How to create a Group in Webcampus:

You can create a set of groups in Webcampus NG version 9 with the Group Set option. Begin by clicking the Control Panel link in your Webcampus course (see figure 1).

**Step 1** – Click on the Control Panel link located in the left hand corner of your Webcampus course. Expand the Users and Groups group menu, then click the Groups link (see figure 1).

![Figure 1: Expanding the “Users and Groups” menu, then selecting the “Groups” option](image)

This will take you to the Groups page. Expand the Create Single Group drop down option then select the Manual Enroll option (see figure 2).

![Figure 2: Selecting the Manual Enroll option](image)
This will take you to the **Create Group** page. From the Group Information setting, in the **Name** field. Then in the **Description** field enter in a description for the group (see figure 3).

![Create Group page](image)

**Figure 3: Giving the Group a “Name” and “Description”**

Review the Tool Availability settings. Click on a check box to unselect any tool you do not want to release to the group (see figure 4).

![Tool Availability settings](image)

**Figure 4: Reviewing the Tool Availability for a group**
Review the **Module Personalization Setting**. Decide whether you want to allow students to personalize their group modules. When module personalization is enabled students will be able to reorder the row and column in which module is displayed.

If you prefer not to allow students to personalize their group space, unclick the **Allow Personalization** checkbox (see figure 5).

![Module Personalization Setting](image)

**Figure 5: Reviewing the Allow Personalization option**
To assign members to the group. Select each student’s name from the Items to Select group, then click the button to **Move to list of selected items** (see figure 5).

Figure 5: Selecting the student then the “Move to list of selected items” button

After you have finished adding users, select the **Submit** button from the lower right hand corner of the screen (see figure 6).

Figure 6: Selecting the Submit button
That will take you back to the Groups page, which will display a message at the top of the screen to confirm that you successfully created the group of groups. You may modify Group membership on the Groups page. Click the checkbox for the group you want to modify, then select the Edit button from the drop down menu (see figure 7).

Figure 7: Selecting the “Edit” option for a group