

If you are using groups to control access to activities and resources, you need to make sure that everyone enrolled in the course is assigned to a group. Monitor enrollment carefully in the first few weeks of the term to make sure each student is enrolled in a group. If you are using groups to manage a course with combined CRNs, students who enroll late in the child course(s) will automatically be enrolled in the corresponding group in the parent course, but you will need to manually enroll any latecomers to the group corresponding to the parent course.

Find Students Not in a Group/Adjust Individual Group Enrollment

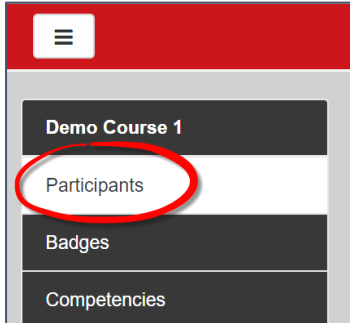


Figure 1: Select Participants Link

Click on **Participants** in the left navigation panel (Figure 1), then click on the **admin gear** in the upper right corner and select **Enrolled users** (Figure 2). As shown in Figure 3 below, you'll see the group that each student is enrolled in listed in the **Groups** column. From this page you can:

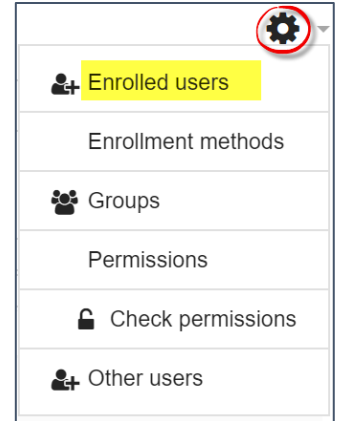


Figure 2: View Enrolled Users

- Identify students who are not yet assigned to a group by selecting **No group** in the **Group** filter field, then clicking on **Filter**.
- Add an individual student to a group by clicking on the **group icon**, then selecting the group from the pull-down menu that is displayed.
- Remove a student from a group by clicking on the trashcan next to the group name.

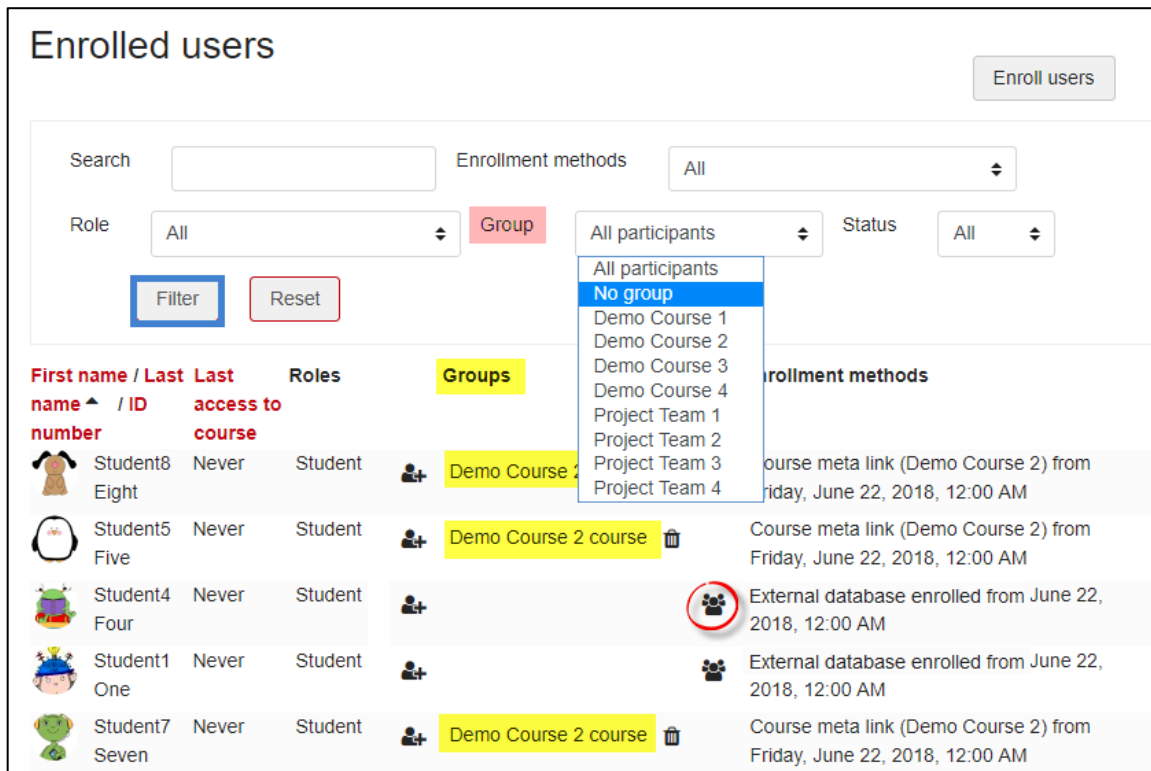


Figure 3: Verify Membership/Add or Remove Individual Users

Check Group Enrollment

Adjust Group Enrollment for Multiple Students

To add several users to a group:

