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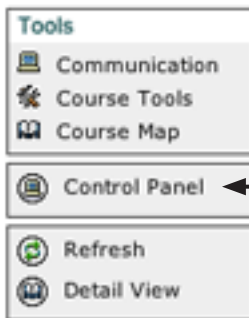
# Create and Manage Groups

## OVERVIEW

The Groups tool allows the instructor to set up groups of students for group projects. Groups and group members are defined by the course instructor, and all groups have access to their own discussion board, file exchange, group email and virtual classroom tools. Students cannot view other group pages unless enrolled as members by the instructor.

## CREATE A NEW GROUP

[Announcements](#)  
[Syllabus](#)  
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[Resources](#)  
[Faculty Info](#)



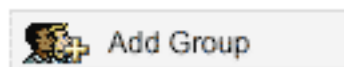
1. Choose **Control Panel** from the course navigation menu.

2. Choose **Manage Groups** under "User Management."



The "Manage Groups" page will appear on screen.

3. Click the **+Add Group** button.



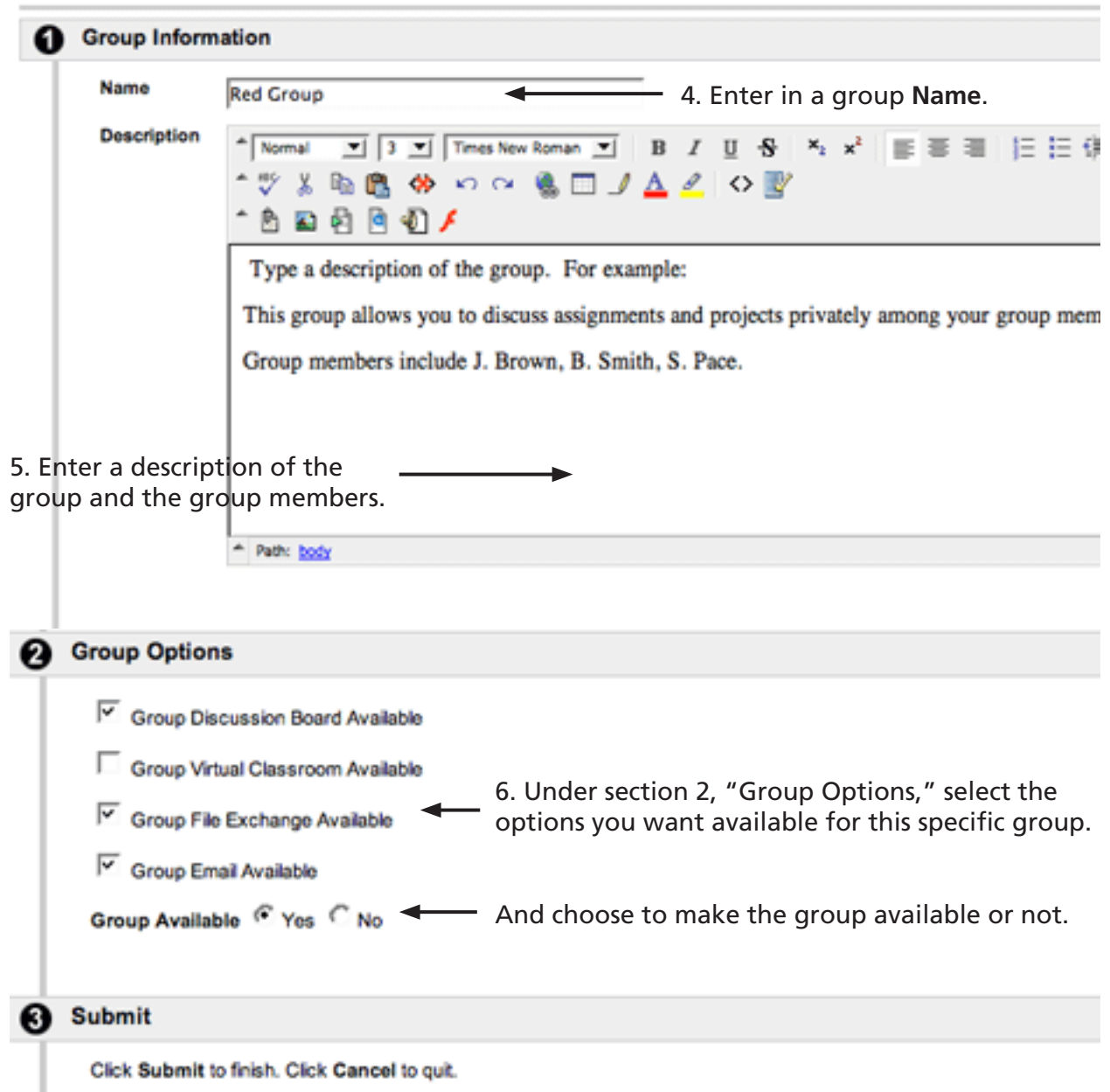
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# Create and Manage Groups (continued)

The "Add Group" page will appear on screen.


Under section 1, "Group Information":

## Add Group



**1 Group Information**

Name  ← 4. Enter in a group **Name**.

