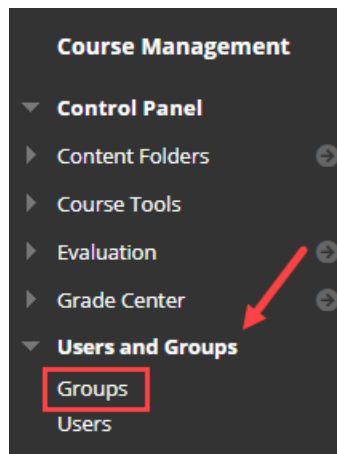


EDIT A GROUP OR GROUP SET

Once you have created groups in ulearn, you can edit the overall settings of the groups page for a single group or a group set.

Instructions

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



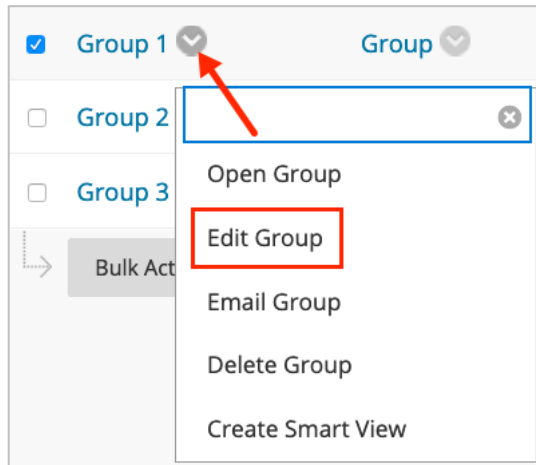
2. The Groups page individually lists all of the groups that have been created in the course. The list includes the **Name**, what **Group Set** it belongs to (if applicable), whether students can **Self-Enroll** in the group, and whether the group is **Available** to students.

NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
Group 1	Group	3	No	Yes
Group 2	Group	3	No	Yes
Group 3	Group	3	No	Yes

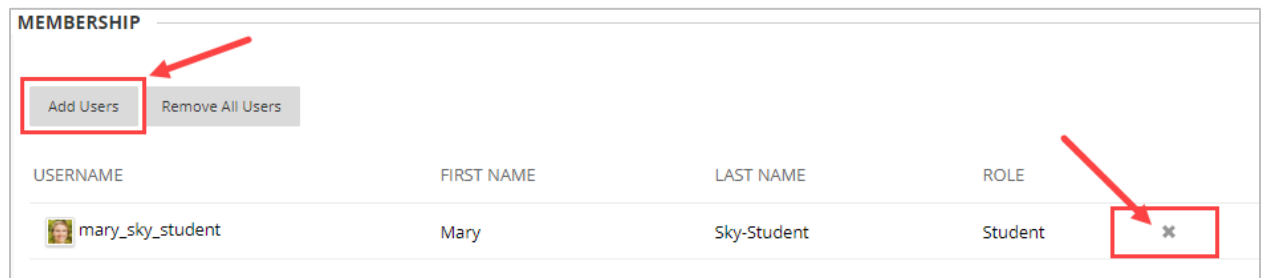
Edit Single Group

1. To edit a Single Group, click the **down arrow** icon next to the group you wish to edit and select **Edit Group** from the list.

EDIT A GROUP OR GROUP SET



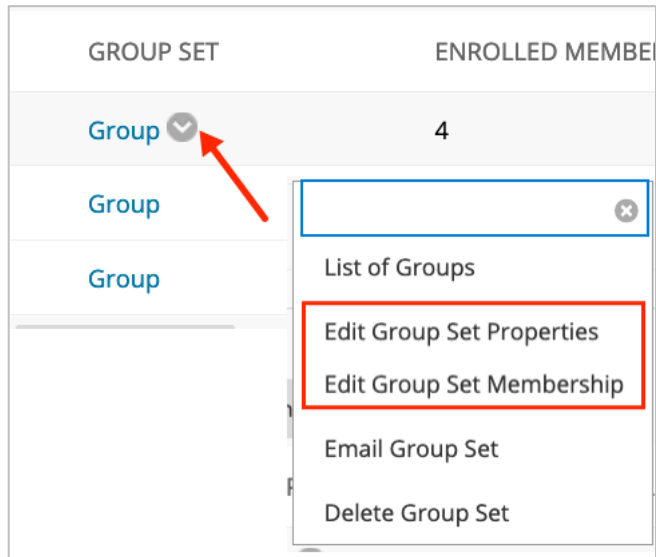
2. On the **Edit Group** screen, make any changes preferred. You can change the name, add a description, enable/disable group tools, and add users or remove users. To add additional students, click **Add Users** and proceed to select students for enrollment in the group, then click **Submit**. To remove a student from the group, click the **red X** in their row. Click **Submit** again when done.



Edit Group Set

1. To Edit a Group Set, under the Group Set heading, click the **down arrow** for any group. Select:
 - Edit Group Set Properties (to enable/disable group tools and other settings)
 - Edit Group Set Membership (to add/remove students from groups-most common)

EDIT A GROUP OR GROUP SET



Note:

If your course copied from a previously taught section and you had groups, you can Edit Group Set Membership and add enrollments this way (manual or random depending on how you originally created them).

2. When done making the necessary changes, click **Submit**.

