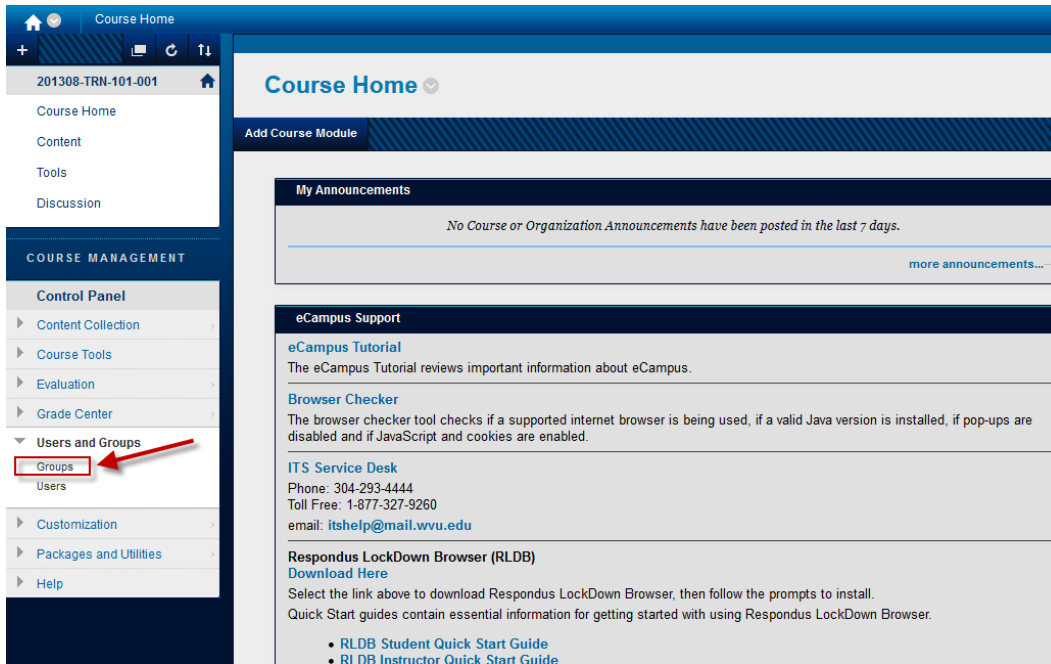
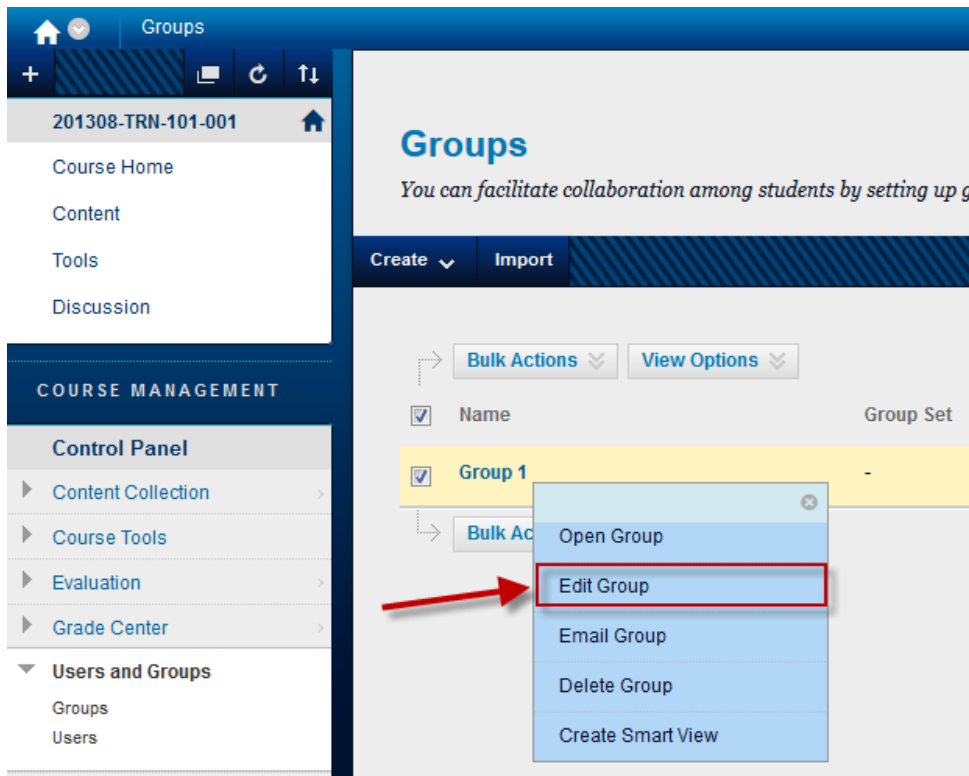


As an instructor of a course, you may choose to add students and teaching assistants to certain groups. Please follow the steps below to add users to groups.

