Group Management

1. From the Control Panel, click on Users and Groups. Then, click on Groups.

2. Look to the top-right of the page and click on All Users.

3. To add multiple users to a group check the boxes next to each student you wish to add to the group. Then click Add Multiple Users to Groups.

4. Select a Group, and then click Submit.
5. If you wish to add a single student to a group, click the +Add to Group button and complete Step 4.
6. To remove a student from a group click the x to the right of the group you want to remove them from.