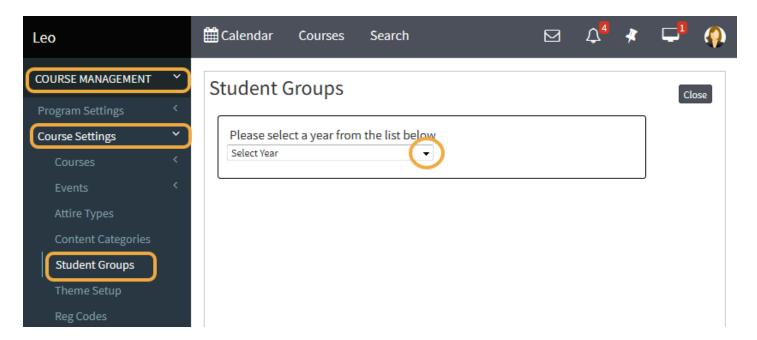
Course Settings: Student Groups

This report shows a list of all Student Groups for a given Academic year.

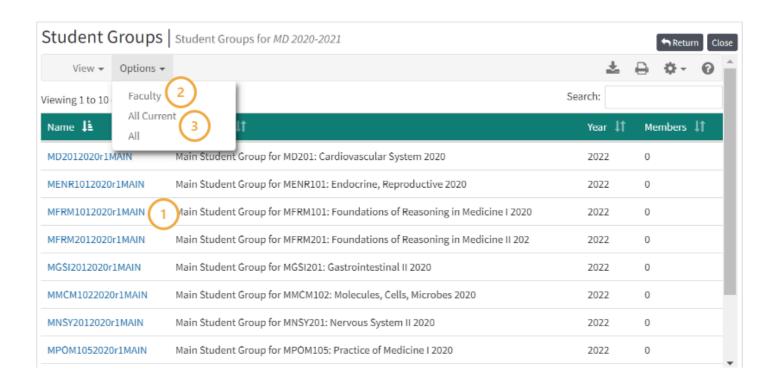
8

NOTE: In many cases, these Groups may have been auto-created for Courses with no enrollment, which means that many of the Groups in the list may have no Students assigned.

Path: Admin Toolbar > Course Management > Course Settings > Student Groups > [Select Year]



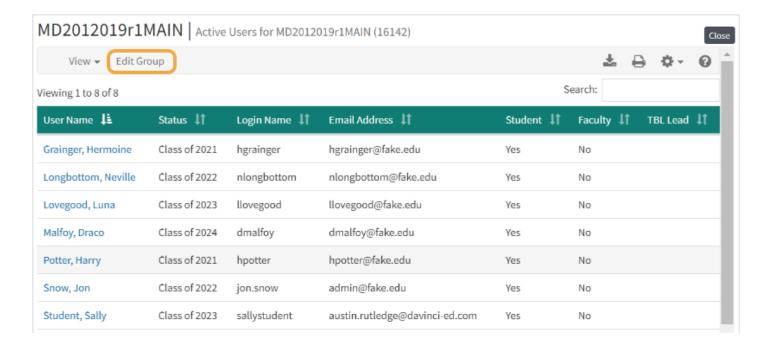
Leo User Guide



(1) Edit Group

This report shows the Users in a Group assigned to an Exam.

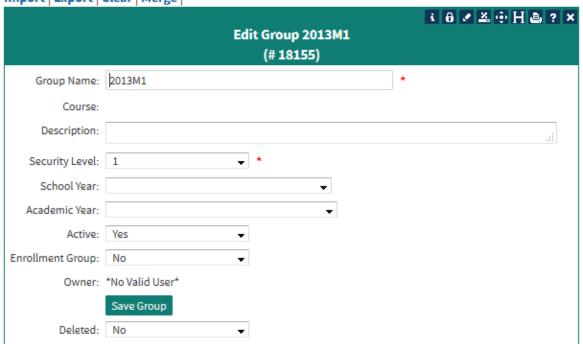
Select Edit Group link



This screen is used to manage a Group, which includes:

- The security level of the Group
- The optional Course that to which the Group is linked
- The members of the Group

