

## Manage Groups

---

### Overview

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.

### Find this page

Click **Manage Groups** in User Management on the Control Panel to open the Manage Groups page.

### Functions

The table below details the available functions on this page.

To . . .	click. . .
add a group	Add Group. The <a href="#">Add Group</a> page will appear. Once a Group has been created Students must be added. Click Modify to access the Manage Group page and add users to that group.
modify a group	<b>Modify.</b> A <a href="#">Manage Group</a> page will appear. On the Manage Group page group properties may be modified, new Students may be added, Group users may be listed or modified, and users may be removed from the group.
remove a group	<b>Remove.</b> This action is irreversible.

## Add Group / Group Properties

---

### Overview

Groups are created on the Add Group page. These options may be modified on the Group Properties page.

### Find this page

From the Manage Groups page:

1. Click **Add Group** to create a new group.
2. Click **Modify** to change the properties for a specific group.

### Fields

The table below details the fields on this page.

Field	Description
<b>Main Group Information</b>	
<b>Group name</b>	Enter a Group name.
<b>Description</b>	Enter a description of the Group.
<b>Group Options</b>	
<b>Enable Group Discussion Board Function</b>	Select this check box to indicate that this Group will have access to the Discussion Board functions. If this check box is not selected this Group will not have access to the Discussion Board functions.
<b>Enable Group Virtual Classroom Function</b>	Select this check box to indicate that this Group will have access to the Virtual Classroom functions.
<b>Enable Group File Exchange Function</b>	Select this check box to indicate that this Group will have access to the group file exchange function.
<b>Enable Group Email Function</b>	Select this check box to indicate that this Group will have access to the group email function.
<b>Make group visible now</b>	Click <b>Yes</b> to make the group available.

## Modify Group

---

### Overview

Once a Group is created Instructors can modify the group and assign users. The Instructor has the option of giving the Group Discussion Board functions, Virtual Classroom functions, group file exchange functions, and group email functions.

### Find this page

Follow the steps below to open the Manage Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.

### Functions

The following functions are available from the Manage Group page:

Function	Description
<a href="#">Group Properties</a>	Modify the Group name, description, or options.
<a href="#">Add Users to Group</a>	Add Students to the group.
<a href="#">List Users in Group</a>	List or modify users in a Group.
<a href="#">Remove Users From Group</a>	Remove users from a Group.

## Add Users to Group

---

### Overview

Users are added to the Group using the Add Users to Group page.

### Find this page

Follow the steps below to open the Add Users to Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Add Users** to Group.

### Add a User to a Group

Once the search has been completed, select the check box next to a user to add to the Group and click **Submit**.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and submit users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to add on the first page and click **Submit** before continuing to the next page.

## List Users in Group

---

### Overview

Users in a Group can be viewed and contacted using the List Users in Group page. Click on an email address to send a message to that user.

### Find this page

Follow the steps below to open the List Users in Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **List Users in Group**.

## Remove Users from Group

---

### Overview

Instructors may drop users from a Group. If a user is removed from a Group all of the information associated with that user, such as files in the File Exchange and Discussion Board messages, is removed. Removed users cannot be restored to the Group. Removed users must be added again.

### Find this page

Follow the steps below to open the Remove Users From Group page.

1. Click **Manage Groups** in the User Management area of the Control Panel.
2. Click **Modify** next to a Group.
3. Click **Remove Users From Group**.

### Remove a User from the Group

Select the check boxes of the users to remove. Type **Yes** in the entry field at the bottom of the page and click **Submit**. The selected users and all information associated with those users will be removed from the Group. This action is irreversible.

Only 20 names will appear on a page. If more the 20 users are found during the search, multiple pages may be viewed. Instructors may only select and remove users from one page at a time. For example, if the search returns three pages of users, the Instructor must select the users to remove on the first page and click **Submit** before continuing to the next page.