

GROUPS – MODIFY GROUP ENROLLMENT

Change which learners are working together on group assignments by removing a learner from one group and adding them to another. This tutorial shows how to add or remove learners from groups or move a learner from one group to another.

Step 1.

On your **Groups tool**, navigate to **Manage Groups**.

Step 2.

Click **View Categories** dropdown list and **select** the category you want to modify.

Step 3.

Click the **context menu** for the category and select **Enroll Users**.

Step 4.

In the **Display** category you can select All Groups or a specific group. You can also use the **Search function** available to locate a specific student you'd like to enroll/remove. Use these options to locate the group or student enrollment you'd like to modify.

Step 5.

Once you have located the group/student you want to change, you can **clear check boxes following a learner's name** to remove them from a group and vice versa to add them. Modify your group/student enrollment as desired.

When you move a learner to a new group:

- **Discussion posts remain in the previous group and, when applicable, do not count towards a learner's grade. (You can manually add the grade using the Grades tool.)**
- **Locker files remain in the previous group.**
- **Assignments submitted for the previous group remain with that group and, when applicable the learner receives the grades achieved by their new group.**

Step 6.

When you are ready, click **Save**.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>