

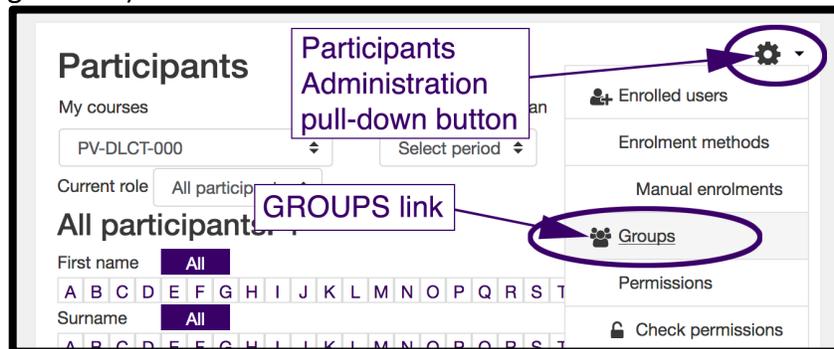


Creating Groups

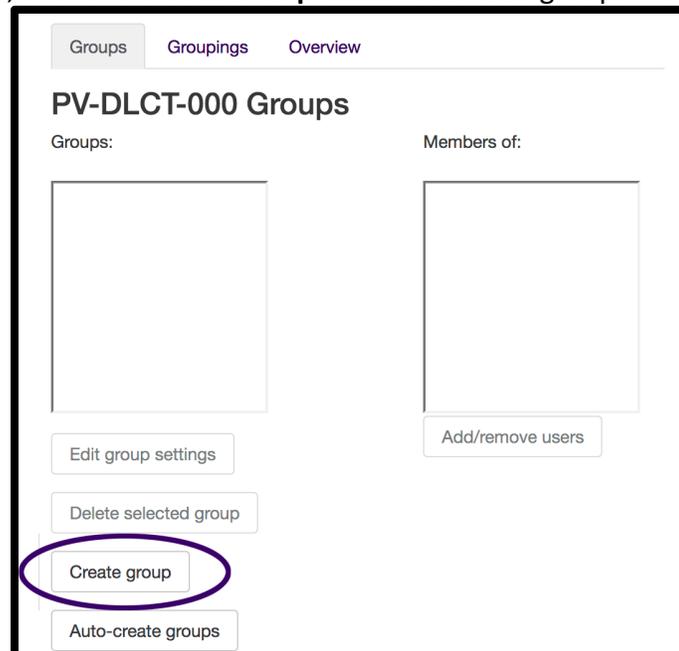
1. Click the either of the **Participants** links (see image below).



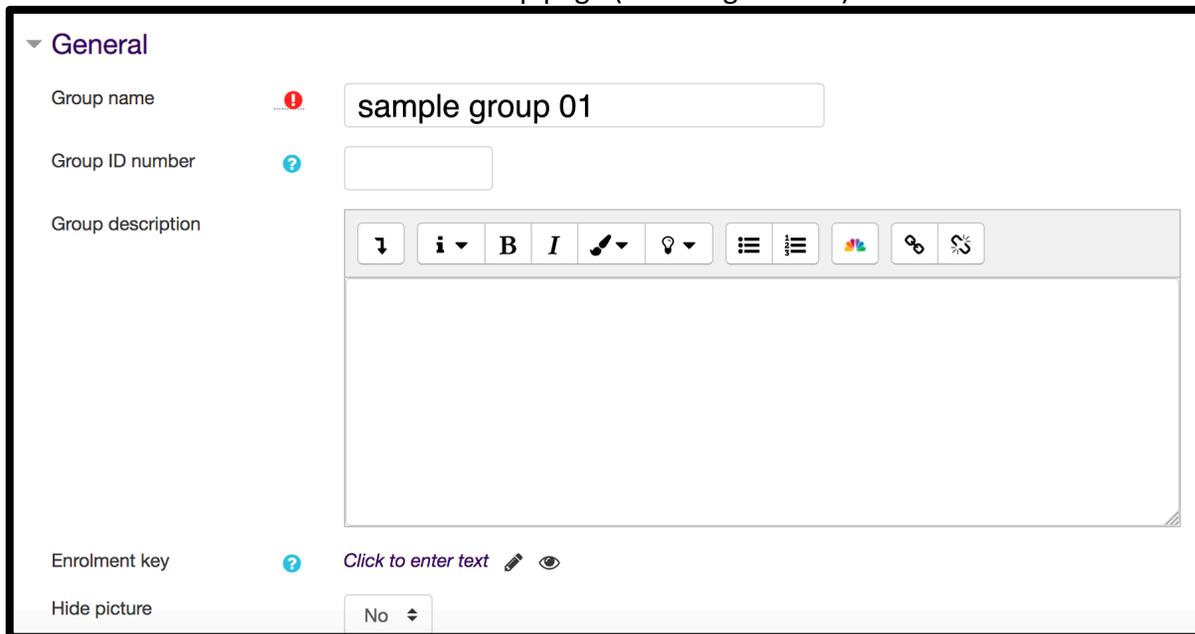
2. From the “Participants” page, click the administration pull-down button and select the **Groups** link (see image below).



