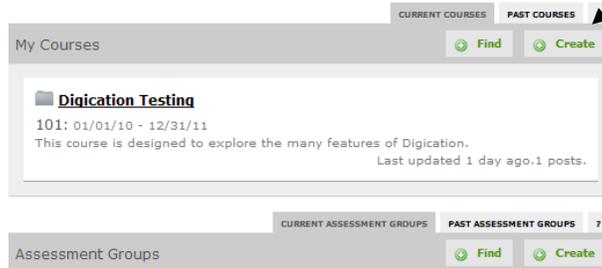


## Creating a Course or Assessment Group

> Click Create in My Courses OR Assessment Groups



> Type in a Title, Course Number and Description

CREATE

What are you creating?

Course
  Community (E.G. Study Group, Interest Group)
  Assessment Group

Title:

Course Number:  
If you don't have one, just leave it blank. You can always add this later.

Short Description: (200 character max)  
Please keep this short. This text will show up under the title on the Home page listing.

> Scroll down > Complete the remaining information > Click Create

When is this available?

Start Date indicates when students will first be able to access the course. End Date indicates when it will be moved to the 'Past Courses' section.

From:    To:

What tools do I need?

Gradebook
  Attendance
  Discussions
  Assessment

What else do I need?

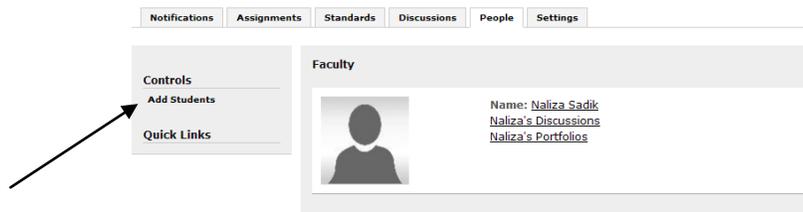
Don't worry, if you need to change this later, you can simply go to the "Settings" tab and go to "Administration > General Info".

## Adding Students to Course/Assessment Group

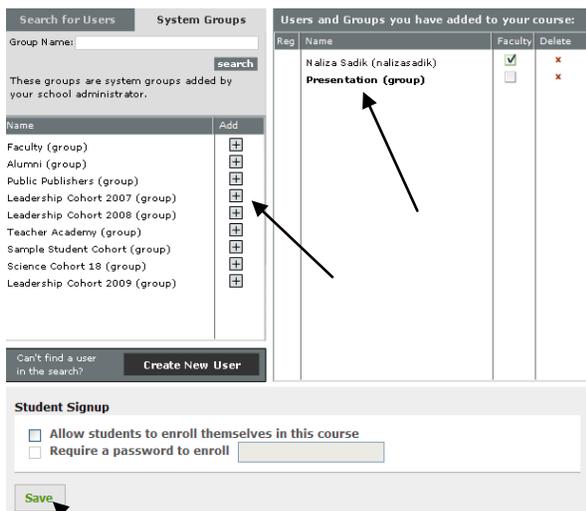
> To add students: Click People tab in your Course OR Assessment Group



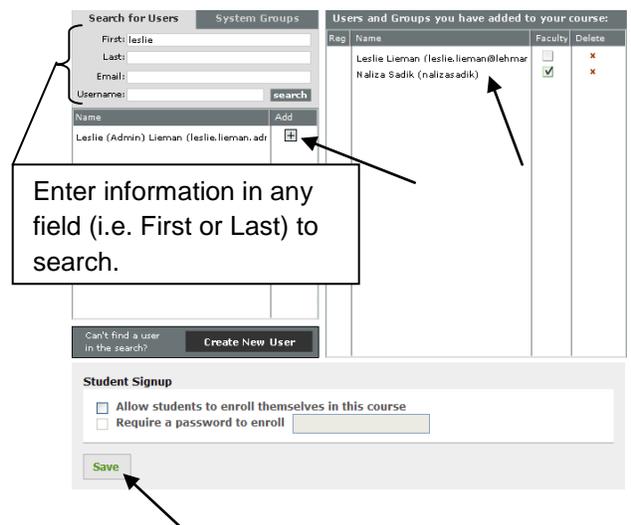
> Click Add Students located in side menu



> To enroll a group of students:  
Administrator needs to create group/class/cohort in advance. Click on System Groups Tab > Click on + Add Button next to your class/cohort > Once group appears in right hand box > Save



> To enroll individual students: Search for the student by entering information in any field (i.e. First name or Last name) > Click Search > Student will show up in the box below > Click + Add Button > Student will show up in the box to right of the page, they are now in your course > Save



> To Delete a group/student:  
Click X next to the name > Save