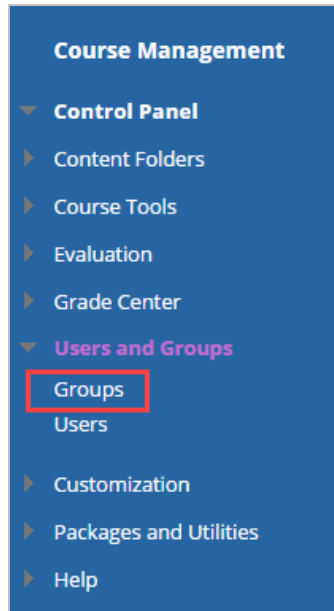


EDIT A GROUP OR GROUP SET

Once you have created groups in ulearn, you can edit the overall settings of the groups page, a single group or a group set.

Instructions

1. Under **Course Management** on the left menu, click on **Users and Groups** and then **Groups**. The Groups page appears.



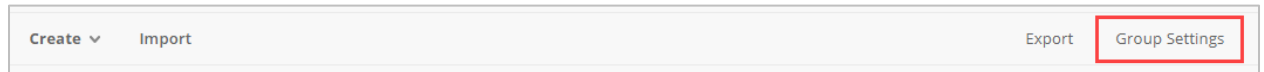
2. The Groups page individually lists all of the groups that have been created in the course. The list includes the **Name**, what **Group Set** it belongs to (if applicable), whether students can **Self-Enroll** in the group, and whether the group is **Available** to students.

| <input type="checkbox"/> | NAME | GROUP SET | ENROLLED MEMBERS | SELF-ENROLL | AVAILABLE |
|--------------------------|---------------|-------------|------------------|-------------|-----------|
| <input type="checkbox"/> | Final Group 1 | Final Group | 1 | No | Yes |
| <input type="checkbox"/> | Final Group 2 | Final Group | 1 | No | Yes |
| <input type="checkbox"/> | Final Group 3 | Final Group | 1 | No | Yes |
| <input type="checkbox"/> | Final Group 4 | Final Group | 0 | No | Yes |
| <input type="checkbox"/> | Group 1 | - | 3 | No | Yes |
| <input type="checkbox"/> | Group board | - | 2 | No | Yes |

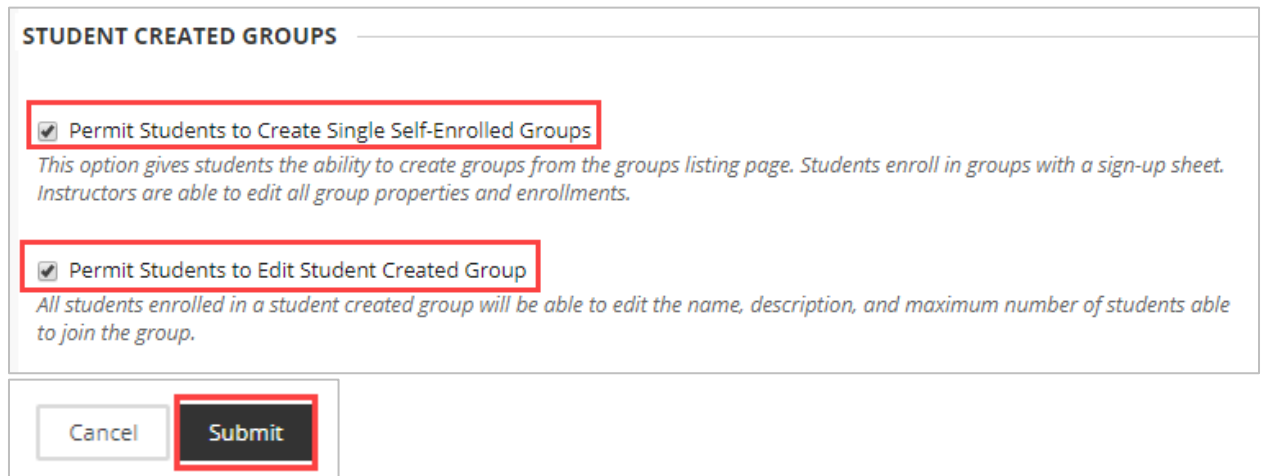
You can choose to edit the overall settings of groups, a single group, or a group set. To edit the overall Groups settings, click on **Group Settings** located to the right of the

EDIT A GROUP OR GROUP SET

group creation buttons.



3. There are two options to consider which are both enabled by default. Uncheck any box you wish to disable and click **Submit**.



