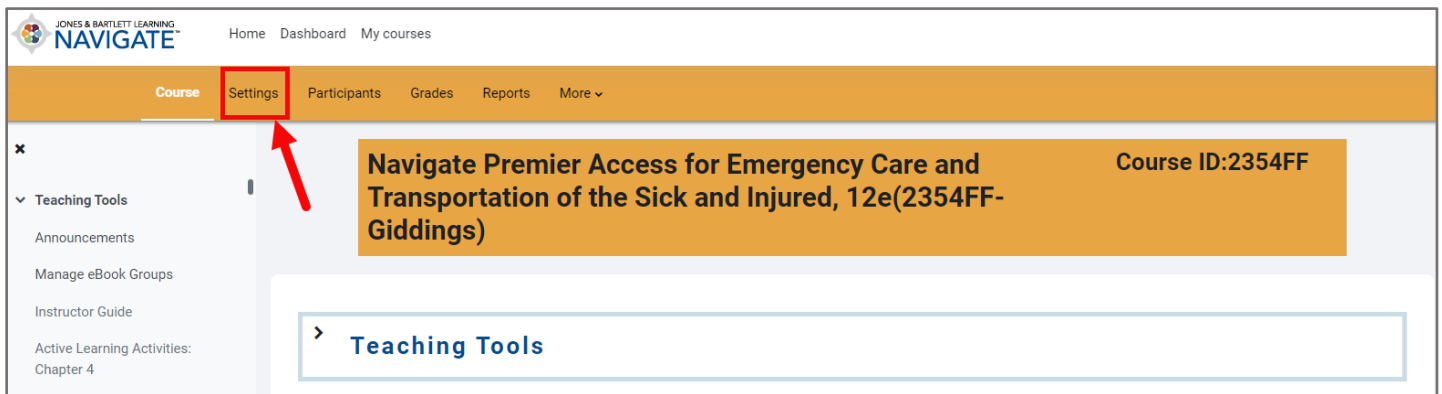


How to Create Student Groups

*This document provides instructions on organizing students into designated groups as a means of tracking and managing separate cohorts within a single course. **Note:** While the Group feature may be used for various organizational purposes, a recommended best practice is to use a one course ID per student cohort approach.*

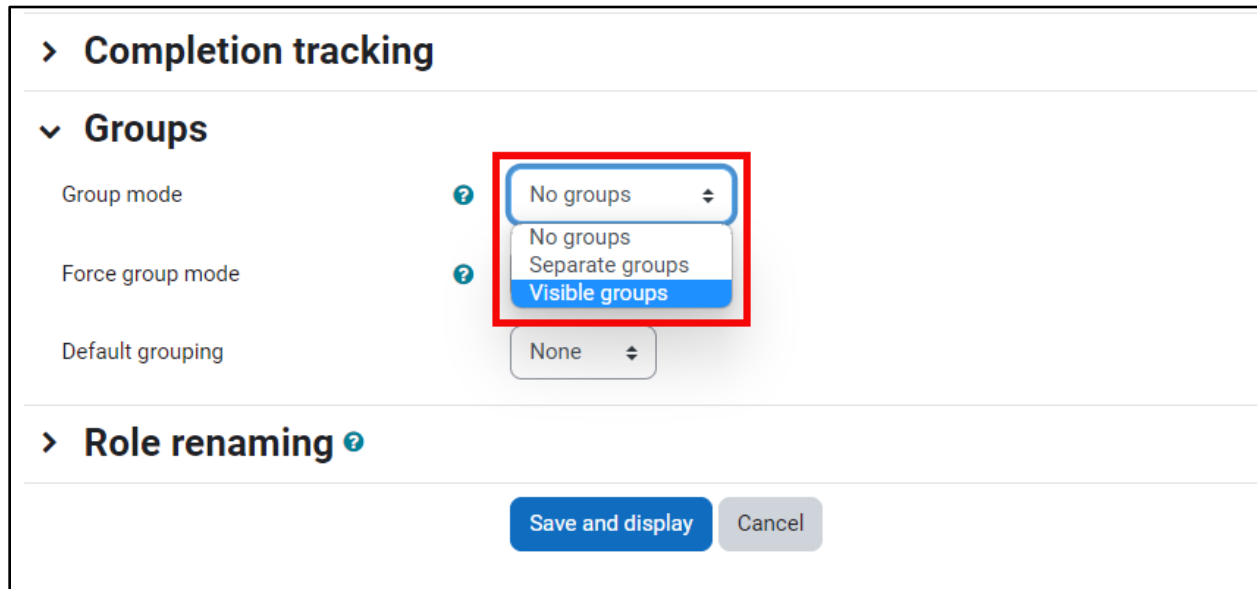
1. First, you need to enable the Groups option within your course settings. From the course homepage, click **Settings** in the menu bar at the top.