Description   
    
 Type a description of the group. For example:   
 This group allows you to discuss assignments and projects privately among your group mem   
 Group members include J. Brown, B. Smith, S. Pace.   
 Path: [body](#)

**2 Group Options**

Group Discussion Board Available   
  Group Virtual Classroom Available   
  Group File Exchange Available ← 6. Under section 2, "Group Options," select the options you want available for this specific group.   
  Group Email Available   
 Group Available  Yes  No ← And choose to make the group available or not.

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

7. Click **Submit** to create the group.

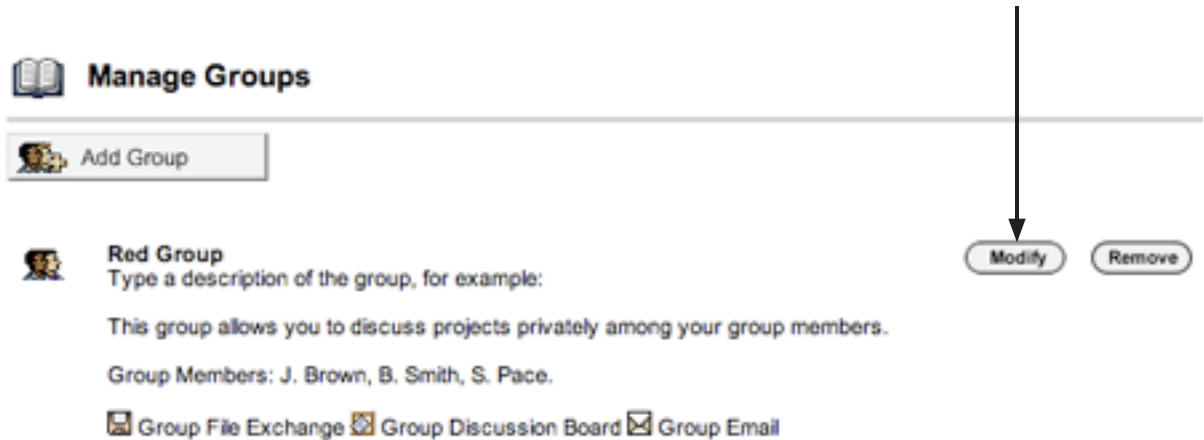
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## Create and Manage Groups (continued)

### ADD USERS TO GROUP

Once the group has been created, the instructor can begin adding users to the group.

1. On the "Manage Groups" page in the Control Panel, click on **Modify** next to the group you wish to add members to.



**Group Properties** will allow you to edit the group title, description and options available to group members.

**Add Users to Group** will allow you to add new users to the group.

**List Users in Group** will list all the users who are part of the group.

**Remove Users from Group** will allow you to remove users from the group.

### Manage Group - Red Group

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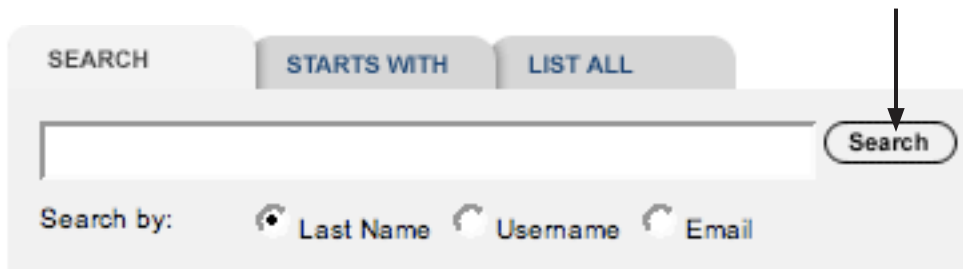
- ▶ [Group Properties](#)
- ▶ [Add Users to Group](#)
- ▶ [List Users in Group](#)
- ▶ [Remove Users from Group](#)

2. Click on **Add Users to Group**.

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## Create and Manage Groups (continued)

3. Click the **Search** button.



The image shows a search interface with three tabs: "SEARCH", "STARTS WITH", and "LIST ALL". Below the tabs is a search input field and a "Search" button. An arrow points to the "Search" button. Below the input field, there is a "Search by:" section with three radio buttons: "Last Name" (selected), "Username", and "Email".

4. From the user list that appears on screen, **select** the boxes under the "Add" column next to the student names you want to add to the group, and click **Submit**.



The image shows a table titled "21 users located. Displaying records 1-21." with columns: "Add", "Name", "Username", "Email", and "Role". Three rows are visible, each with a checkbox in the "Add" column. A bracket on the left side of the checkboxes indicates they should be selected.

Add	Name	Username	Email	Role
<input type="checkbox"/>	Ausubel, David	democatstu5	<a href="mailto:cat@lesley.edu">cat@lesley.edu</a>	Student
<input type="checkbox"/>	Bartlett, Frederic	democatstu2	<a href="mailto:cat@lesley.edu">cat@lesley.edu</a>	Student
<input type="checkbox"/>	Bloom, Benjamin	democatstu1	<a href="mailto:cat@lesley.edu">cat@lesley.edu</a>	Student

### ACCESSING GROUP PAGES

To access group pages in the course:

[Announcements](#)  
[Syllabus](#)  
[Assignments](#)  
[Resources](#)  
[Faculty Info](#)



1. Click on **Communication** in the Tools menu under the course navigation menu.

2. Choose **Group Pages** from the Communications Tools Menu.



**Group Pages**