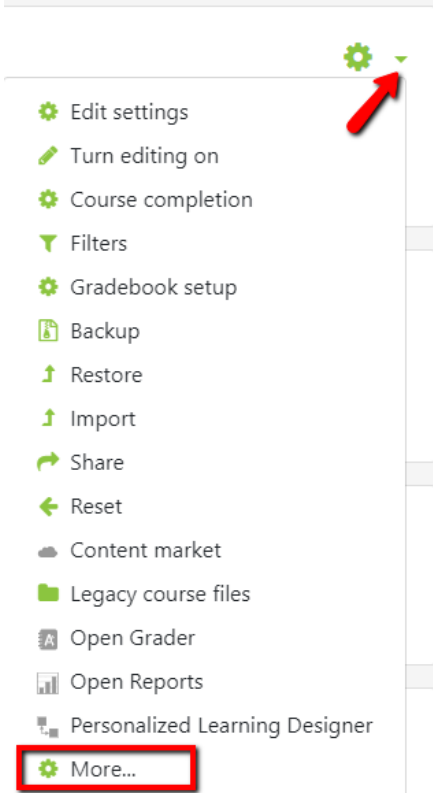


Creating Teams or Groups in OnCourse

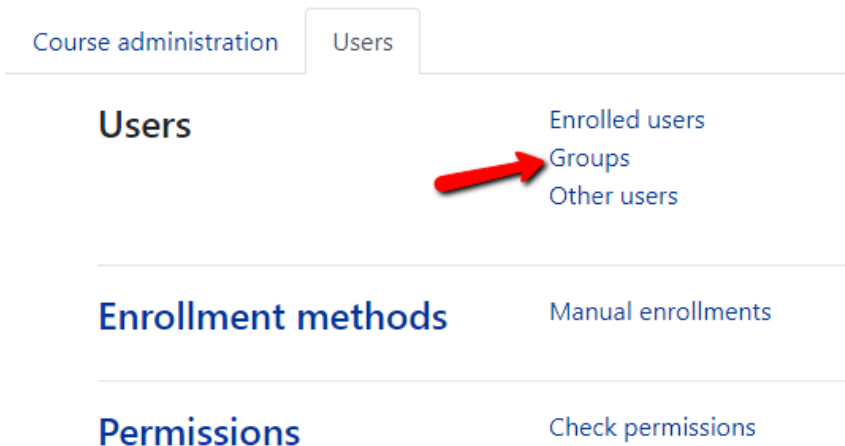
How do I divide my course into teams or groups?

Step-by-step guide

1. Log in to [OnCourse](#)
2. Access the course you would like to create teams in
3. Locate the green gear icon on the upper right hand side of the page. Click on the drop-down menu and select More.



4. Click the User tab to expand the options and click the Groups link.



5. Press the "Create group" button.
6. Give your group a name, press the "Save changes" button.
7. From the Groups field, select the name of your group by clicking on it once.
8. Under the "Member of" field, press the "Add/remove users" button.
9. Select a student to add to the group and press the "Add" button.
10. Repeat until all students are added to the group.

11. After finishing, press the "Back to groups" button.

 **Hints:**

- To select multiple student to add to a group, hold down the "Ctrl" key and click on each student name. Once the names are highlighted press the "Add" button
- If two courses are being merged, groups can be created during the merge process. Directions for this are here: <https://goo.gl/7yFtWd>.

Resources:

- Information on creating groups from [Moodle.org](https://moodle.org) can be found at https://docs.moodle.org/32/en/Groups#Creating_a_group.

Short URL to this page: [https://answers.fredonia.edu/x/\\$action.getTinyUrl\(\)](https://answers.fredonia.edu/x/$action.getTinyUrl())

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- [Create an Assignment in an OnCourse Gradebook](#)
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- [Creating Groups When Merging](#)