1. Click on **Participants** in the navigation panel on the left as shown in Figure 1 above.
2. Click on the **admin gear** and select **Groups** (Figure 4).
3. Select the group to which you want to add the users (Figure 6, below left).
4. Click on **Add/remove** users.
5. Select the students you wish to add and click on **Add** (Figure 5, below right).

To remove multiple students from a group:

1. Follow steps 1-4 above.
2. Select the students you wish to remove in the left hand column and click on **Remove**.

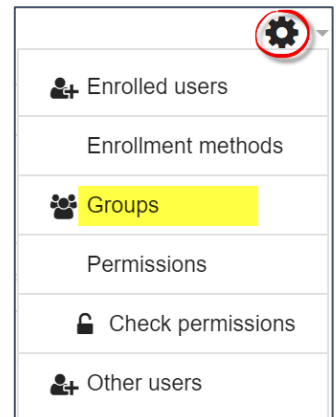


Figure 4: Open Group Options

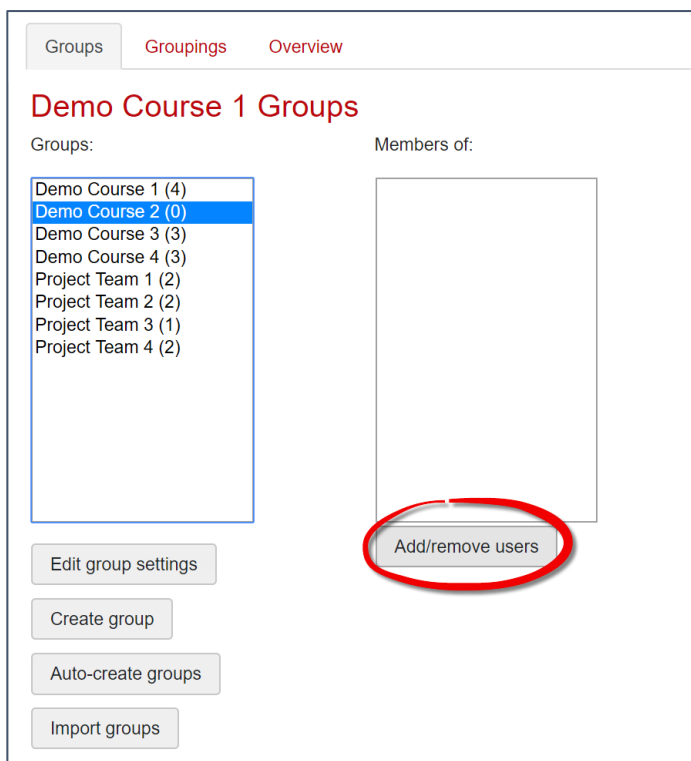


Figure 5: Select Group to Add Users

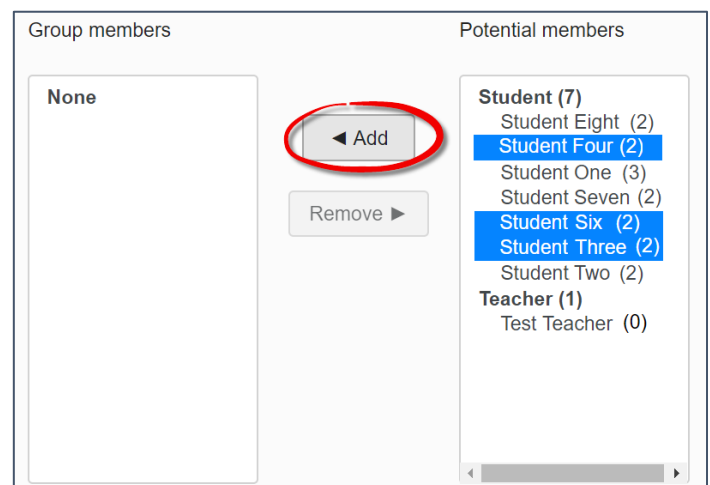


Figure 6: Add Selected Users

You're all set! Consider adding a [Group Members](#) link to your course to allow students to see who is in their group.