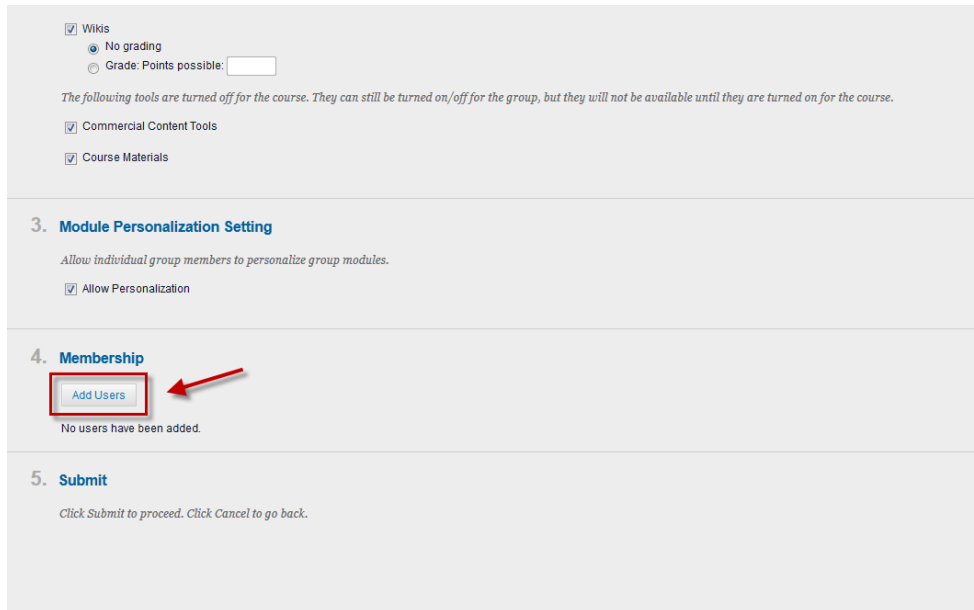
1. Click on “Groups” under the “Users and Groups” Control Panel option.



2. Select the drop-down arrow for the group you wish to add users to and click “Edit Group”.



3. Scroll down to the Membership option and **click** “Add Users”.



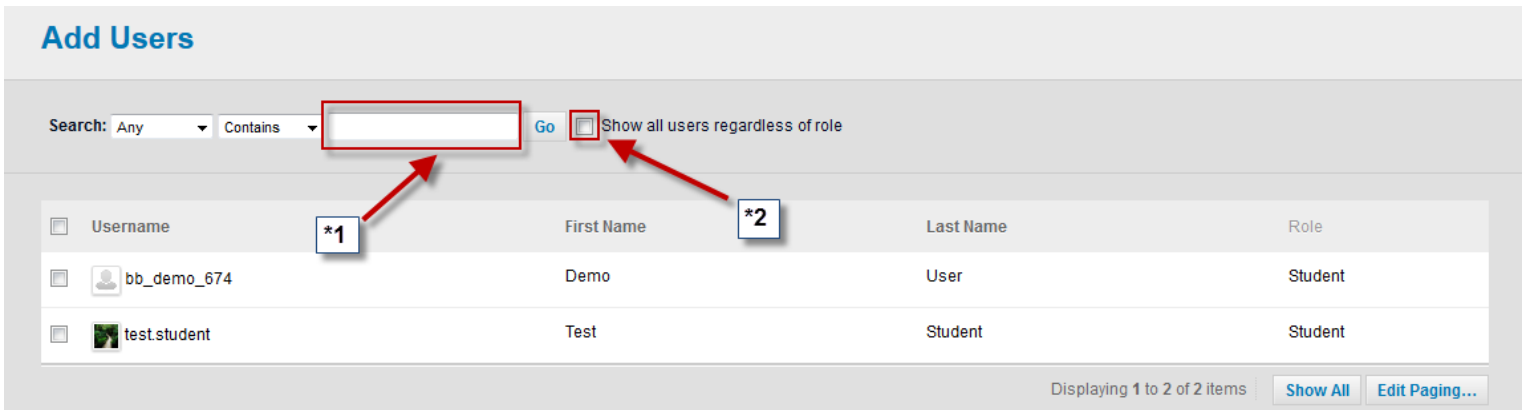
Wikis  
 No grading  
 Grade: Points possible:   
*The following tools are turned off for the course. They can still be turned on/off for the group, but they will not be available until they are turned on for the course.*  
 Commercial Content Tools  
 Course Materials

**3. Module Personalization Setting**  
 Allow individual group members to personalize group modules.  
 Allow Personalization

**4. Membership**  
  
 No users have been added.

**5. Submit**  
 Click Submit to proceed. Click Cancel to go back.

4. From this screen, you can search for users by **typing** criteria into the search box (\*1) and **clicking** “Go”. Make sure the checkbox (\*2) for “Show all users regardless of role” is **checked** when searching for teaching assistants.



**Add Users**

Search: Any Contains  Go  Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input type="checkbox"/>	bb_demo_674	Demo	User	Student
<input type="checkbox"/>	test.student	Test	Student	Student

Displaying 1 to 2 of 2 items

5. After you have **selected** the user(s) you want to add, **click** the “Submit” button to save your changes.

If you have any questions or concerns about this document, please contact the ITS Service Desk by calling (304) 293-4444 or by sending an email to [ITShelp@mail.wvu.edu](mailto:ITShelp@mail.wvu.edu).