



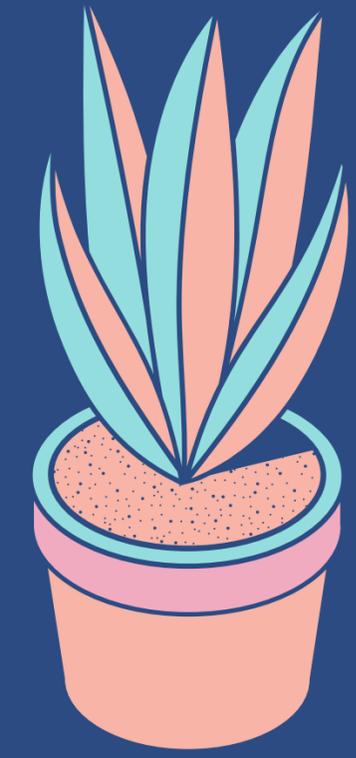
A QUICK INFORMATION GUIDE

# How to Create Groupings for Courses

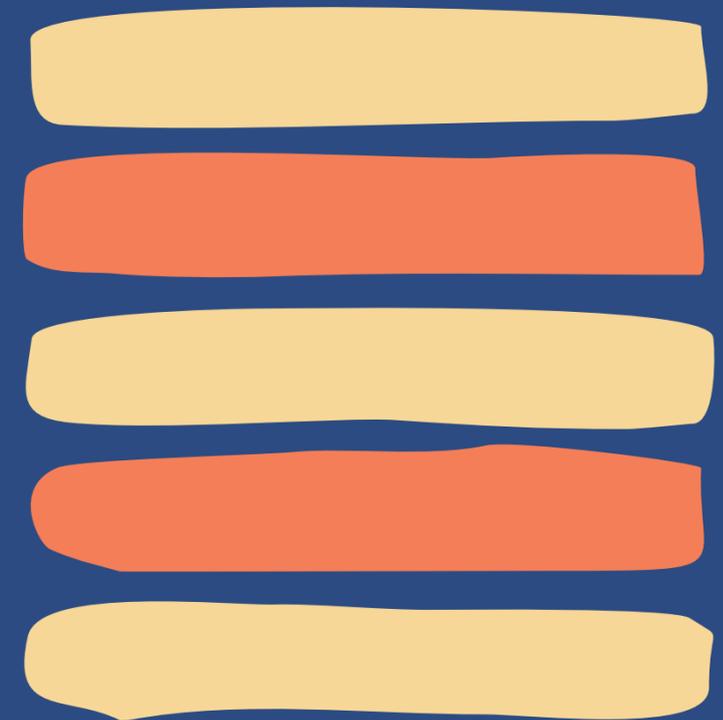
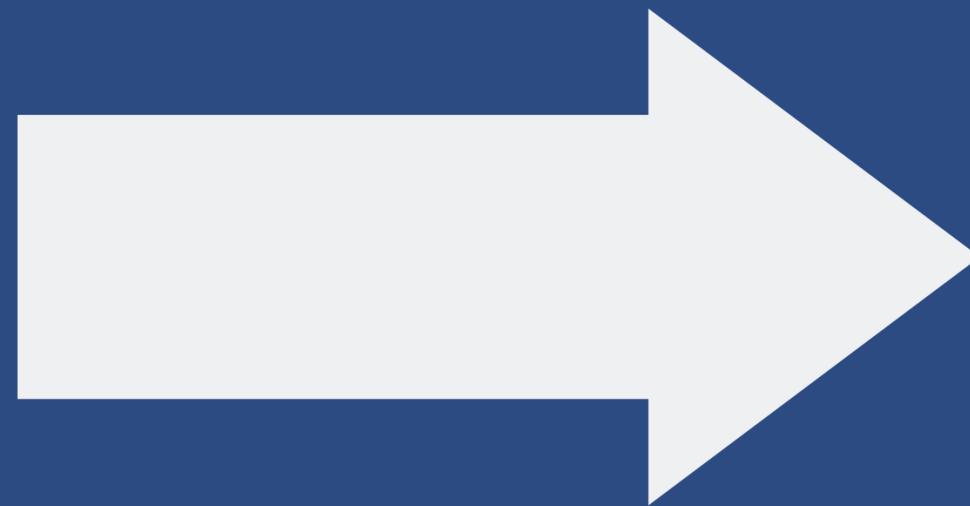
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# Sign into your CPCE Moodle Platform



Navigate to the Course where you have to create the group.



