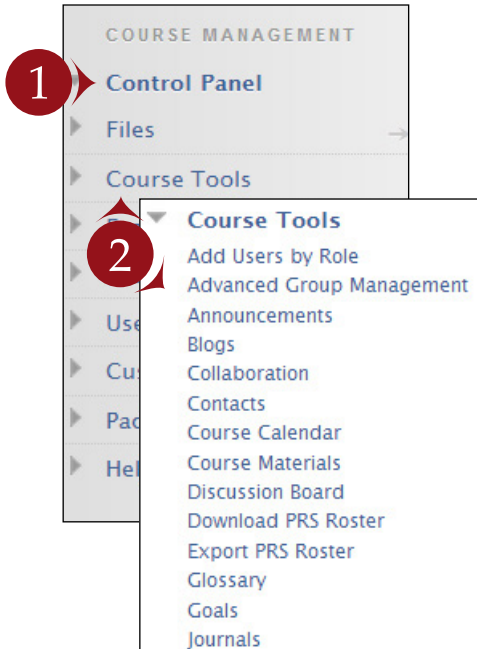


Group Management

1. Navigate to the "Control Panel."
2. Click "Course Tools" and select "Advanced Group Management."
3. Click "View/Assign Users."



Select Group	Available	Chat	Discussion	E-Mail	File Transfer	User Count
<input type="checkbox"/> Group 1	✓	✓	✓	✓	✓	1
<input type="checkbox"/> Group 2	✓	✓	✓	✓	✓	0
<input type="checkbox"/> Group 3	✓	✓	✓	✓	✓	2
<input type="checkbox"/> Group 4	✓	✓	✓	✓	✓	1
<input type="checkbox"/> Select All						

Buttons: Add Group, Modify Group, View/Assign Users

4. Choose "Modify" OR "Randomize."
5. If you chose the "Modify" option, assign each student to a group by checking the boxes. Each column represents a different group. Click "Submit."
6. If you chose "Randomize," simply click "Submit."

