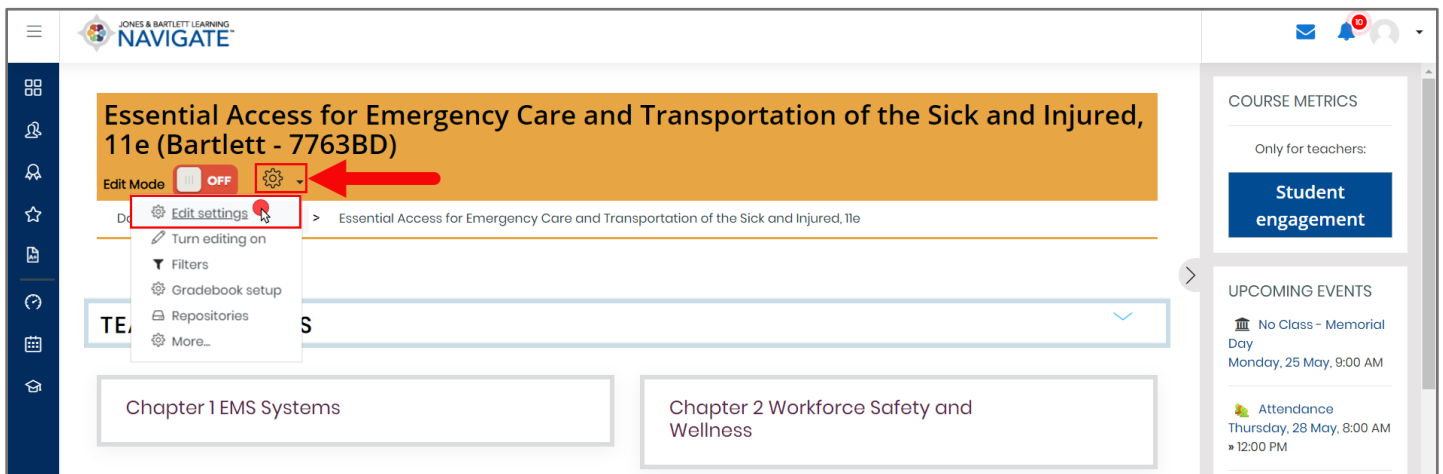


## How to Create Student Groups

*This document provides instructions on how to organize students into designated groups as a means of tracking and managing separate cohorts within a single course.*

***Please note: While the groups function is available, a recommended best practice is to use a one course ID per student cohort approach.***

1. First, you need to enable groups. From your course homepage, click the action button at the top, then choose **Edit Settings**.

