

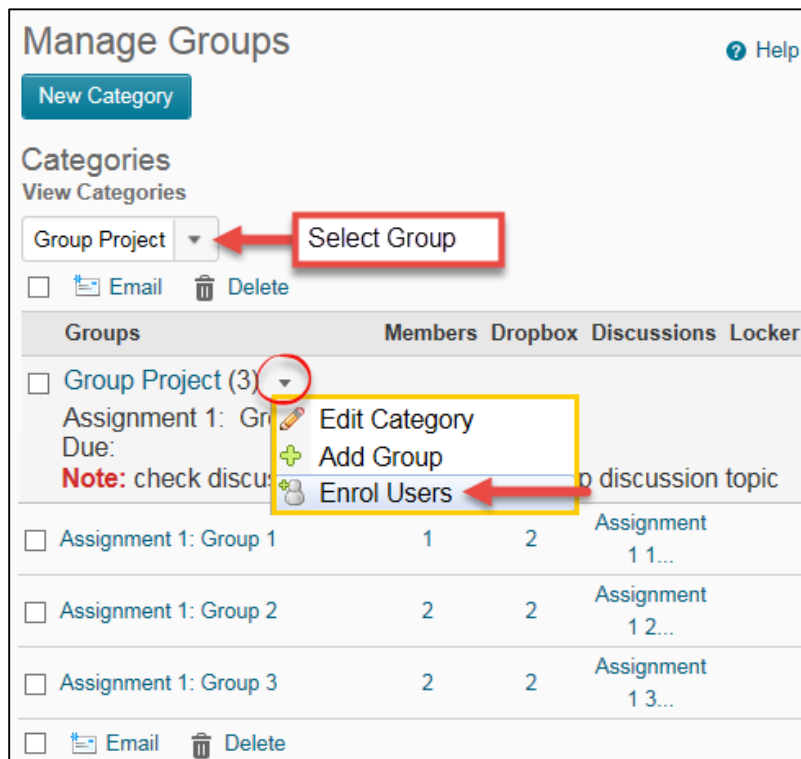
Manually Enroll Students in Groups

To manually enroll students in groups, modify group composition, and review group member lists:

1. In the Red Navigation Bar, click on **Communication**, and select **Groups**.



2. In the **Groups Setup** dropdown menu, select **Enroll Users**.



The screenshot shows the 'Manage Groups' interface. At the top, there is a 'New Category' button and a 'Help' link. Below that, the 'Categories' section is visible, with a dropdown menu set to 'Group Project'. A red box highlights this dropdown with the text 'Select Group'. Below the categories, there is a table with columns for 'Groups', 'Members', 'Dropbox', 'Discussions', and 'Locker'. The first row is 'Group Project (3)', which has a dropdown arrow next to it. A yellow box highlights this dropdown menu, and a red arrow points to the 'Enroll Users' option. Below the table, there are three rows for 'Assignment 1: Group 1', 'Assignment 1: Group 2', and 'Assignment 1: Group 3'. At the bottom, there are 'Email' and 'Delete' icons.

Groups	Members	Dropbox	Discussions	Locker
<input type="checkbox"/> Group Project (3) ▼				
<input type="checkbox"/> Assignment 1: Group 1	1	2	Assignment 1 1...	
<input type="checkbox"/> Assignment 1: Group 2	2	2	Assignment 1 2...	
<input type="checkbox"/> Assignment 1: Group 3	2	2	Assignment 1 3...	

3. Click in Group Columns to assign users to groups. **Save.**

Enrol Users - Group Project

Click to add another group

Enrolments

Category
Group Project

Display
All Groups

Search For: [Hide Search Options](#)

Search In
 First Name
 Last Name

Enrolment
 Enrolled
 Not Enrolled

20 per page

First Name, Last Name ▲	Assignment 1: Group 1 Users: 1	Assignment 1: Group 2 Users: 2	Assignment 1: Group 3 Users: 2
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>