The screenshot shows the course settings page in the NAVIGATE system. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. The course menu bar has 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Settings' option is highlighted with a red box and a red arrow. The page title is 'Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Giddings)' and the course ID is '2354FF'. The left sidebar shows 'Teaching Tools' expanded with options for Announcements, Manage eBook Groups, Instructor Guide, and Active Learning Activities: Chapter 4. The main content area shows a 'Teaching Tools' section.

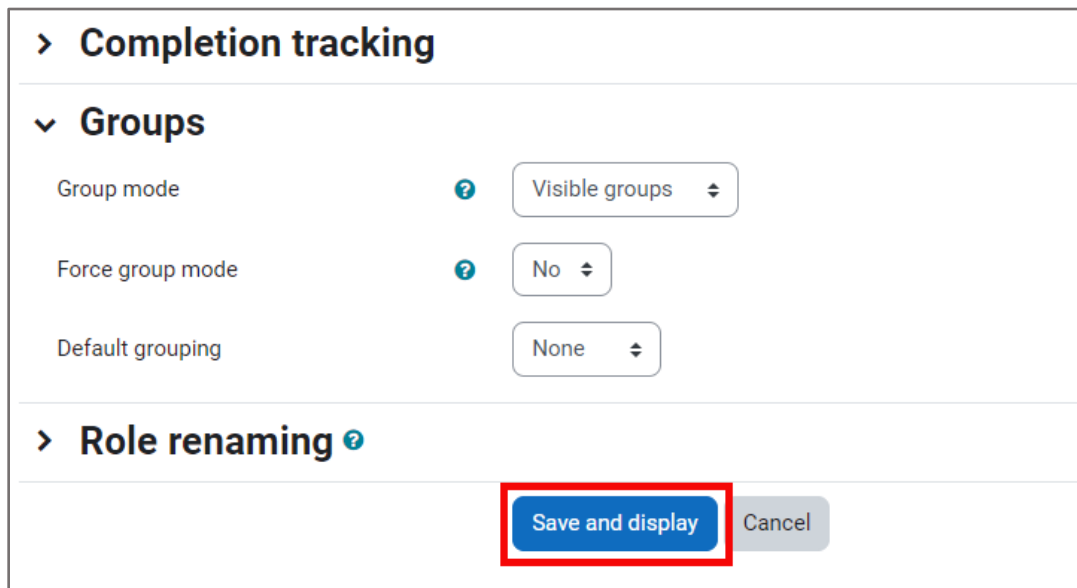
2. Scroll down to **Groups** and click to expand the section. To the right of **Group Mode**, choose either **separate groups** or **visible groups**. You can learn more about these options by clicking the question mark next to the dropdown.

- **Separate groups** – Each group member can only see their own groups. Other groups for which they are not a member are invisible to them.
- **Visible groups** – Each group member is tracked and works within in their own group, but can also see other groups in the same course.



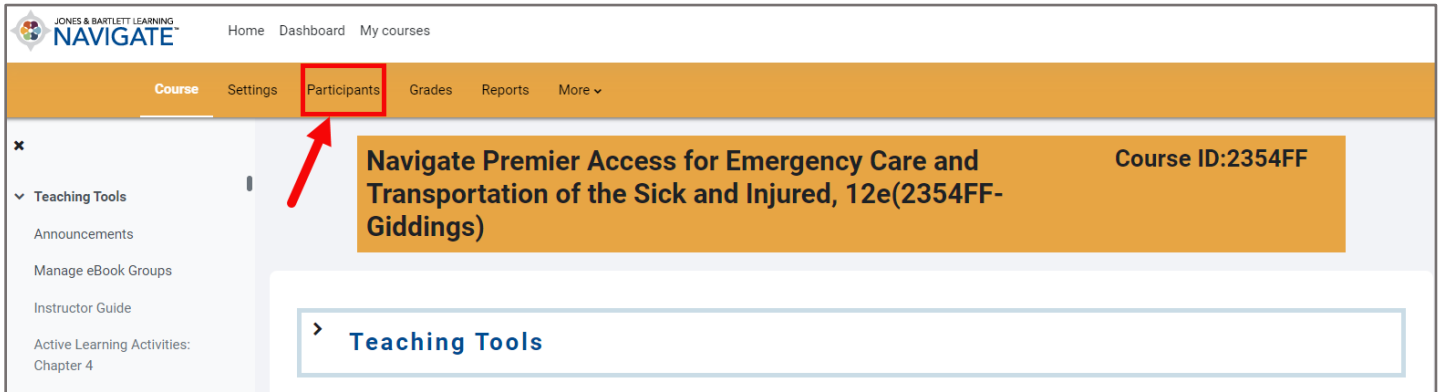
The screenshot shows the 'Groups' settings section under 'Completion tracking'. The 'Group mode' dropdown menu is open, showing three options: 'No groups', 'Separate groups', and 'Visible groups'. The 'Visible groups' option is highlighted in blue. The 'Force group mode' dropdown is set to 'No', and the 'Default grouping' dropdown is set to 'None'. At the bottom of the panel 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.

