





CWP – Managing 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.

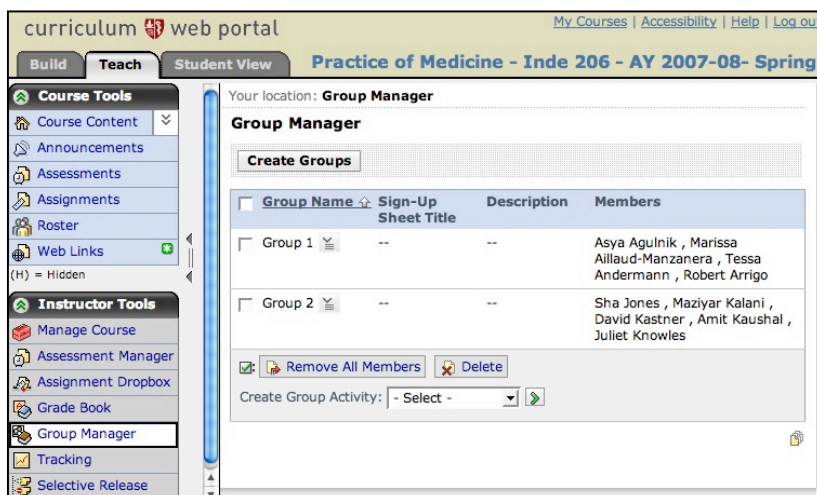
- 1) Login to your CWP course at: <http://cwp.stanford.edu>
- 2) Click the 'Teach' tab
- 3) Click the 'Group Manager' () link under 'Instructor Tools' on the left menu

To create a new group: Click the 'Create Groups' button at the top. See further instructions in the "Creating a group" help file.

To edit a group: Click the pulldown menu icon () next to the group you wish to edit. From the 'Edit Group' page you can (1) change the 'Group name' or 'Group description', (2) add members by clicking the 'Add Members' button, or (3) delete members by checking the box(es) next to the member(s) you wish to delete and clicking the 'Remove Selected' () button. Click 'Save' when done.

To delete a group: Check the box next to the group you would like to delete. Click the 'Delete' () button located at the bottom.

To remove all members from a group: Check the box next to the group you would like emptied. Click the 'Remove All Members' () button located at the bottom.



Your location: Group Manager > Edit Group

Edit Group

Settings

* Group name:

Group description:

Membership Information

To add members to this group, click **Add Members**.
To remove members from this group, select from the **Selected** list.

| <input type="checkbox"/> | Last name | First name |
|-------------------------------------|-------------------|------------|
| <input type="checkbox"/> | Agulnik | Asya |
| <input type="checkbox"/> | Aillaud-Manzanera | Marissa |
| <input checked="" type="checkbox"/> | Andermann | Tessa |
| <input type="checkbox"/> | Arrigo | Robert |

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* Required field

If you have any questions, please contact us at:
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