Users | Admins | Events | Types | Roster | Clone | Copy User | Affiliation | Set Profile | Composite | Import | Export | Clear | Merge |

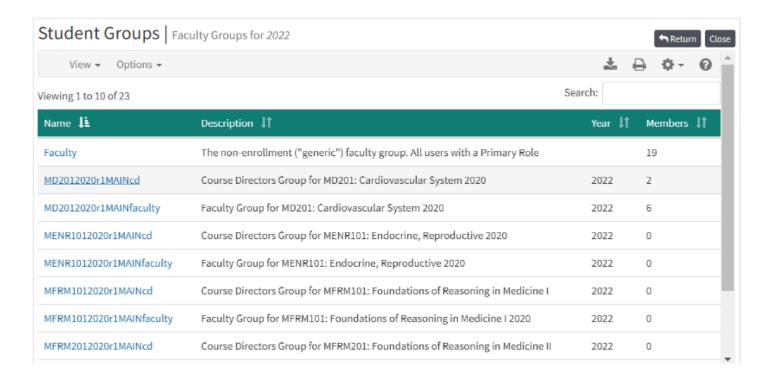


• NOTE: If this is a Student Enrollment Group, you should add Users by creating a roster record in the Course Screen.

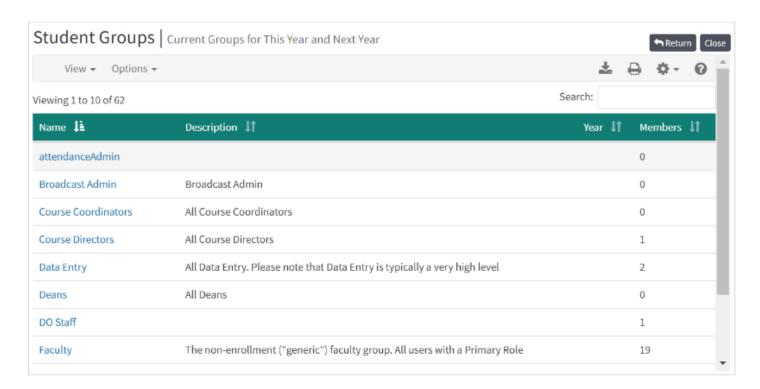
Options in Edit Group:

- **Users:** Presents a build list to manage the Users in this Group
- Admins: Administrators of this Group
- Events: List of events linked to this Group
- **Types:** Define the Group type(s)
- Roster: A detailed list of the Users in the Group
- Clone: Make a copy of this Group
- Copy User: Copy Users from other Groups into this Group
- **Affiliation:** Copy Users in this Group based on User affiliation
- **Set Profile:** Set profile options on all Users in the Group
- **Composite:** Generate a photo composite of the Users in the Group
- Import: Import a list of Users into the Group based on netID or any other standard User ID set
- **Export:** Export a list of netIDs for the Users in this Group
- Clear: Clear all Users from the Group
- Merge: Merge this Group with another Group. This Group will remain after the merge

(2) Faculty

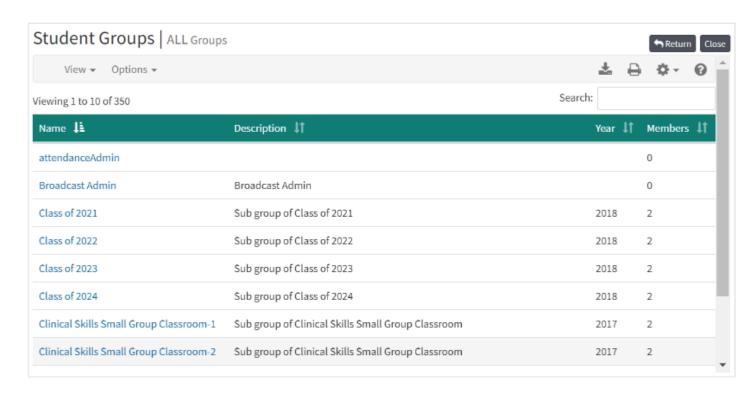


(3) All Current





(4) AII



All Groups: Individual Groups, Student Groups and Faculty Groups