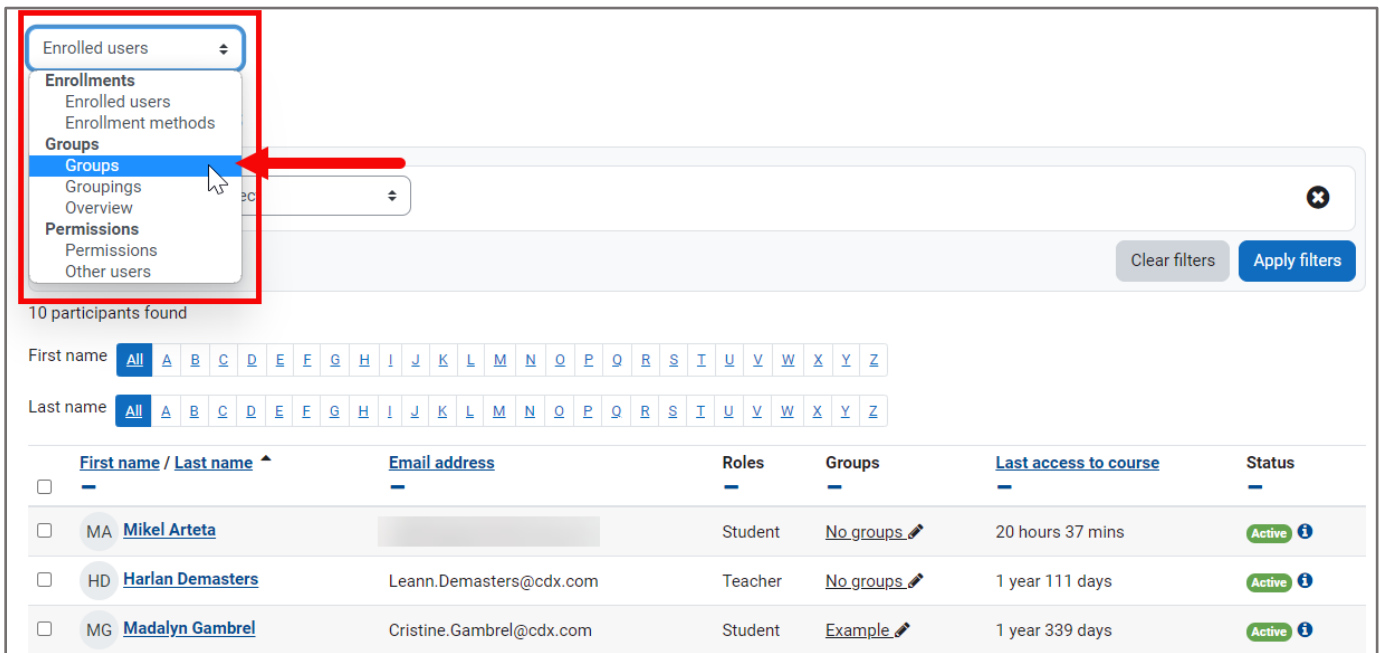


The screenshot shows the 'Groups' settings section after the changes have been made. The 'Group mode' dropdown is now set to 'Visible groups', 'Force group mode' is set to 'No', and 'Default grouping' is set to 'None'. The 'Save and display' button at the bottom is highlighted with a red box.

4. Next, from the course homepage, click the **Participants** option in the navigation menu bar at the top of the page.



5. You are brought to a page listing all users currently enrolled in the course. From this page, click on the **dropdown menu** in the top left corner, then select the **Groups** option.



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.

Groups

Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-G) Groups

Groups

Example (2)

Members of:

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

7. You should 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 preferred details, scroll down and click the **Save changes** button at the bottom of the page.

General

Group name: Night Class

Group ID number: [empty]

Group description: 6 PM Class

Enrollment key: Click to enter text

Group messaging: No

New picture: Choose a file... Maximum size for new files: 50 MB

Save changes Cancel

You can enter a group description here.

