

Enrolling and un-enrolling students in Learning and Assessment groups

Last Modified on 13/07/2021 5:52 pm AEST

□ **Note:** You will not be able to add students to groups from the participant's page until both you and your students have been enrolled in your mark book group.

[Enrolling students, teachers, and yourself in Markbook Groups](#)

Introduction

Students will be added to teacher groups as part of the bulk enrollment at the start of the term. Throughout the term, teachers are responsible for

- Adding class to weekly assessment groups at the start of face to face session and removing them at the end of face to face session
- Adding students to appropriate gap unit and assessment groups

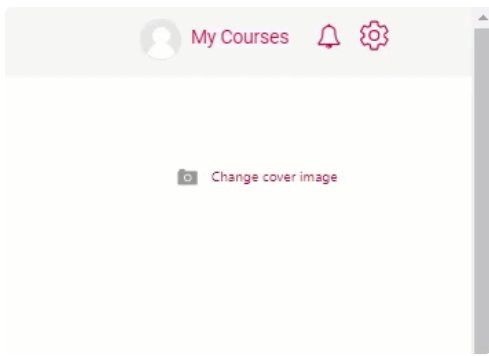
□ **WATCH:** [Using Groups in myAMES](#)

Adding and removing students from groups

□ **TIP:** There are multiple ways to add students to groups in myAMES. Adding students from the **Participants page** allows you to filter users, making it easier to find the students in your class and assign them to groups.

1. Navigating to the participants page

- Click the **Admin** cog in the top right-hand corner of your



course

- Click > **Users** to expand the options
- Click **Enrolled Users**

Participants

Match Any Select

+ Add condition

12 participants found

First name [A-Z] [A B C D E F G H I J K L M N O P Q R S T U V W X Y Z]

Surname [A-Z] [A B C D E F G H I J K L M N O P Q R S T U V W X Y Z]

First name / Surname	Username	Roles	Groups
Test Snap	teststudentnap	Student	Test Teacher B2
Test Student1	teststudent	Student	No groups
Teacher Test	testteacher1	Student	Test Teacher A1, Week-2 Assessments
Test1 Test1	teststudent1	Student	Test Teacher A1, Week-2 Assessments
Barjinder Test 1	barjindertest1	Student	No groups
Tanja Test 1	tanjatest1	Student	Test Teacher B2
Barjinder Test 2	barjindertest2	Student	No groups
Test 2 Test 2	teststudent2	Student	Test Teacher A1, Week-2 Assessments
Tanja Test 2	tanjatest2	Student	No groups
Test 3 Test 3	teststudent3	Student	Test Teacher A1, Week-2 Assessments
Test 4 Test 4	teststudent4	Student	Test Teacher A1, Week-2 Assessments
Test5 Test5	teststudent5	Student	Test Teacher B2

2. 3. 3. Locating an individual student and adding them to a group

- Click the Student's **first name and surname initials** to filter students
- Find the student and click the **edit - pencil icon** in the "Groups" column
- Type the group name in the **search bar** or click the **arrow** to expand the drop-down menu to browse
- Click the **group name** to select
- Click the **save icon**

Participants

Enrol users

Match Any Select

+ Add condition

Clear filters Apply filters

12 participants found

First name [A-Z] [A B C D E F G H I J K L M N O P Q R S T U V W X Y Z]

Surname [A-Z] [A B C D E F G H I J K L M N O P Q R S T U V W X Y Z]

First name / Surname	Username	Roles	Groups	Last access to course	Status
Test Snap	teststudentnap	Student	Test Teacher B2	Never	Active
Test Student1	teststudent	Student	Test Teacher A1	Never	Active
Teacher Test	testteacher1	Student	Test Teacher A1	Never	Active
Test1 Test1	teststudent1	Student	Test Teacher A1	Never	Active
Barjinder Test 1	barjindertest1	Student	No groups	Never	Active
Tanja Test 1	tanjatest1	Student	Test Teacher B2	Never	Active
Barjinder Test 2	barjindertest2	Student	No groups	Never	Active
Test 2 Test 2	teststudent2	Student	Test Teacher A1	Never	Active
Tanja Test 2	tanjatest2	Student	No groups	Never	Active
Test 3 Test 3	teststudent3	Student	Test Teacher A1	Never	Active
Test 4 Test 4	teststudent4	Student	Test Teacher A1	Never	Active
Test5 Test5	teststudent5	Student	Test Teacher B2	Never	Active

3. Locating and assigning a class to a group

- Expand the "Select" menu in the top left-hand corner and click **"Groups"**
- Type the class group name in the **search bar** or expand drop down menu to browse
- Click **"Apply filters"**
- Click the **edit - pencil icon** in the "Groups" column
- Type group name in the **search bar** or expand drop down menu to browse
- Click on the group name to select
- Click the **save icon** and repeat for each student

4. Removing students from a group

- Expand the "Select" menu in the top left-hand corner and

Participants Enrol users

Match Any Select x

+ Add condition Clear filters Apply filters

12 participants found

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Surname	Username	Roles	Groups	Last access to course	Status
Test Snap	teststudentnap	Student	Test Teacher B2	Never	Active
Test Student1	teststudent1	Student	Test Teacher A1	Never	Active
Teacher Test	testteacher1	Student	Test Teacher A1, Week 2 Assessments	Never	Active
Test1 Test1	teststudent1	Student	Test Teacher A1, Week 2 Assessments	Never	Active
Barjinder Test 1	barjindertest1	Student	No groups	Never	Active
Tanja Test 1	tanjatest1	Student	Test Teacher B2	Never	Active
Barjinder Test 2	barjindertest2	Student	No groups	Never	Active
Test 2 Test 2	teststudent2	Student	Test Teacher A1, Week 2 Assessments	Never	Active
Tanja Test 2	tanjatest2	Student	No groups	Never	Active
Test 3 Test 3	teststudent3	Student	Test Teacher A1, Week 2 Assessments	Never	Active
Test 4 Test 4	teststudent4	Student	Test Teacher A1, Week 2 Assessments	Never	Active

click "Groups"

- Type group name in the **search bar** or expand drop down menu to browse
- Click "**Apply filters**"
- Find the student and click the **edit - pencil icon** in the Groups column
- Click "**X**" on the group to delete
- Click the **save icon**