Creating/Editing Groups

Access the Groups Tool
To access the Manage Groups Tool in your BOLT course:

On your Course Home Page,

- Use the Course Administration widget to
- Select Groups in the list of course administration tools.

Categories are a way of organizing and managing related groups. To create a set of groups, set up a category. See Creating a Group Category for more information.

Creating an Additional Group within a Category

1. On the Manage Groups page, click the Add Group icon for the desired category.
2. Update the Group Name if you want it to be different from the one provided.
3. Update the Group Code if you want it to be different from the one provided.
4. Enter a Description for the group, if desired.
5. Click Add.

Editing Categories and Groups

1. From the Manage Groups page, click on the name of the group or category you want to edit.
2. Update the appropriate fields.
3. Click Save.

Deleting Categories and Groups

1. From the Manage Groups page do one of the following:
   - Select the check box beside the group or category you want to delete.
   - Select the check box at the top of the list to select all groups and categories.
2. Click the Delete icon.

What Happens When You Delete a Category?

- Users are no longer enrolled in groups because they do not exist.
- Group discussion forums remain available for reference. They can be deleted using the Discussions tool.
- Group locker areas and the files they contain are deleted.
- Group dropbox folders and the files they contain are deleted.
What Happens When You Delete a Group?

- If Auto-Enroll New Users is selected, users are automatically distributed in the remaining groups.
- If groups are set up for manual enrollment, users must be added to the remaining groups using the Enroll Users page.
- Group discussion forums remain available for reference. They can be deleted using the Discussions tool.
- Group locker areas and the files they contain are deleted.
- Group dropbox folders and the files they contain are deleted.