

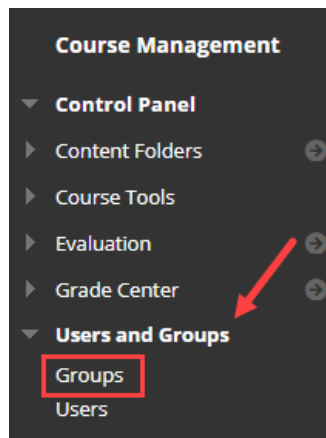
ADD/REMOVE/ENROLL STUDENTS TO EXISTING GROUPS

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. Or perhaps you course copied a course with groups and need to [randomize student enrollments](#) for existing groups in the course. These instructions take you through the steps necessary to add, remove, or rearrange students to existing groups.

Instructions

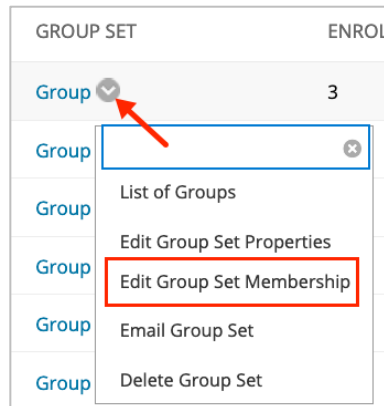
Adding/Removing/Rearranging Users within Existing Groups

