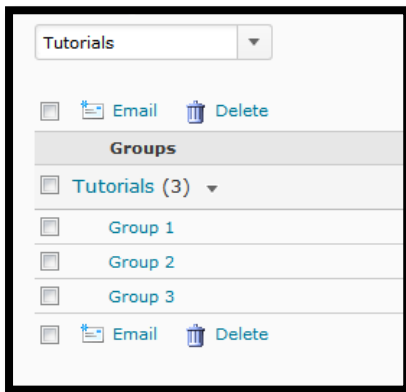# Editing Group Names and Members

In order to edit your group names and add or edit the membership of each group you first need to head to your groups tool – then select the category of groups that you wish to edit.

In the screenshot to the left I have chosen to view a tutorial group listing that I have set up earlier.

It has given each group the default name plus 1-3.

To edit both the name OR the membership first click on the group you wish to edit.

You will see the following window.

You can edit the group name by just typing a new name into the Group Name field. You can rename it to anything you like – so if you are doing tutorial groups the Campus, Time and Room are good to put here.

You can add a description if you wish – however this is optional.

If you are just editing the group name you can click 'Save' to go back to the groups tool.

If you wish to edit the membership of a group click the button at the top left 'Enrol Users'.

A new area will load into the window – at this point you may wish to resize your browser to make it narrower because it puts the checkboxes over on the far right and the names on the far left:

Enrol Users - Tutorials

[Add Group]

Enrolments

Category
Tutorials

Display
[Group 1 ▼]

Search For: [_____] [🔍] Hide Search Options

Search In
☑ First Name
☑ Last Name

Enrolment
☑ Enroled ⓘ
☑ Not Enroled ⓘ

Advanced Search Options   [20 ▼] per page

First Name, Last Name ▲	Group 1 Users: 0
Beverly Goldfarb	☐
Peta Statham	☐
Dummy2 Student	☐
Dummy3 Student	☐
Dummy4 Student	☐
Dummy5 Student	☐
View Student	☐
Dummy1 Student	☐
Testing Student	☐
Student Testing2	☐

Advanced Search Options   [20 ▼] per page

[Save] [Cancel]

What you will see is that at the bottom of your screen there is a list of the students in your classlist. Just above that are search options – make note of what is checked under "Enrolment" it refers to the enrolment in that particular group, not the unit.

To add a student or students to your group just click the checkbox next to their name and click 'save'.

If you have a lot of students in your class you can do a search for a particular student, or you may see many pages of students – note that if you click the checkbox and then move to another page without saving or search a student then search for another without saving it will lose the changes you made. When you save you will be taken back to the groups tool – so if you have a lot of students to add to a lot of groups click the dropdown box next to the "per page" just on top of the list and pick the largest number, thus saving yourself some time.

Sadly the list here does not include any other information such as their username, their student ID or membership of any other group.