### Teach Tab

#### Group Manager

There are currently no groups in this section.

---

#### Create Multiple Groups

**Create Multiple Groups**

**How would you like to add members to the groups?**

- Create custom group
  - (Create a single group and choose the members you want to add to it.)

- Create multiple groups
  - (Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)

- Create groups with sign-up sheets
  - (Allow Students to select the groups they want to join by using sign-up sheets.)

---

#### Instructions

- There are 3 types of groups:
  - Custom groups
  - Randomly-assigned groups
  - Sign-up sheets (students sign up for a group)

- Distribution of students can be based on the number of groups you want, or the number of students per group.

- Groups can be assigned their own Discussion topic or Chat Room.

- Assignments can be given to specific groups.
Create Signup Sheets

**Group Settings**

- All group names will start with the same word or phrase, followed by a unique number.
- Enter the word or phrase that will be used in all group names in the text box below.
- For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.
- Number of groups: 
- *Word or phrase all group names start with:*
- Default description: 

**Sign-Up Sheet Settings**

- Students join a group by clicking a sign-up sheet, which is placed in a folder.
- Sign-up sheet title: 
- Sign-up sheet instructions: 
- Place the sign-up sheet link on: 

- While students can select which group they sign up for, a maximum number can be set for each group.
- You can allow students to see who has already signed up for a group, or keep it hidden. (They will see who is in the group after they sign up.)

<table>
<thead>
<tr>
<th>Sign Up for Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Up</td>
</tr>
<tr>
<td>Sign Up</td>
</tr>
<tr>
<td>Sign Up</td>
</tr>
<tr>
<td>Sign Up</td>
</tr>
</tbody>
</table>