

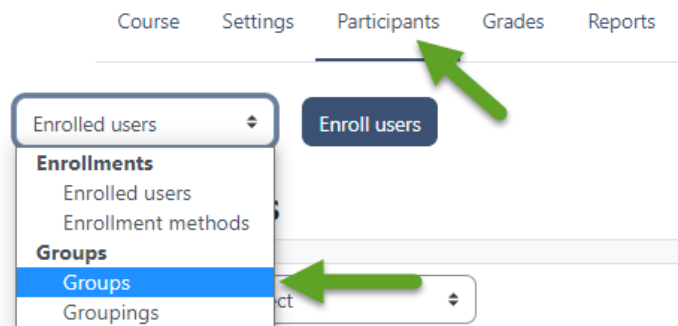
## Creating Groups

Groups allow instructors to assign a particular activity, resource, or topic section to just one class or set of users, which can be hidden from students not in the groups. There are three group modes:

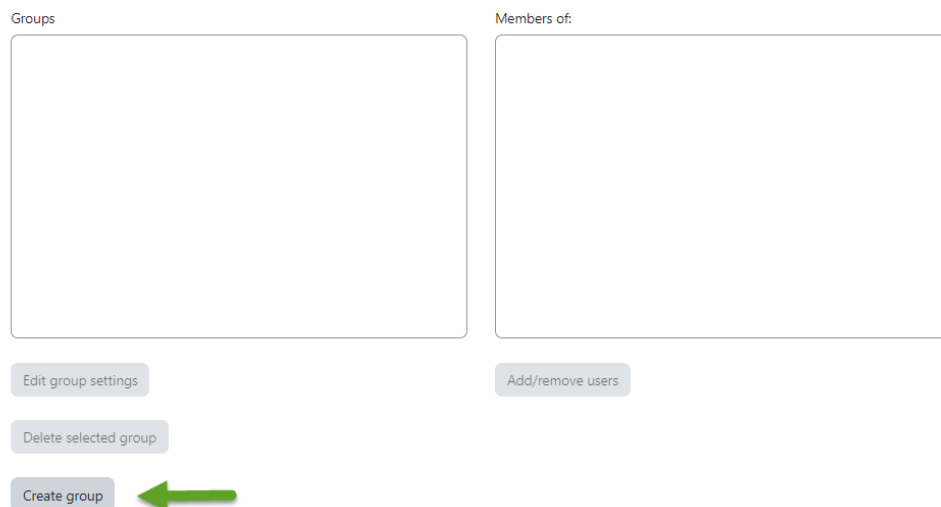
- **No groups** - There are no sub groups, everyone is part of one big community
- **Separate groups** - Each group can only see their own group, others are invisible.
- **Visible groups** - Each group works in their own group but can also see other groups. (The other groups' work is read-only.)

### Creating a group

Select **Participants** from Course Menu and from the dropdown select **Groups**.





Select **Create group**.




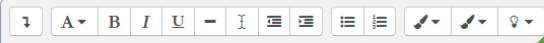
Add a group name, optional description (displayed above the list of group members on the participants page), and enrollment key (if needed).


▼ **General**

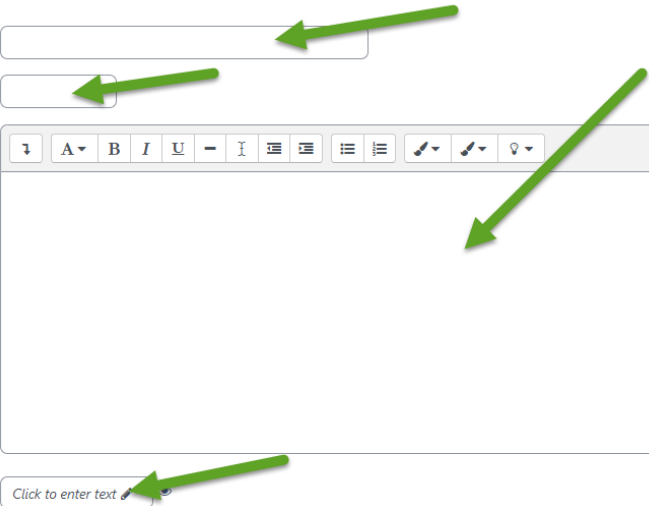
Group name 

Group ID number 

Group description 



Enrollment key 




Click the 'Save changes' button.

Select the group to which you want to add participants, then click the **Add/remove users** button.

