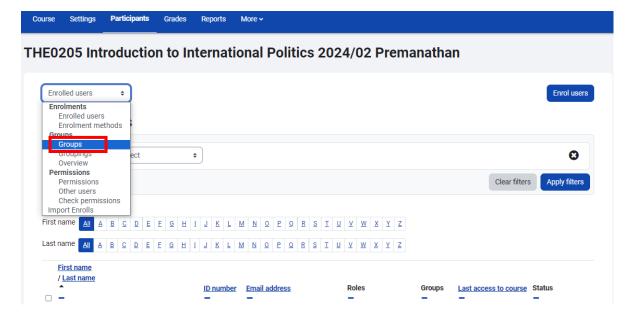# Managing Groups

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.

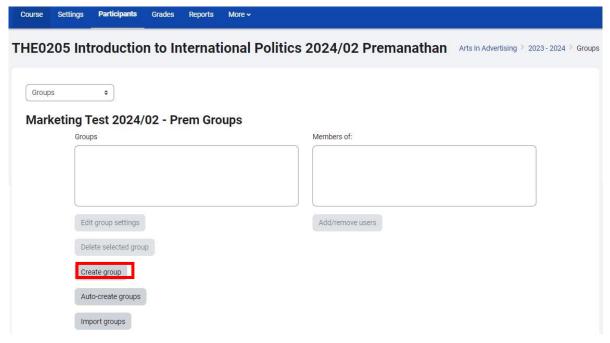1. Go to the **Course** page and click **Participants**.

2. Click on the **Enrolled users drop down menu** and then click on the **Groups**.
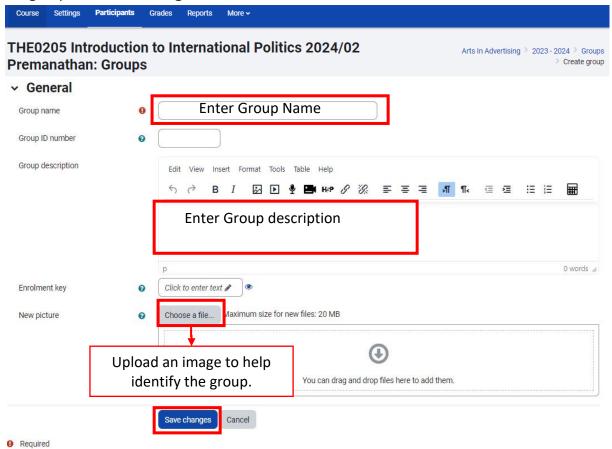
3. Click on **Create group** to manually assign students to specific groups.
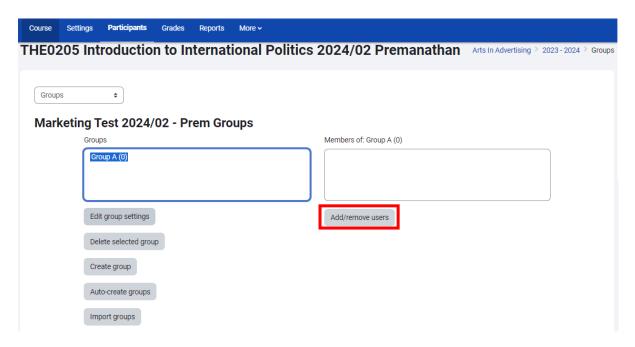

4. Type in a name for the group. Optionally, you can upload an image to help identify the group. Click **Save changes**.

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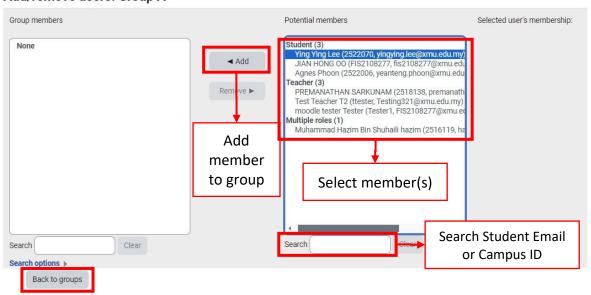

6. Search for the student's email address or Campus ID. Select the student's name and click **Add** button.
   Note:
   - Select multiple students and add them in one go by holding down the Ctrl key on your keyboard and click on each student you want to select.
   - Double check and verify on the students added. Lecturer also need to test on the group functions is according to the required actions once created.

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