Create Cohorts:

Procedures:

1. Click Site administrations

2. Choose users->Accounts

3. Click cohorts

4. add new cohorts

a. select name

b. choose context

fill the details

5. save the cohorts

6.click assign icon

7. you can drag the potential users

8. add the users into cohorts

9. click back to cohorts to check the users have been added or not

for adding bulk of cohorts

1.click upload cohorts

2.create csv file like

Category Name Cohort Id Description

System bme 2 This is bme

System cse 3 This is cse

System It 4 This is IT

3. upload the file

4. Preview and confirm the file to upload

5. Select all cohorts to view cohorts list

6. We can assign members(Single/Multiple) in cohorts by selecting

the assign icon

Bulk users into Cohorts:

1. Siteadministrations --> Users --> Accounts --Bulk User Actions

--> Drag Users --> click add to selections --> Choose cohorts --> Go

https://docs.moodle.org/36/en/Cohorts