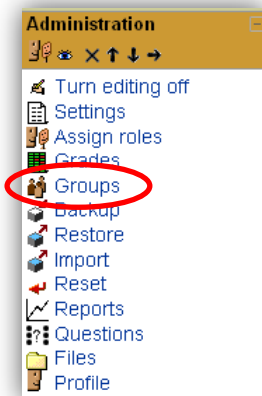


# Creating Groups and Groupings

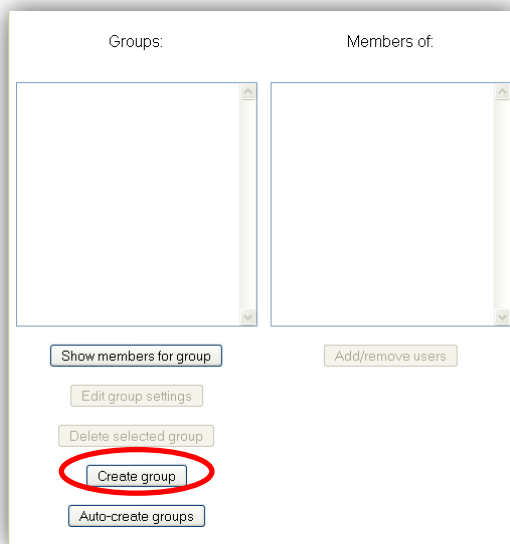
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This tutorial will show you how to create groups and groupings.

1. Go to the course homepage and click on **Groups** under the *Administration* block.



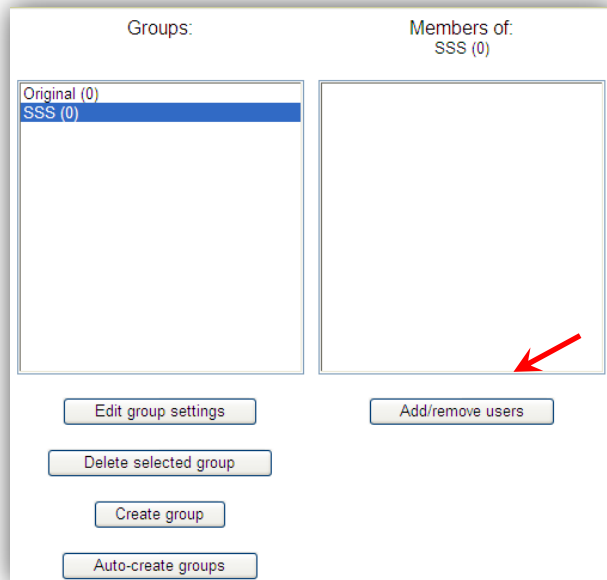
2. Select **Create group**.



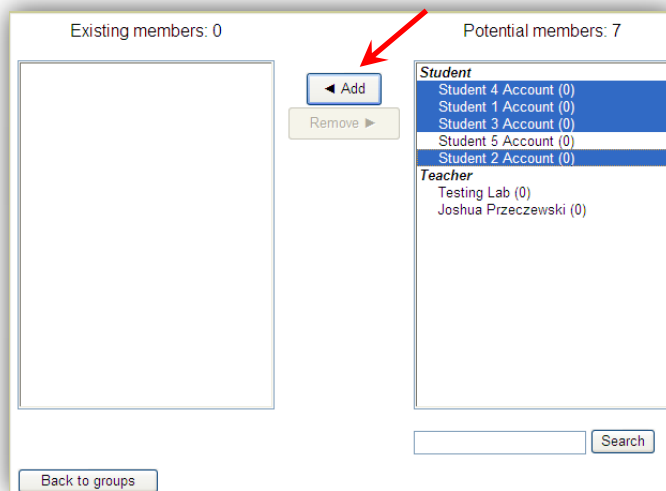
3. Create a name for your group, such as Group 1. The students will not be able to see the naming of each group. After typing in the name, scroll to the bottom of the page and click **Save changes**.

Group name\*

- Repeat Step 3 as necessary. Once all of the groups have been created, highlight the group name to which you want to add students by clicking on it. Click on **Add/remove users** to add students to the group.



- Select the student(s) in the *Potential members* box (on the right) that you wish to add to the *Existing members* box (on the left). You can select multiple students by holding down the *Ctrl* key and clicking the names that you want. Once you have selected the student(s), click the **Add** button (in the middle). When you see them listed in the *Existing members* box (on the left), click **Back to groups**.



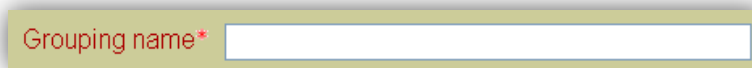
- Click on **Groupings**.



7. Click **Create grouping**.



8. At this point, you will need to name your groupings. We recommend that this be the exact same name as the groups created in Step 3, unless you will have multiple groups in a grouping. If this is the case, please contact support for additional help. After you have named your group, click on **Save changes** at the bottom of the page.



9. After you have created all of your groupings, you will need to add the groups to the grouping. Click on the people icon as indicated below, titled *Show groups in grouping*.

| Grouping | Groups | Activities | Edit |
|----------|--------|------------|------|
| Original | None   | 0          |      |
| SSS      | None   | 0          |      |

10. Now, you will need to add the corresponding group to the grouping that you are editing. In the example below, we are editing the SSS Grouping so we will click on SSS in the *Potential members* column. Click on **Add** to move it to the *Existing members* column. Once you have added the group, click on **Back to groupings** at the bottom. Repeat this process until you have assigned all groups to a grouping. You are now ready to add the group(s) you have created to an activity in the course.

