

Manage Groups



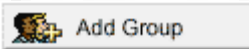
On the Manage Groups page Instructors can build study or project groups. Instructors can also remove and modify groups from this page. The Instructor has the option of giving the group access to these features:

- Discussion Board
- Virtual Classroom
- Group File Exchange
- Group Email

The features that are chosen are displayed on the Manage Groups page under the group name. Students will go to Communication/Group Pages in their course.

Add Group

Click the Add a Group Icon within Manage Groups.



Give the group a name and description.

Name

Description

Normal 3 Arial | **B** *I* U | x_2 x^2 |

Your project will be ending Global Warming. Do not take too long!

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Select what function(s) you want the group to use and select **Submit**.

2 Group Options

Group Discussion Board Available

Group Virtual Classroom Available

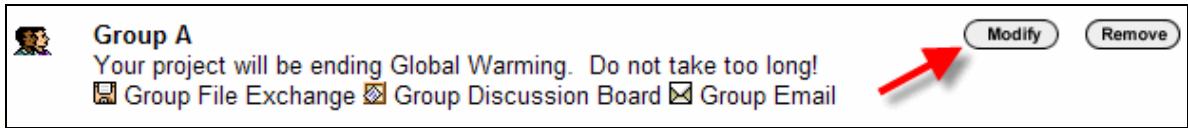
Group File Exchange Available

Group Email Available

Group Available Yes No

Modify Group

You must now **Modify** your group and add user to the Group.



Group A
Your project will be ending Global Warming. Do not take too long!
Group File Exchange Group Discussion Board Group Email

Modify Remove

Select the **Add User to Group**.



Manage Group - Group A

- Group Properties
- Add Users to Group
- List Users in Group
- Remove Users from Group

Leave the Search window empty and select **Search**. This will list all users in your course. Select the users you would like to have in this group and click on **Submit**.

Add	Name	Username	Email	Role
<input checked="" type="checkbox"/>	student, 1	student1	trash@bpcc.edu	Student
<input checked="" type="checkbox"/>	student, 2	student2	trash@bpcc.edu	Student
<input type="checkbox"/>	student, 3	student3	trash@bpcc.edu	Student
<input type="checkbox"/>	student, 4	student4	trash@bpcc.edu	Student
<input type="checkbox"/>	Train, 1	train1	trash@bpcc.edu	Instructor

Under Modify Group, you can also:

- Change the Group Properties
- List Users in Group
- Remove Users from Group