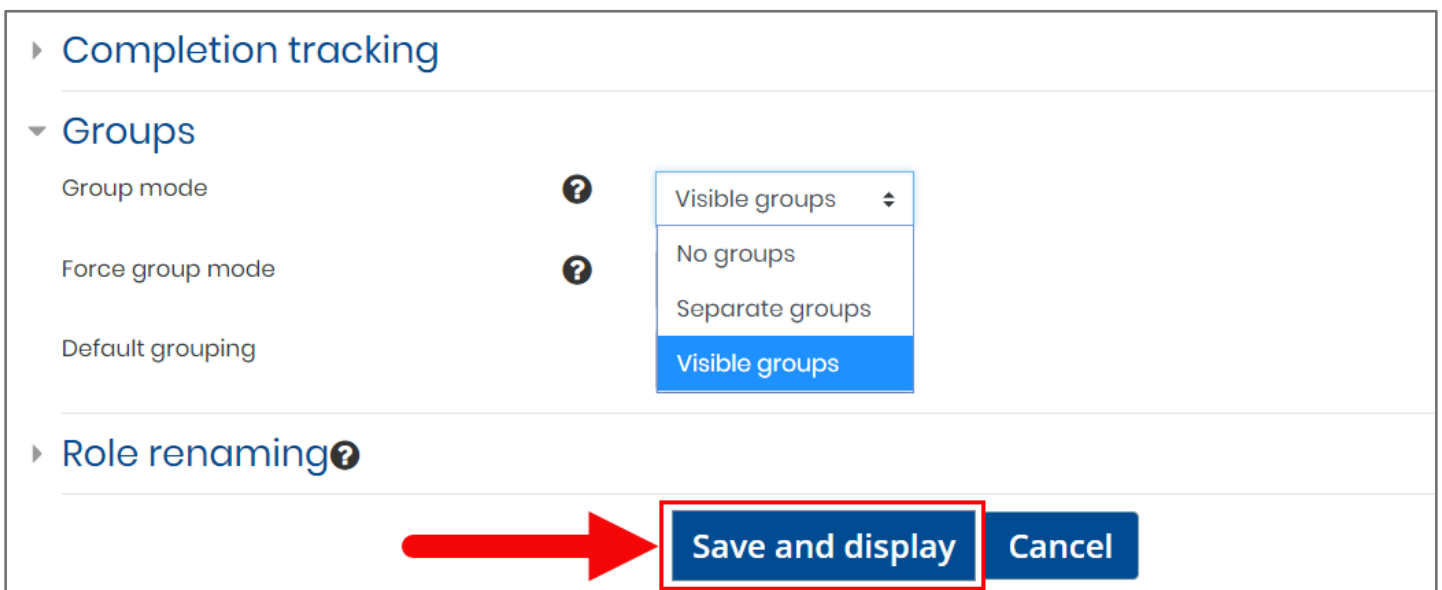


2. Scroll down to **Groups** and click to expand the section. To the right of **Group Mode**, choose either **separate groups** or **visible groups**. You can learn more about these options by clicking the question mark next to the dropdown.



The screenshot shows the 'Groups' section of a settings page. The 'Group mode' dropdown menu is open, displaying four options: 'Visible groups', 'No groups', 'Separate groups', and 'Visible groups'. A red callout box points to the first 'Visible groups' option with the text: 'Click here to learn more about the different group modes.' Below the settings are 'Save and display' and 'Cancel' buttons.

3. Next, click **Save and Display** at the bottom of the page to save your settings and return to your course homepage.



The screenshot shows the same 'Groups' settings page. A red arrow points to the 'Save and display' button, which is highlighted with a red border. The 'Visible groups' option is selected in the dropdown menu.

- Then, from the course homepage, click the **Participants** link in the **Navigate Drawer** to the left-hand side.

- You will be brought to a page listing all users currently enrolled in the course. From this page, click on the **Actions** button at the top-right, then select the **Groups** option from the menu dropdown.

Participants

No filters applied

Search keyword or select filter

Number of participants: 5

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name ^ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	David Williams	dwilliams@ascendlearning.com	Student	No groups	1 day 23 hours	Active
<input type="checkbox"/>	John Smith	jsmith@ascendlearning.com	Student	No groups	6 hours 32 mins	Active
<input type="checkbox"/>	Jones Bartlett	jbartlett@ascendlearning.com	Teacher	No groups	now	Active

- Enrolled users
- Enrolment methods
- Groups**
- Permissions
- Check permissions
- Other users

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

6. On the following page, click the **Create group** button towards the bottom-left of the page. You may need to scroll down to find this button.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e Groups

Groups

Members of:

Edit group settings

Delete selected group

**Create group**

Auto-create groups

Add/remove users

7. You must now enter a **Group name** in the field provided for how you would like the group to be displayed and tracked in the course. Other fields, such as **Group description** and **New picture**, are optional. Upon entering the desired information, click the **Save changes** button at the bottom of the page.

General

Group name

Group ID number

Group description 

6 PM Class

Enrolment key

Hide picture

New picture  Maximum size for new files: 50MB

8. The **Group** you have just created will now be listed as an available group with which to assign participants in the course. To assign select students to this group, you must highlight its name in the **Groups** pickbox and then click the **Add/remove users** button to the bottom right of the page.

Groups Groupings Overview

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e Groups

Groups

Members of: Night Class (0)

9. The next page will display two pickbox fields. The one on the left shows you **Group members** who are added to the group, and the box on the right displays the **Potential members** of course enrollees available to add to the group.

**Night Class**  
6 PM Class

**Group members**

None

◀ Add

Remove ▶

**Potential members**

Student (4)  
Lisa Adams (ladams@ascendlearning.com) (0)  
Michelle Doe (mdoe@ascendlearning.com) (0)  
John Smith (jsmith@ascendlearning.com) (0)  
David Williams (dwilliams@ascendlearning.com) (0)  
Teacher (1)  
Jones Bartlett (jbartlett@ascendlearning.com) (0)

Selected user's membership:

Search  Clear

Search  Clear

[Search options ▶](#)

10. Use your mouse pointer to select an individual you would like to add to this group. Please note, you may select multiple users at a time by holding down the Control button on your keyboard during your selections. After choosing the desired users' names, click the **Add** button to assign them to the group.