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

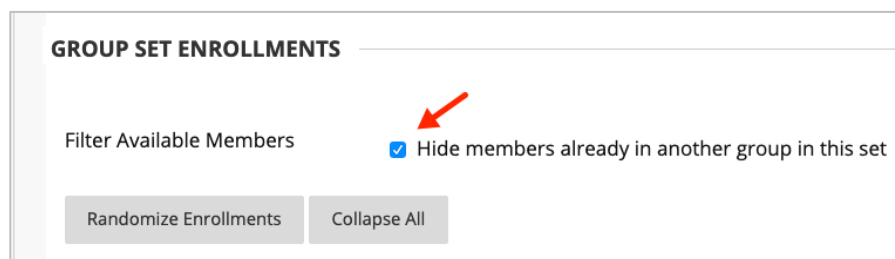


2. Click the down arrow for a group under Group Set. Select **Edit Group Set Membership**.

ADD/REMOVE/ENROLL STUDENTS TO EXISTING GROUPS

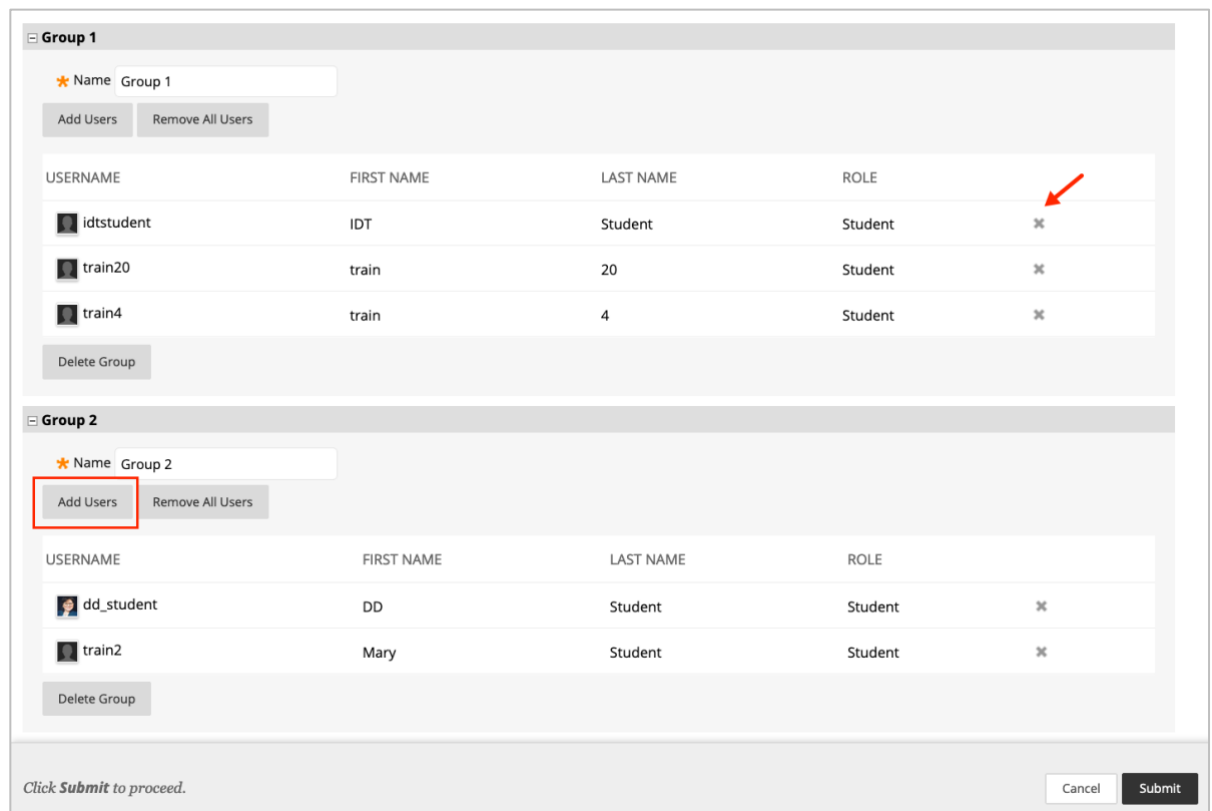


3. Make sure that “Hide members already in another group in this set” is checked under Group Set Enrollments.



4. You will see a page with all the group enrollments. On this page you can click the **x** next to a student’s name in a group to remove them from the group. To add them to another group, click the **Add Users** button for the new group and when a new window opens, select the student from the list and click **Submit**. Repeat these steps on this page until you are done adding, removing, or rearranging students from group to group. Click **Submit** on the Edit Group Set Enrollments page when done.

ADD/REMOVE/ENROLL STUDENTS TO EXISTING GROUPS



Group 1

Name: Group 1

Add Users Remove All Users

USERNAME	FIRST NAME	LAST NAME	ROLE	
idtstudent	IDT	Student	Student	✕
train20	train	20	Student	✕
train4	train	4	Student	✕

Delete Group

Group 2

Name: Group 2

Add Users Remove All Users

USERNAME	FIRST NAME	LAST NAME	ROLE	
dd_student	DD	Student	Student	✕
train2	Mary	Student	Student	✕

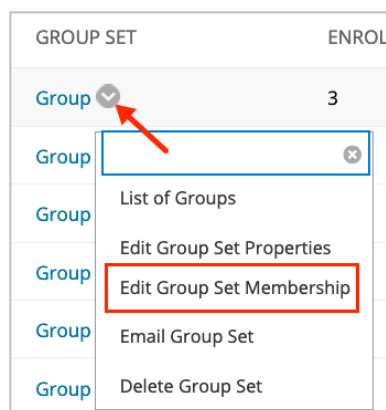
Delete Group


Click **Submit** to proceed.

