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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 (\succeq) 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.

curriculum 💔 web	portal	<u>My (</u>	Courses Accessibility Help Log out	
Build Teach Stude	nt View Practice of Med	icine - Inde 2	206 - AY 2007-08- Spring	
🚷 Course Tools	Your location: Group Manager			
☆ Course Content ×	Group Manager			
Announcements	Create Groups			
Assignments	「 Group Name ☆ Sign-Up Sheet Title	Description	Members	
Web Links	└─ Group 1 ≚		Asya Agulnik , Marissa Aillaud-Manzanera , Tessa Andermann , Robert Arrigo	
Instructor Tools Manage Course	└── Group 2 🎽		Sha Jones , Maziyar Kalani , David Kastner , Amit Kaushal , Juliet Knowles	
Assessment Manager Assignment Dropbox Grade Book	Remove All Members Delete Create Group Activity: - Select -			
Sroup Manager Tracking Selective Release			Ď	

If you have any questions, please contact us at: cwpsupport@lists.stanford.edu

< Your location: Group Manager > Edit Group				
Edit Group				
Settings				
*Group name:	Group 1			
Group description:				
Membership Inform:	ation			
Add Members				
To add members to this group, click Add Mem To remove members from this group, select fr Selected				
Last name	First name			
C Agulnik	Asya			
F Aillaud-Manza	nera Marissa			
C Andermann	Tessa			
F Arrigo	Robert			
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Course Courses				
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