Groups

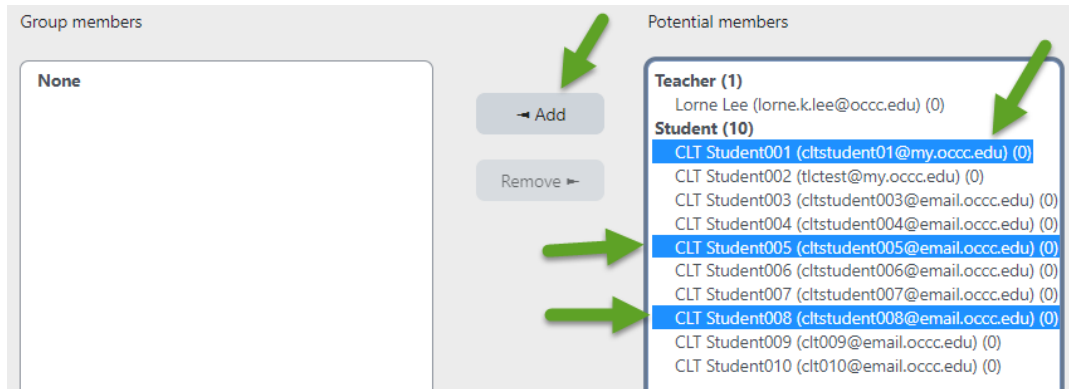
Group A (0)

Members of: Group A (0)



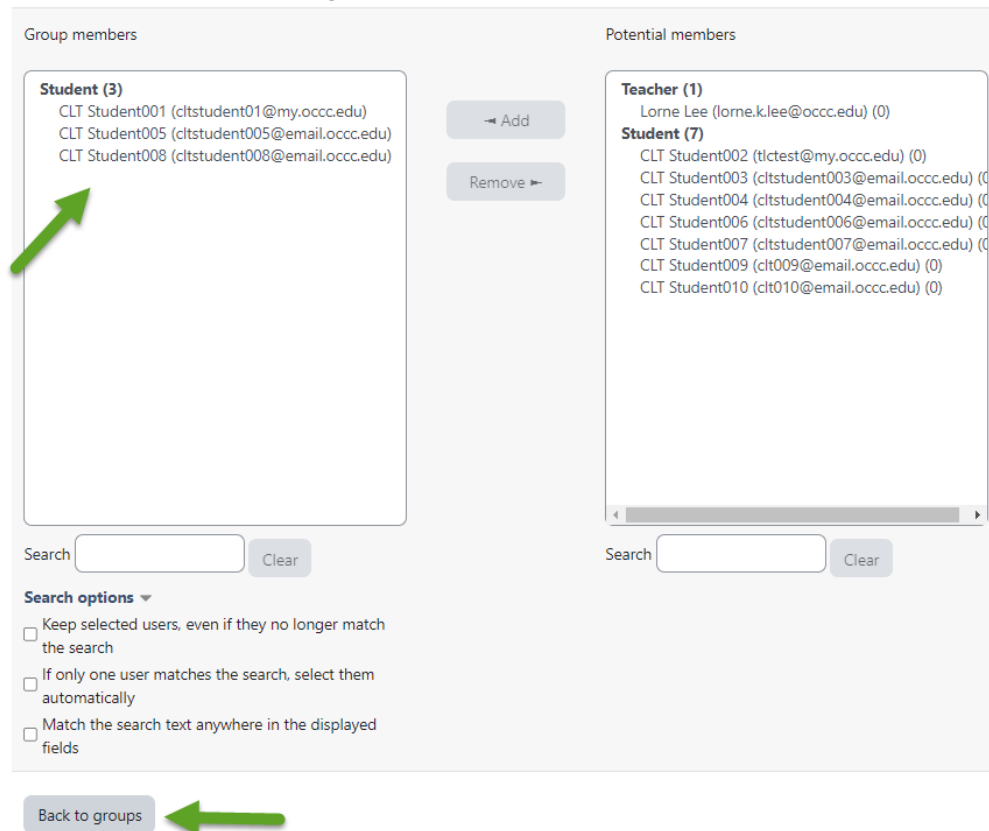
In the **Potential members** list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key.

Click the **Add** button to add the users to the group.



The names will be moved into the **Group members** list. Next, select **Back to Groups**.

#### Add/remove users: Group A





The members of the group will appear in the Members of section. That group can now be used when creating activities and resources.

Groups

Group A (3)

Edit group settings

Members of: Group A (3)

Student

CLT Student001 (cltstudent01@my.occc.edu)  
CLT Student005 (cltstudent005@email.occc.edu)  
CLT Student008 (cltstudent008@email.occc.edu)

Add/remove users

Please email us at [clt@occc.edu](mailto:clt@occc.edu) or call 405.682.7838 if you have questions or need assistance.