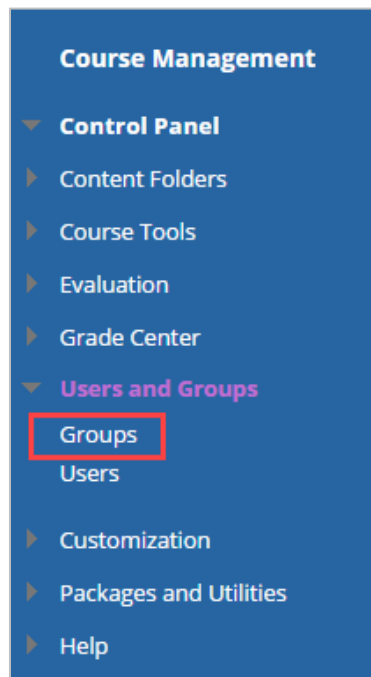


ADDING STUDENTS TO EXISTING GROUPS

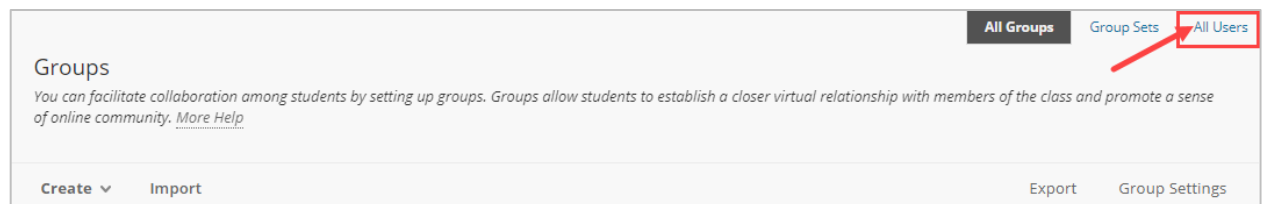
Need to enroll a student in an already existing group? Perhaps you need to re-arrange the students in groups due to changes on the class roster or perhaps a student wants to change group topics. These instructions take you through the steps necessary to add students to existing groups.

Instructions

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

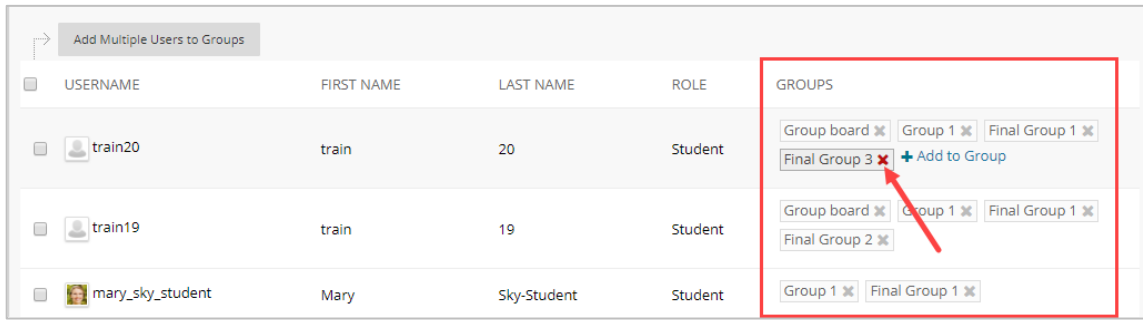


2. On the **Groups** page, select the **All Users** tab in the top right corner of the screen.

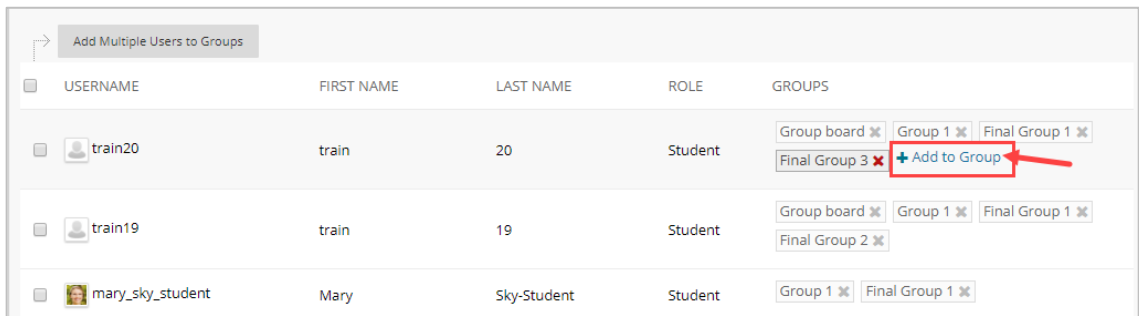


3. The next screen shows all the users in the course and which group each student is assigned to. To remove a student from a group, select the **X** next to the group name of the student to remove.

ADDING STUDENTS TO EXISTING GROUPS



4. Hover your mouse over a student's row to add them to an assigned group and select **Add to Group**.



5. A window appears providing you those choice to choose with group to add the student to. Select the drop down menu arrow and select the group to add the student to.