# Example

Select the Course  
(Business Studies)



**PBS 112**

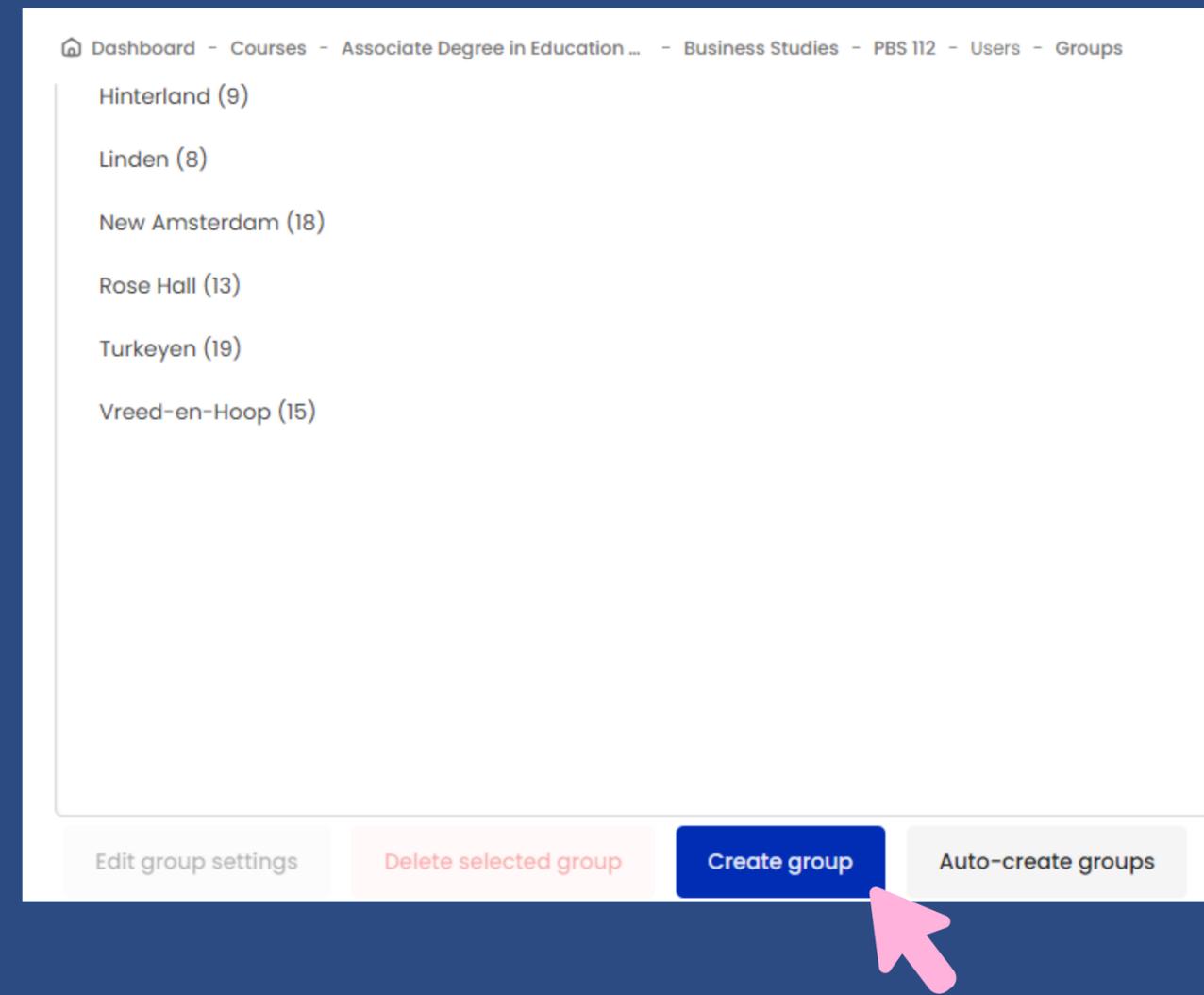
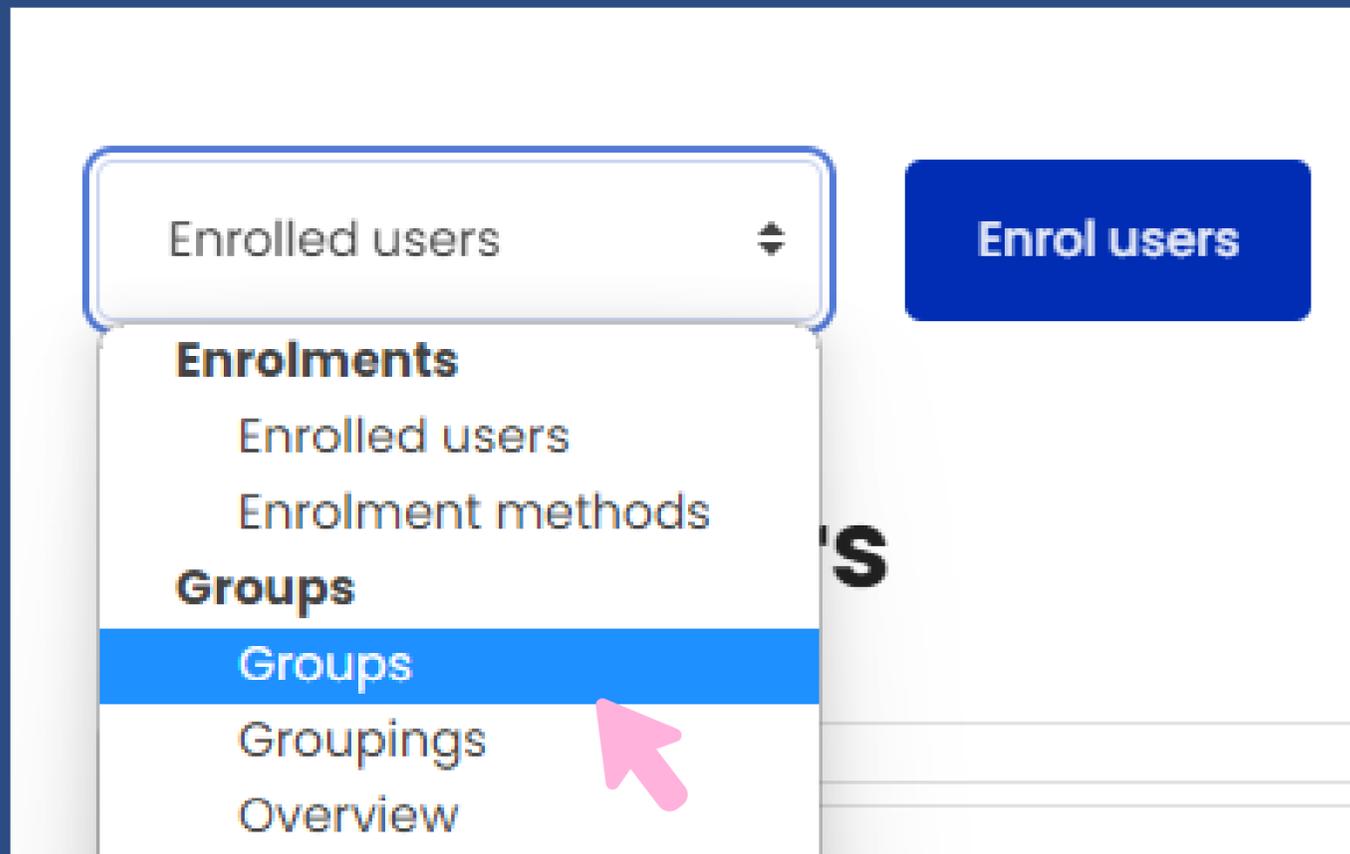