You can upload a picture here.

8. The **Group** you have just created is now listed as virtual bucket in which to assign users enrolled in the course. To assign select students to this group, select it in the **Groups** pickbox first and then click the **Add/remove users** button to the bottom right of the page.

Groups: [pickbox]

Navigate Premier Access for Emergency Care and Transportation of the Sick and Injured, 12e(2354FF-Gi Groups)

Groups: Example (2), Morning Class (0), Night Class (0)

Members of: Night Class (0)

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Add/remove users

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9. The next page displays 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.

Add/remove users: Night Class

Night Class
6 PM Class

Group members (None)

Potential members

Student (5)
Mikel Arteta () (0)
Madalyn Gambrel (Cristine.Gambrel@cdx.com) (1)
Onita Gaulke (Michalina.Gaulke@cdx.com) (1)
Carole Hackman (Katheryn.Hackman@cdx.com) (0)
Velma Lehn (Krista.Lehn@cdx.com) (0)

Teacher (4)
Harlan Demasters (Leann.Demasters@cdx.com) (0)
Ethan Gollehon () (0)
Elvis Peterka (Mable.Peterka@cdx.com) (0)
Ryan Poor () (0)

No roles (1)
Steve Webster () (0)

Selected user's membership:

Search Clear

Search options ▶

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

Add/remove users: Night Class

Night Class
6 PM Class

Group members (None)

Potential members

Student (5)
Mikel Arteta () (0)
Madalyn Gambrel (Cristine.Gambrel@cdx.com) (1)
Onita Gaulke (Michalina.Gaulke@cdx.com) (1)
Carole Hackman (Katheryn.Hackman@cdx.com) (0)
Velma Lehn (Krista.Lehn@cdx.com) (0)

Teacher (4)
Harlan Demasters (Leann.Demasters@cdx.com) (0)
Ethan Gollehon () (0)
Elvis Peterka (Mable.Peterka@cdx.com) (0)
Ryan Poor () (0)

No roles (1)
Steve Webster () (0)

Selected user's membership:

Search Clear

Search options ▶

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

Add/remove users: Night Class

Night Class
6 PM Class

Group members

Student (2)
Carole Hackman (Katheryn.Hackman@cdx.com)
Velma Lehn (Krista.Lehn@cdx.com)

◀ Add

Remove ▶

Potential members

Student (3)
Mikel Arteta () (0)
Madalyn Gambrel (Cristine.Gambrel@cdx.com) (1)
Onita Gaulke (Michelina.Gaulke@cdx.com) (1)

Teacher (4)
Harlan Demasters (Leann.Demasters@cdx.com) (0)
Ethan Gollehon () (0)
Elvis Peterka (Mable.Peterka@cdx.com) (0)
Ryan Poor () (0)

No roles (1)
Steve Webster () (0)

Search Clear

Search Clear

[Search options ▶](#)

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.

Add/remove users: Night Class

Night Class
6 PM Class

Group members

Student (2)
Carole Hackman (Katheryn.Hackman@cdx.com)
Velma Lehn (Krista.Lehn@cdx.com)

◀ Add

Remove ▶

Potential members

Student (3)
Mikel Arteta () (0)
Madalyn Gambrel (Cristine.Gambrel@cdx.com) (1)
Onita Gaulke (Michelina.Gaulke@cdx.com) (1)

Teacher (4)
Harlan Demasters (Leann.Demasters@cdx.com) (0)
Ethan Gollehon () (0)
Elvis Peterka (Mable.Peterka@cdx.com) (0)
Ryan Poor () (0)

No roles (1)
Steve Webster () (0)

Search Clear

Search Clear

[Search options ▶](#)

[Back to groups](#) ←

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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**.

14. After setting up your groups, you may now filter your course reports, such as the Grader Report, to view group-specific data only.

First name / Last name	Email address	Example Exam	Soft-Skill Simulations	Interactive Lecture: Chapte...	Interactive Lecture: Chapte...
CH Carole Hackman	Katheryn.Hackman@cdx.com	-	-	-	-
VL Velma Lehn	Krista.Lehn@cdx.com	-	0.00	-	-
Group average		-	0.00	-	-
Overall average		-	0.00	-	-

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15. You may also create group overrides for quizzes or assignments to apply exceptions for a select group of students. When viewing the quiz/assignment page you wish to apply an override for, click on the **More** dropdown in the menu bar at the top, then choose **Overrides**. Then select **Group overrides** from the dropdown and click **Add group override**.

