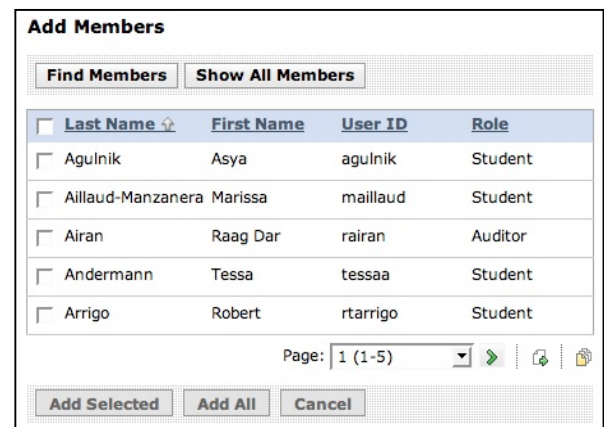
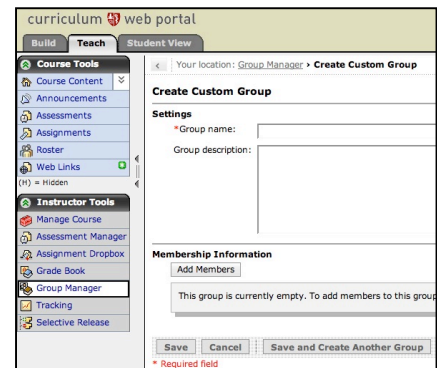
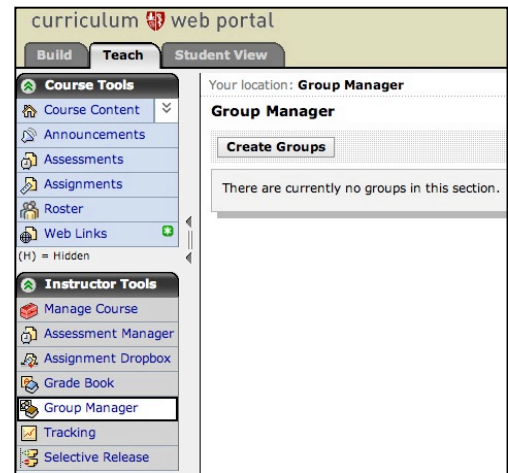


## CWP – Creating groups

The CWP allows you to group students in order to facilitate assignment of tasks and grades. Groups are created and managed in the 'Group Manager' tool from the 'Teach' tab. You must have 'Instructor' access to a CWP course in order to access the 'Teach' tab.

### To create a group:

- 1) Login to your CWP course at:  
<http://cwp.stanford.edu>
- 2) Click the 'Teach' tab
- 3) Click the 'Group Manager' (🔑) link under 'Instructor Tools' on the left menu
- 4) Click the 'Create Groups' button
- 5) Choose how you would like to create your groups from the options provided (here we will outline how to create a custom group). Choose 'Create custom group' and click 'Continue'.
- 6) Enter in the 'Group name' (required) and 'Group description' (optional)
- 7) Click the 'Add Members' button to add members to the group
- 8) In the 'Add Members' popup window, scroll to the bottom. If there is a 'Page' pull down menu, click the paging icon (📄) at the far right. In the 'Number of records per page' box enter '999' and click 'Save'. This will allow you to view all the students on one page.
- 9) Check the box(es) next to the student(s) you would like to add to the group.
- 10) Click the 'Add Selected' button at the bottom of the 'Add Members' window
- 11) Click the 'Save' button at the bottom of the 'Create Custom Group' screen



If you have any questions, please contact us at: [cwpsupport@lists.stanford.edu](mailto:cwpsupport@lists.stanford.edu)