**Participants**



The screenshot shows a breadcrumb trail: Dashboard - Courses - Associate Degree in Education ... - Business Studies - PBS 112 - Participants. Below this are navigation tabs: Participants (selected), Badges, Competencies, and Grades. The main heading is 'Introduction to Accounting'. At the bottom, there is a dropdown menu with 'Enrolled users' and a blue 'Enrol users' button. A pink arrow points to the dropdown arrow, and pink text says 'CLICK THE DROP DOWN'.

# You'll then see these view



# Naming Convention for creating Groups

**Teacher Name - Center Name - Type - Group**

**Miss Hussein - Georgetown - PRI- Group 1**

If a Lecturer teaches at different centers or more than 1 courses, then you can create that grouping but set the name the GROUP as Group 2, 3 etc.

**Miss Hussein - Linden - PRI- Group 2**

# Enter Group Name here

General

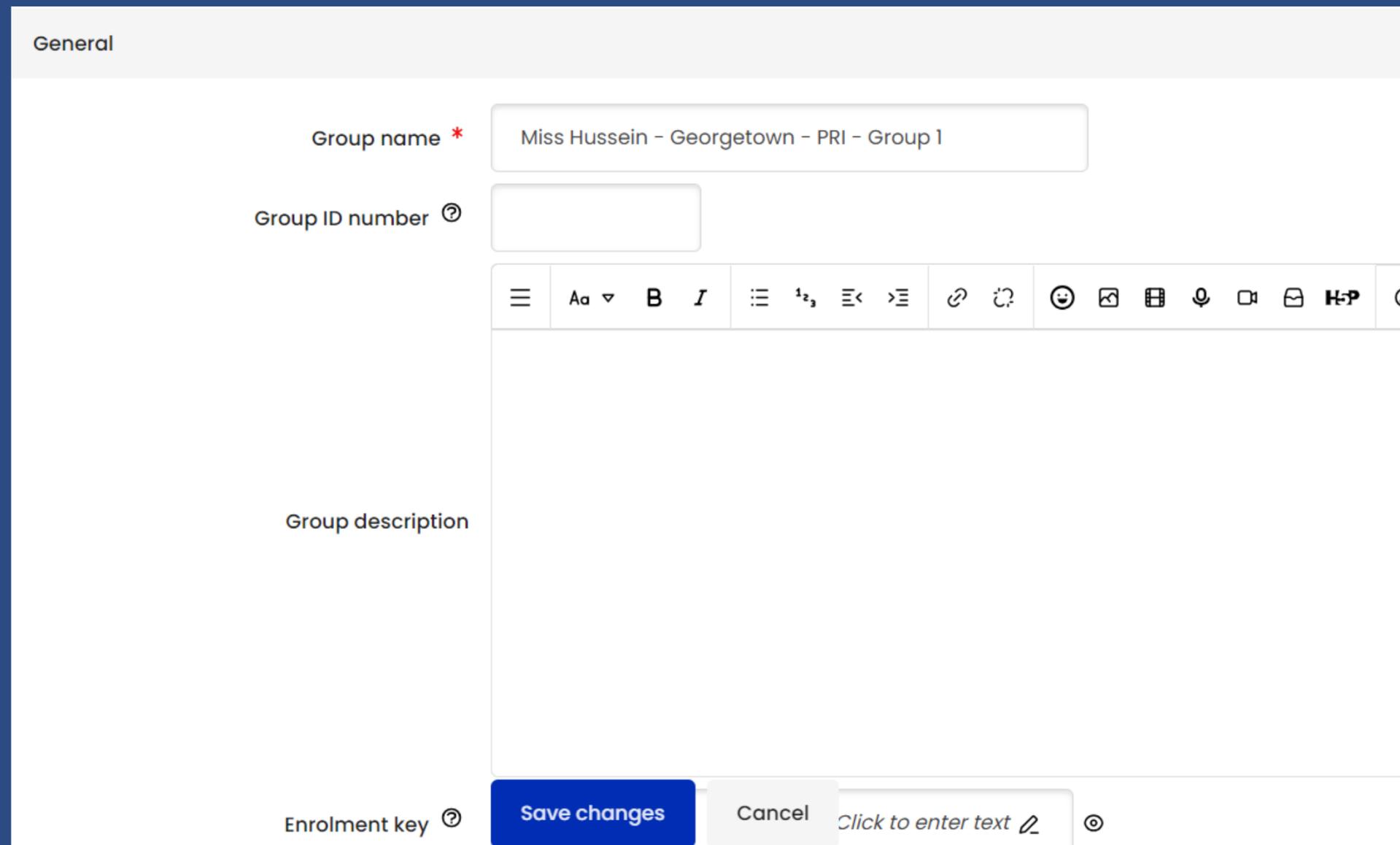
Group name \*

Group ID number ⓘ

Group description

Enrolment key ⓘ

[Click to enter text ↗](#) ⓘ



After entering the **Group Name ONLY**, you **SAVE** and then proceed to **ADD** Students to the Group

# Adding Students to Group

The screenshot displays a user interface for managing groups. On the left, a list of groups is shown, each with a name and a count in parentheses. The group 'Miss Hussein - Georgetown - PRI - Group 1 (0)' is highlighted with a grey background. A black curved arrow points from the text 'Note the Group Name' to this highlighted group. To the right of the list is an empty rectangular box. Below this box is a blue button labeled 'Add/remove users', which is pointed to by a pink mouse cursor. At the bottom of the interface are three buttons: 'Edit group settings' (grey), 'Delete selected group' (light red), and 'Create group' (blue).

Anna Regina (13)

Georgetown (20)

Hinterland (9)

Linden (8)

**Miss Hussein - Georgetown - PRI - Group 1 (0)**

New Amsterdam (18)

Rose Hall (13)

Turkeyen (19)

