

# Group Management

## Introduction

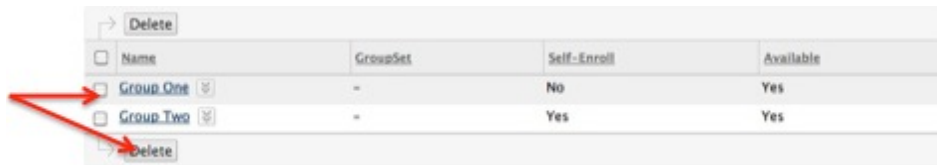
Instructors can edit/remove groups, modify group enrollments and modify settings to enable group creation by students.

## Caution

- Deleting a group will remove any data associated with that group, including documents posted in the file exchange and blog entries. DELETED content is not recoverable.
- By Default, students have the ability to create groups. This feature can be turned off in group settings.


## Editing/Removing a Group

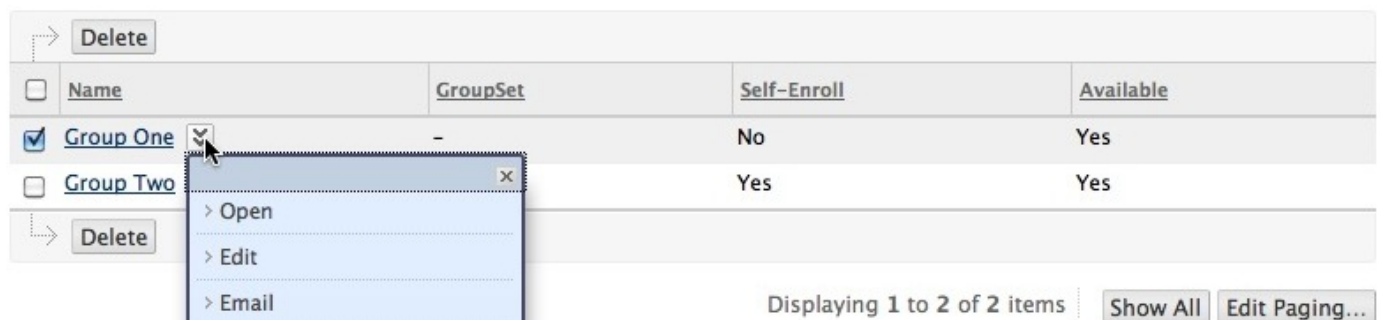
1. in the Groups area, find the group to be removed and check the box to the left of the group name.
2. Click Delete



- 3.
4. When the dialogue box appears, click OK.

## Modifying Group Enrollments

1. In the Groups area, find the group to change and click the  for that group
2. In the menu, click Edit



3. On the Edit Group screen, scroll down to the Membership section.
  - a. To Add Users: click on a student's name in the Items to Select box and click the right arrow button between the two boxes. This will add the student into the Selected Items box.
  - b. To Remove Users: click on a student's name in the Selected Items box and click the left arrow button between the two boxes. This will remove the student from the Selected Items box.

#### 4. Membership

Items to Select		Selected Items
Faldowski, Richard(Instructor) Hestenes, Linda Howe, Pam(Instructor) Howe, Pamela(Instructor) Kipp, Deborah Student03, Test Student04, Test UNCG, Student	> <	
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>		<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

- c. When finished, click Submit

### Modifying Settings for Group Creation by Students

1. Enter the Groups area from the main menu
  - a. Control Panel
  - b. Users and Groups
  - c. Groups
2. Click the Groups Settings button.

## Groups

The **Groups** tool allows Instructors to organize Students into Groups of any size. Instructors can provide communication and collaboration tools that only Group members can access. Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group. [More Help](#)

3. Under Student Created groups
  - a. Check the Permit Students to Create Single Self-Enrolled Groups. This allows students to create groups for which other students can sign-up.
  - b. Check to Permit Students to Edit Student Create Group. This allows students to change the settings of a given group after it has been created.

#### 1. Student Created Groups

**Permit Students to Create Single Self-Enrolled Groups**  
This menu item option gives students the ability to create groups from the Groups list page. Enrollment in these groups will be done by sign up sheet. Instructors will be able to edit all group parameters and enrollments.

**Permit students to Edit Student Created Group**

All Students enrolled in a Student Created Group will be able to edit the name, description and maximum number of students able to join the group.

4. Click Submit