


The Manage Groups feature allows instructors to create Groups within courses. This allows the Group members to have access to their own private Discussion Board, Virtual Classroom, Group File Exchange, and Group Email.

Adding Groups:

1. In the Control Panel, click on **Manage Groups** in the User Management section in Control Panel.
2. Click on the **Add Group** button.
3. Enter the name of the group and a description.
4. In Option 2, decide what access the group will have.
5. Scroll down to the bottom of the page and click the **Submit** button.

 **Manage Groups**

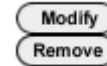
 Add Group

Note: The members of the group have not been added. This is done when you modify the group.

Adding Members/Students to Groups:

Modify Group

1. In the Control Panel, click on **Manage Groups** in the User Management section in Control Panel.
2. Select the **Modify** button located to the right of a group.



You can Change properties, add users, list users or remove users in a group.

Group Properties

- a. Click on the **Group Properties** link.
- b. Make any changes to the properties of the group.
- c. Scroll down to the bottom and click on the **Submit** button.

Add Users

- a. Click on the **Add Users** link.
- b. Click the **Search button** to display all users
- c. Click the **ADD** box next to each user you wish to add to the group
- d. Scroll down to the bottom and click on the **Submit** button.

NOTE: All users will be displayed and available to be added to any group. A user can be in more than one group.

List Users

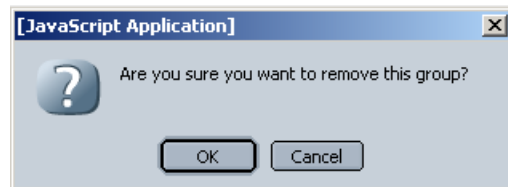
- a. Click on the **List Users** link.
- b. Click the **Search Button**.
- c. All users in the group will be displayed.

Remove Users

- a. Select **Remove Users** button.
- b. Click the **Search Button**.
- c. Click the **REMOVE** box next to the user you wish to remove.
- d. You must type, "**Yes**" in the box above the **Submit** button.
- e. Scroll down to the bottom of the page and click the **Submit** button.

Removing Groups:

1. Click on **Manage Groups** in the User Management section in Control Panel.
2. Select the **Remove** button next to the group you wish to remove.
3. A dialogue box will appear asking you if you are sure you want to remove the group.
4. Click **O.K.**



Communicating within Groups

Groups communicate through the Communication Link on the Course Menu.

- Select the **Groups pages** icon on the Communication Link page to view all groups.
- All properties/access rights for each group will be displayed (i.e. Discussion Board, Email, etc.).

Note: In order for the group to use their discussion board feature, the instructor must create/start the forum for each group.

