

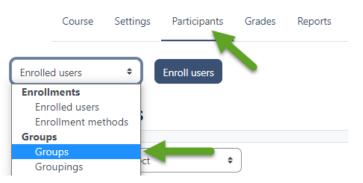
## **Creating Groups**

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:

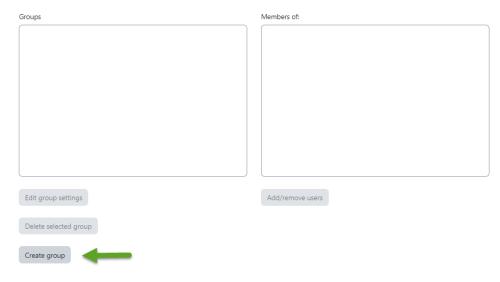
- **No groups** There are no sub groups, everyone is part of one big community
- Separate groups Each group can only see their own group, others are invisible.
- Visible groups Each group works in their own group but can also see other groups. (The other groups' work is read-only.)

## 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	0	
Group ID number	0	
Group description		
Enrollment key	0	Click to enter text

Click the 'Save changes' button.

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





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

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

Group members		Potential members
None		Teacher (1)
	- Add	Lorne Lee (lorne.k.lee@occc.edu) (0) Student (10)
		CLT Student001 (cltstudent01@my.occc.edu) (0)
	Remove 🛏	CLT Student002 (tlctest@my.occc.edu) (0)
		CLT Student003 (cltstudent003@email.occc.edu) (0)
		CLT Student004 (cltstudent004@email.occc.edu) (0)
		CLT Student005 (cltstudent005@email.occc.edu) (0)
		CLT Student006 (cltstudent006@email.occc.edu) (0)
		CLT Student007 (cltstudent007@email.occc.edu) (0)
		CLT Student008 (cltstudent008@email.occc.edu) (0)
	-	CLT Student009 (clt009@email.occc.edu) (0)
		CLT Student010 (clt010@email.occc.edu) (0)

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

## Add/remove users: Group A

Group members	Potential members	
Student (3) CLT Student001 (cltstudent01@my.occc.edu) CLT Student005 (cltstudent005@email.occc.edu) CLT Student008 (cltstudent008@email.occc.edu)	⊶ Add Remove ►	Teacher (1) Lorne Lee (lorne.k.lee@occc.edu) (0) Student (7) CLT Student002 (tlctest@my.occc.edu) (0) CLT Student003 (cltstudent004@email.occc.edu) (0 CLT Student006 (cltstudent006@email.occc.edu) (0 CLT Student007 (cltstudent007@email.occc.edu) (0 CLT Student009 (clt009@email.occc.edu) (0) CLT Student010 (clt010@email.occc.edu) (0) CLT Student010 (clt010@email.occc.edu) (0)
Search		Search
Search options ▼ Keep selected users, even if they no longer match the search If only one user matches the search, select them automatically Match the search text anywhere in the displayed fields		
Back to groups		



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

Groups	Members of: Group A (3)
Group A (3)	Student CLT Student001 (cltstudent01@my.occc.edu) CLT Student005 (cltstudent005@email.occc.edu) CLT Student008 (cltstudent008@email.occc.edu)
Edit group settings	Add/remove users

Please email us at <u>clt@occc.edu</u> or call 405.682.7838 if you have questions or need assistance.