Vreed-en-Hoop (15)

**Note the Group Name**

**Add/remove users**

**Edit group settings** **Delete selected group** **Create group**

**Click here to Add Students**

# Adding Students to Group cont.

Dashboard - Courses - Associate Degree in Education ... - Business Studies - PBS 112 - Participants - Groups - Add/remove users

## Introduction to Accounting

Add/remove users: Miss Hussein - Georgetown - PRI - Group 1

Group members

None

Potential members

Too many users (141) to show  
Please use the search

Selected user's membership:

Search  Clear

Search  Clear

◀ Add

Remove ▶

enter student name here

For this example, I have searched for Kishana Chang

# Adding Students to Group cont.

**Introduction to Accounting**

Add/remove users: Miss Hussein - Georgetown - PRI - Group 1

Group members

Potential members

None

Matching 'kishana' and Multiple roles (1)

Kishana Chang (kishana.chang@cpce.gy) (0)

◀ Add

Remove ▶

1

2

Select **Student Name**, then select the **"Add"** button and it will add the student to the group successfully.

# Adding Students to Group cont.

The screenshot shows a user management interface for a group named "Introduction to Accounting". The breadcrumb trail at the top reads: "Home > Dashboard > Courses > Associate Degree in Education > Business Studies > Terms > Assignments > Groups > Add/Remove users".

## Introduction to Accounting

Add/remove users: Miss Hussein - Georgetown - PRI - Group 1

**Group members**

- Multiple roles (1)**
  - Kishana Chang (kishana.chang@cpce.gy)

**Potential members**

No users match 'kishana'

Navigation buttons: "Add" (left arrow) and "Remove" (right arrow).

You'll then see the Student in the Group which is displayed in the left container.

# Successfully Added a Student to Group

## Introduction to Accounting

Groups

### PBS 112 Groups

Groups

Anna Regina (13)

Georgetown (20)

Hinterland (9)

Linden (8)

Miss Hussein - Georgetown - PRI - Group 1 (1)