3. On the **Groups** page, click the **Create Group** button to create groups manually (see image below).

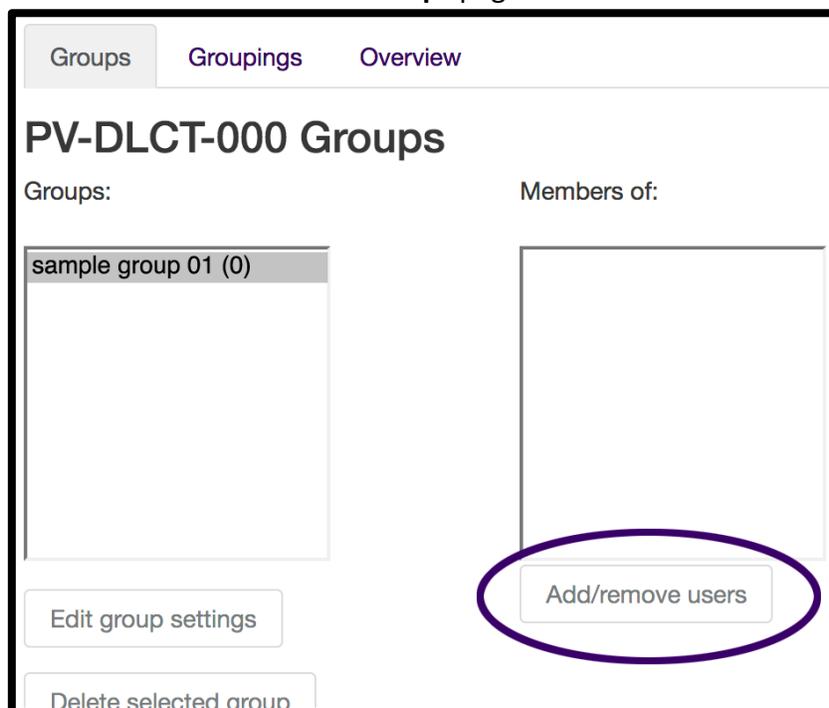


4. You should now be at the Create Group page (see image below).

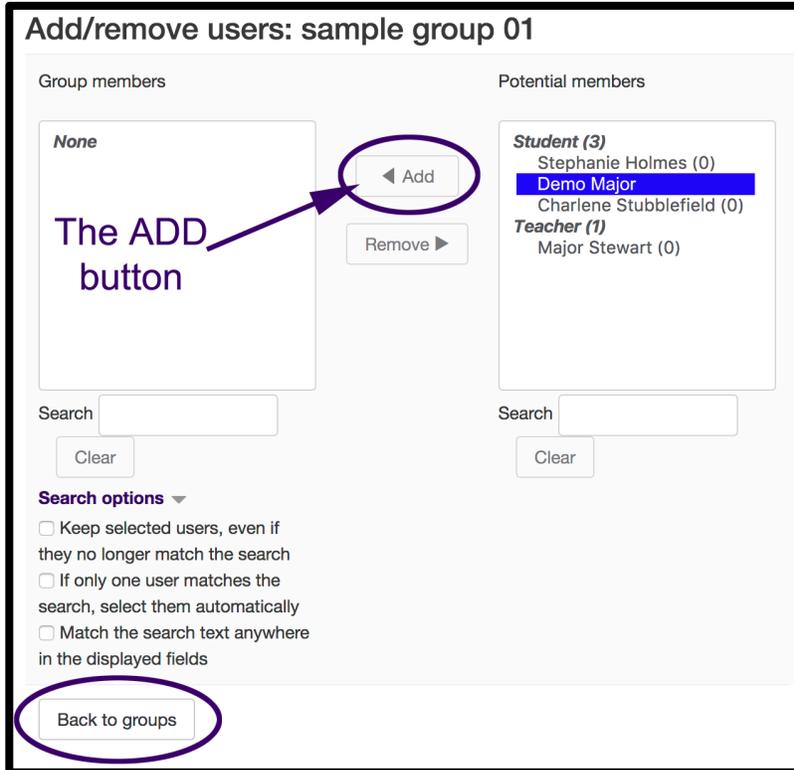


- A group name is required.
 - A Group ID number is optional. Click the  button for more information about the Group ID number
 - A group description is optional, but it can be helpful
 - An enrollment key is optional and is not recommended. A group enrollment key requires that a course enrollment key be created. However, course enrollment keys are used for self-registration, and at PVAMU students are not allowed to self-enroll into eCourses.
 - If “Yes” is selected to Hide picture, the user’s picture will not be displayed within the group.
5. After adding the group name and other desired information, click the  button at the bottom of the screen. You will be taken back to the **Groups** page.

6. To add users to the new group, select the group name and then click the **Add/remove users** button (see image to the right).
- If the group is selected, the name will be highlighted as shown to the right (sample group 01 (0)). If it’s not selected, click it once.
 - The number inside the parenthesis represents the number of students in the group.



7. After clicking the Add/remove button, the **Add/remove users:** page appears (see image below).



- The teacher and student names appear in the “Potential members:” box on the right
 - Click the names of the users to add to the group from the “Potential members” box
 - You can hold down the “Shift” or “Control” key (or the “Command” key for Mac users) to select multiple names to move at the same time
 - Click the Add button to move them to the “Existing members:” box
8. Click the Back to groups button to complete the process. You will be taken back to the Groups page (see image to the right).
- To create groups automatically, click the **Auto-create groups** button and enter the parameters on the **Auto-create groups** page.