**Night Class**  
6 PM Class

**Group members**

None

◀ Add

Remove ▶

**Potential members**

Student (4)  
Lisa Adams (ladams@ascendlearning.com) (0)  
Michelle Doe (mdoe@ascendlearning.com) (0)  
John Smith (jsmith@ascendlearning.com) (0)  
David Williams (dwilliams@ascendlearning.com) (0)  
Teacher (1)  
Jones Bartlett (jbartlett@ascendlearning.com) (0)

Selected user's membership:

Search  Clear

Search  Clear

[Search options ▶](#)

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm

11. After clicking **Add**, you will see the student names move from the **Potential members** box to the **Group members** box, indicating that these students now belong to this group of participants.

Night Class  
6 PM Class

Group members

Student (2)  
Lisa Adams (ladams@ascendlearning.com)  
John Smith (jsmith@ascendlearning.com)

← Add  
Remove ►

Potential members

Teacher (1)  
Jones Bartlett (jbartlett@ascendlearning.com) (0)  
Student (2)  
Michelle Doe (mdoe@ascendlearning.com) (0)  
David Williams (dwilliams@ascendlearning.com) (0)

Search  Clear

Search  Clear

Search options ►

Selected user's membership:

12. When finished with your group additions, click the **Back to groups** button at the bottom of this page to continue to create groups as needed.

Group members

Student (2)  
Lisa Adams (ladams@ascendlearning.com)  
John Smith (jsmith@ascendlearning.com)

← Add  
Remove ►

Potential members

Teacher (1)  
Jones Bartlett (jbartlett@ascendlearning.com) (0)  
Student (2)  
Michelle Doe (mdoe@ascendlearning.com) (0)  
David Williams (dwilliams@ascendlearning.com) (0)

Search  Clear

Search  Clear

Search options ►

**Back to groups**

Selected user's membership:

13. You may also manage your groups at any time from this Groups page by selecting the group you need to adjust and clicking the **Add/remove users** button again. You may also edit any other component of the group setup by clicking the **Edit group settings** button or removing the group entirely by clicking **Delete selected group**.

Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e Groups

Groups

Night Class (2)

Members of: Night Class (2)

Student  
Lisa Adams  
John Smith

Edit group settings

Delete selected group

Create group

Add/remove users

14. After setting up your groups, you will have the option of filtering out the group's results in your gradebook.

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Quiz Analytics Single view User report

Visible groups All participants

All participants

First name All Night Class

Surname All

		Essential Access for Emer... <span>⊖</span>			
		Exams <span>⊖</span>			
First name / Surname <span>▲</span>	Email address	Module 1 Test <span>⬇</span> <span>✎</span>	Chapter 2 Exam <span>⬇</span> <span>✎</span>	Practical Exam <span>⬇</span> <span>✎</span>	
Lisa Adams	ladams@ascendlearning.com	20.00 <span>🔍</span>	84.00	80.00	
Michelle Doe	mdoe@ascendlearning.com	- <span>🔍</span>	-	90.00	
John Smith	jsmith@ascendlearning.com	- <span>🔍</span>	86.00	86.00	
David Williams	dwilliams@ascendlearning.com	- <span>🔍</span>	-	-	
<b>Overall average</b>		20.00	85.00	85.33	



15. You can also create group overrides for quizzes or assignments in order to apply exceptions for a select group of students.

## Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e (Bartlett - 7763BD)


Dashboard > My courses > Essential Access for Emergency Care and Transportation of the Sick and Injured, 11e > Chapter 5 Medical Terminology > Chapter 5 Quiz

### Chapter 5 Quiz

Attempts allowed: 2  
This quiz closed on Friday, 8 May 2020, 5:00 PM  
Grading method: Highest grade

Attempts: 2

[Back to the course](#)



- ... Edit settings
- ... **Group overrides**
- ... User overrides
- ... Edit quiz
- ... Preview
- ... Results
  - Grades
  - Responses

This option allows you to apply overrides to groups of your choosing.

Technical Support: [www.jblearning.com/techsupport](http://www.jblearning.com/techsupport) | [support@jblearning.com](mailto:support@jblearning.com) | 1-978-443-5000 | M-F 8:30am – 8:00pm