Cancel Submit

Randomizing Enrollments to Existing Groups

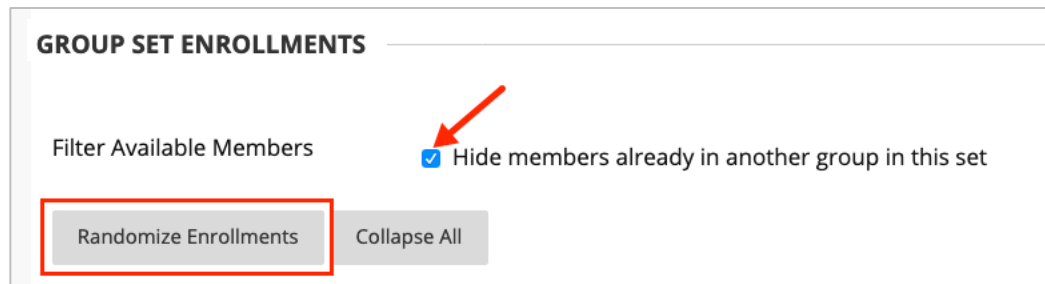
1. On the **Groups** page, click the down arrow for a group under Group Set. Select **Edit Group Set Membership**.



GROUP SET	ENROL
Group 	3
Group <input type="text"/>	
Group	List of Groups
Group	Edit Group Set Properties
Group	Edit Group Set Membership
Group	Email Group Set
Group	Delete Group Set

ADD/REMOVE/ENROLL STUDENTS TO EXISTING GROUPS

2. Make sure that “Hide members already in another group in this set” is checked under Group Set Enrollments. Next, click the **Randomize Enrollments** button.

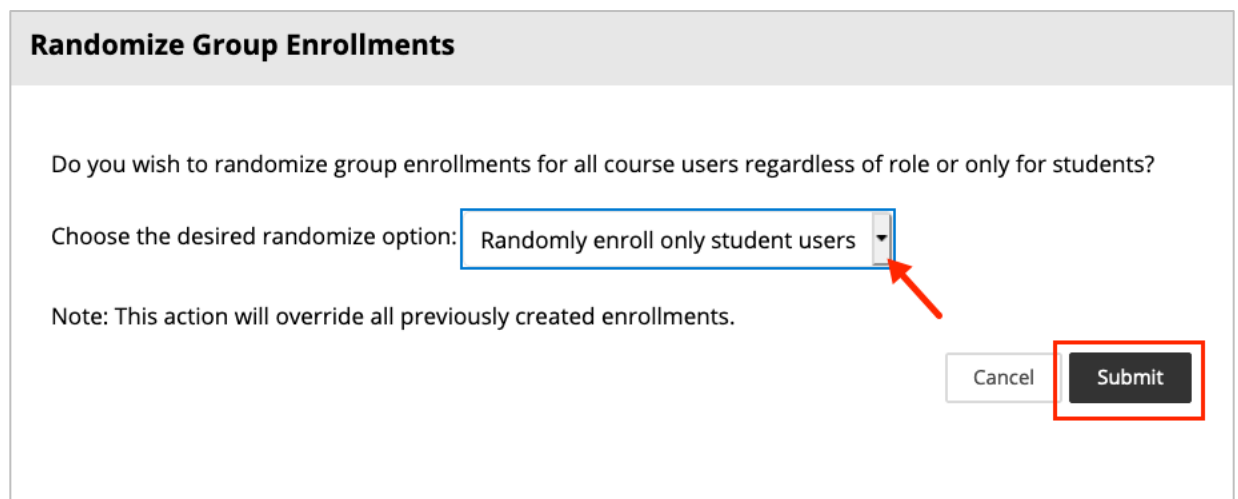


GROUP SET ENROLLMENTS

Filter Available Members Hide members already in another group in this set

Randomize Enrollments Collapse All

3. When the pop-up window appears, select “**Randomly enroll only student users**” then click **Submit**.



Randomize Group Enrollments

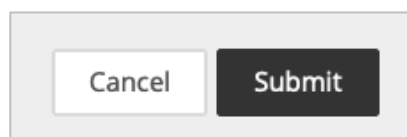
Do you wish to randomize group enrollments for all course users regardless of role or only for students?

Choose the desired randomize option: Randomly enroll only student users

Note: This action will override all previously created enrollments.

Cancel **Submit**

4. You will see the new random enrollments. Scroll to the bottom of the page and click **Submit**.



Cancel **Submit**