

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

😑 🔬 eCourses 🖓	AIRIE VIEW A+M HELP ENGLISH (EN) 🗸	4 9	John Snow 🙆 👻
	PARTICIPANTS links		
PV-DLCT-000	PV-DLCT-SANDBOX-000		⊕ -
Participants	Home / Courses / ODL Training Courses / PVAMU DL Training SANDBOX Shells / PV-DLC 000		
Badges			
Competencies		FORIE	
Grades	Week 1	Particip	pants
1			

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

Participants My courses PV-DLCT-000	Administration pull-down button	Enrolled users
Current role All particip	POLIDS link	Manual enrolments
All participant		Groups
	J K L M N O P Q R S T	Permissions
Surname All		Check permissions

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

Groups	Groupings	Overview	
PV-DLO	CT-000 G	roups	
iroups:			Members of:
Edit group	settings		Add/remove users
Doloto pol	acted group		
Delete Sele	ected group		
Create gro	pup		
Auto-creat	te groups		

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

 General 		
Group name		sample group 01
Group ID number	0	
Group description		
Enrolment key	0	Click to enter text 🖉 👁
Hide picture		No 🗢

- 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 **Save changes** button at the bottom of the screen. You will be taken back to the **Groups** page.

6.	 a. To add users to the new group, select the group name and then click the Add/remove users button (see image to the right). a. 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. b. The number inside the parenthesis represents the number of students in the group. 	Groups	Groupings	Overview		
		PV-DL(Groups:	CT-000 G	roups	Members of:	
		Groups: Groups: Groups: Groups: Groups: Sample group 01 (0) Sample	ıp 01 (0)	Members of:		
		Edit group	settings	(Add/remove users	
		Delete cel	acted aroun			

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

Potential members
Add Student (3) Stephanie Holmes (0) Demo Major Charlene Stubblefield (0) Teacher (1) Major Stewart (0)
Search

- 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.

Groups	Members of:
sample group 01 (1)	
Edit group settings	Add/remove users
Delete selected group	
Create group	
Auto-create groups	
Import groups	