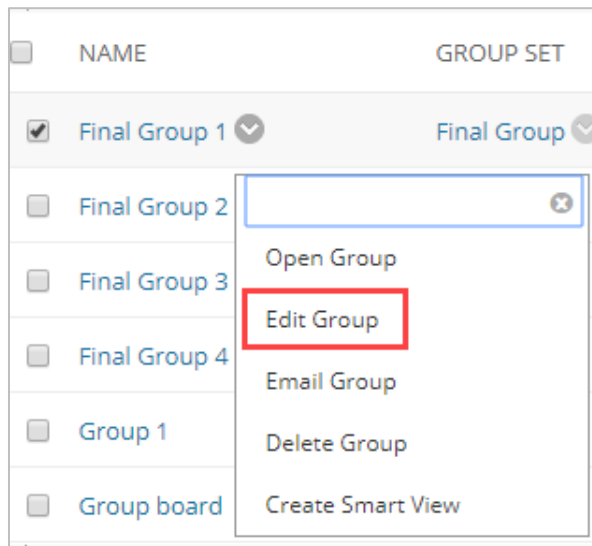
STUDENT CREATED GROUPS

Permit Students to Create Single Self-Enrolled Groups
This option gives students the ability to create groups from the groups listing page. Students enroll in groups with a sign-up sheet. Instructors are able to edit all group properties 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.

Cancel **Submit**

4. To edit a Single Group, click the down arrow icon next to the group you wish to edit and select **Edit Group** from the list.

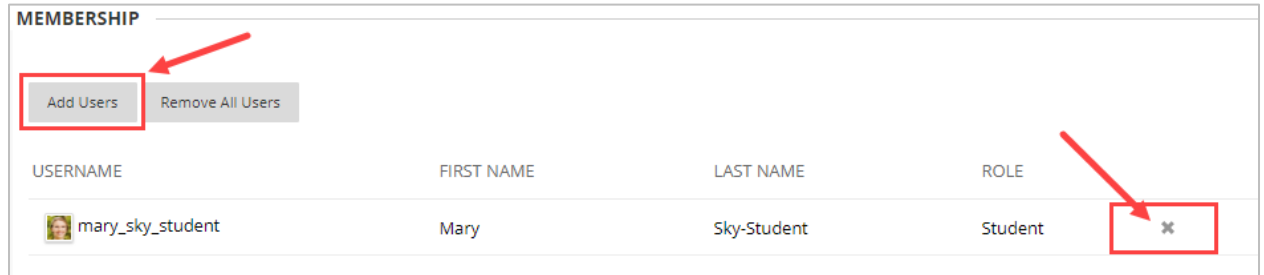


| <input type="checkbox"/> | NAME | GROUP SET |
|-------------------------------------|---------------|-------------|
| <input checked="" type="checkbox"/> | Final Group 1 | Final Group |
| <input type="checkbox"/> | Final Group 2 | Final Group |
| <input type="checkbox"/> | Final Group 3 | |
| <input type="checkbox"/> | Final Group 4 | |
| <input type="checkbox"/> | Group 1 | |
| <input type="checkbox"/> | Group board | |

5. On the **Edit Group** screen, make any changes preferred.



EDIT A GROUP OR GROUP SET

6. A common change for groups is to change the group membership. To add additional students, click **Add Users** and proceed to select students for enrollment in the group. To remove a student from the group, click the **red X** in their row.

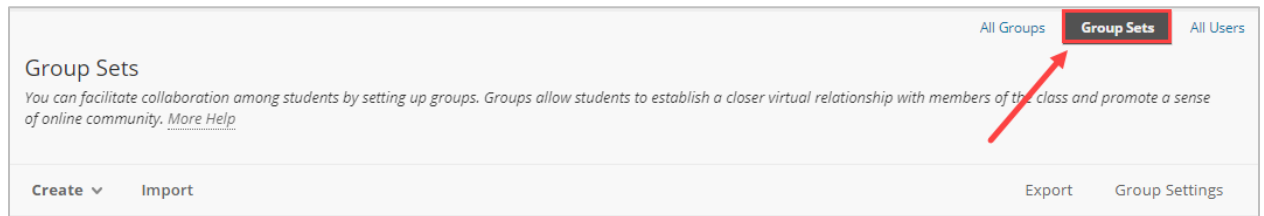


MEMBERSHIP

Add Users Remove All Users

| USERNAME | FIRST NAME | LAST NAME | ROLE |
|--|------------|-------------|---|
|  mary_sky_student | Mary | Sky-Student | Student  |

7. To Edit a Group Set, change the view from **All Groups** to **Group Sets** by clicking on the **Group Sets** link in the upper right corner of the Groups page.



All Groups **Group Sets** All Users

Group Sets
You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)

Create ▾ Import Export Group Settings

8. Similar to the Groups display, this list will give you the **Name** of the group set, the **Number of Groups** in the set, whether students can **Self-Enroll** in these groups, and whether they are **Available**.

| <input type="checkbox"/> | NAME | NUMBER OF GROUPS | SELF-ENROLL | AVAILABLE |
|--------------------------|-------------|------------------|-------------|-----------|
| <input type="checkbox"/> | Final Group | 4 | No | Yes |

9. To edit a group set, click on the down arrow icon next to the group set. There are two options available: **Edit Group Set Properties** and **Edit Group Set Membership**.
- Edit Group Set Properties** allows changes to many of the details available when the group was set up.
 - Edit Group Set Membership** brings you back to the Enrollments page, where you can add and remove students in each group.