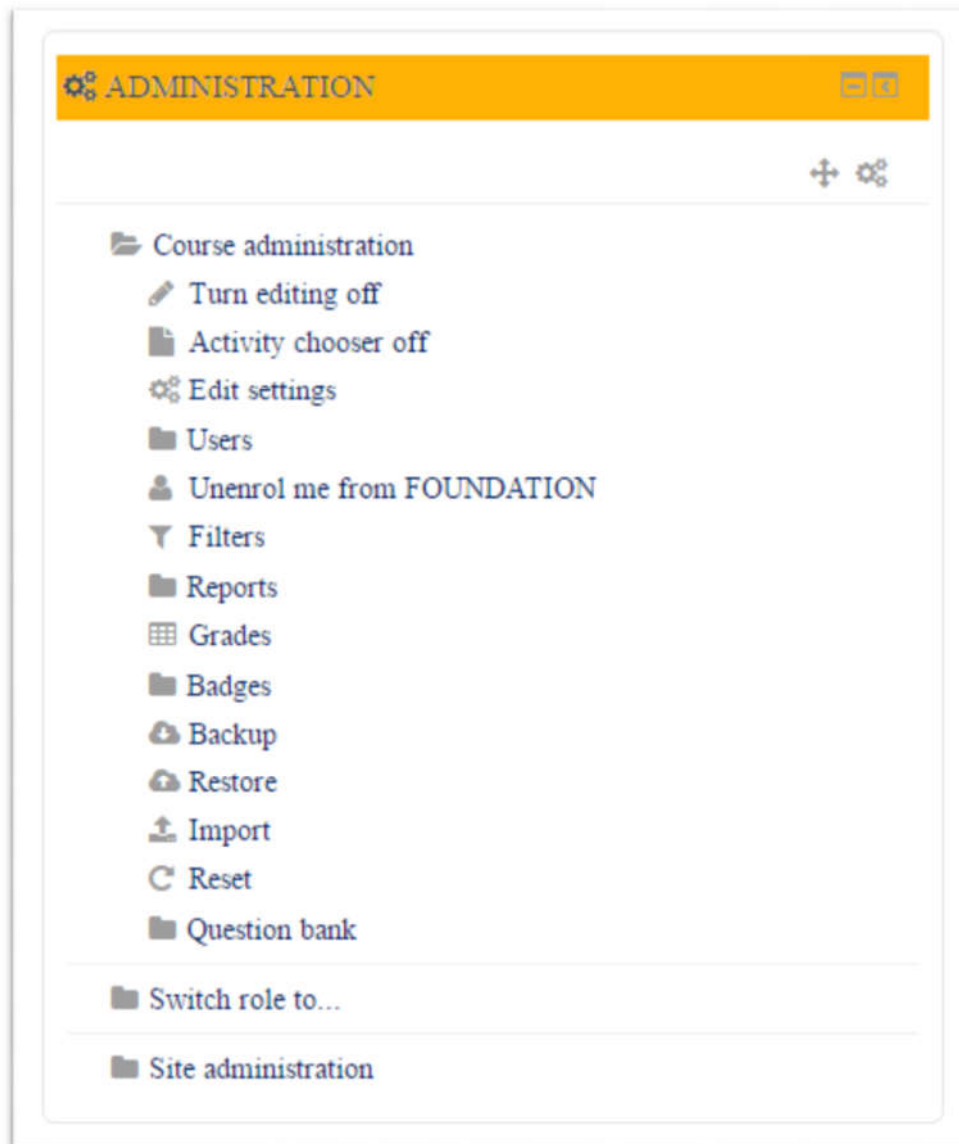# Creating Groups in your MHT2015 CDX Course

1. To begin, navigate to your CDX Course page.

2. Then log in to your instructor account.

3. Groups in CDX are separate in each course section.

4. From the home page of the course, find and click on the course section that you would like to create groups in.

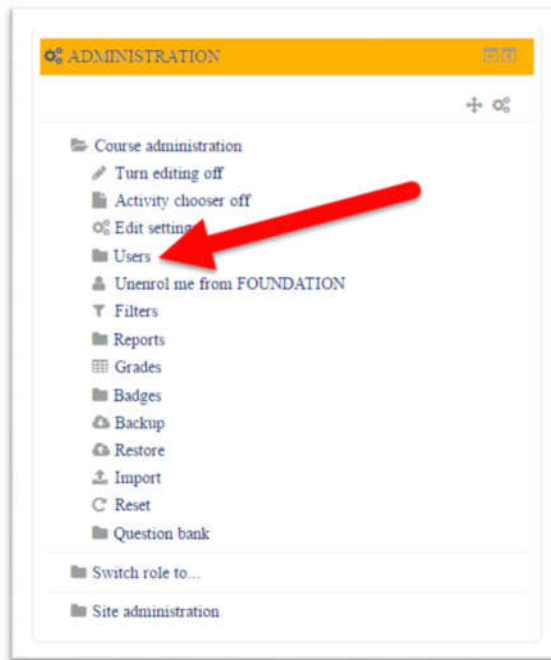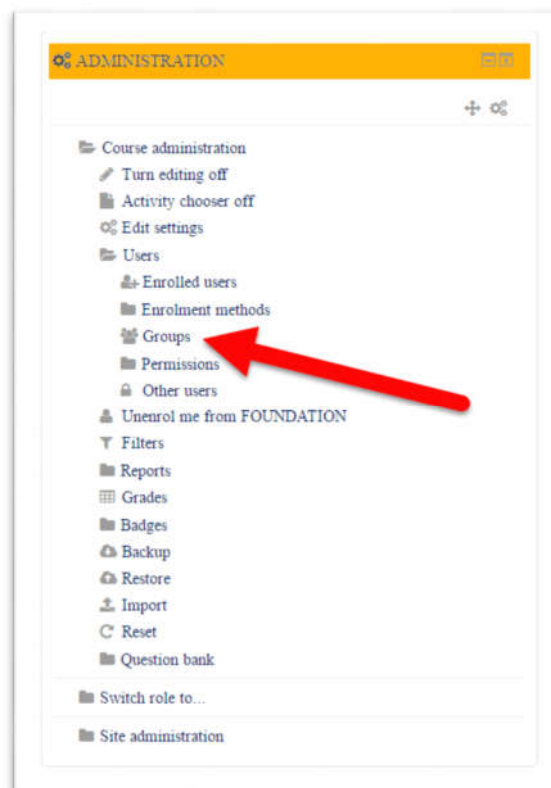5. On the right side of the page, find the box labeled Administration.

6. In the Administration box find the folder titled Course Administration and if it is not already expanded, click on it to expand it.
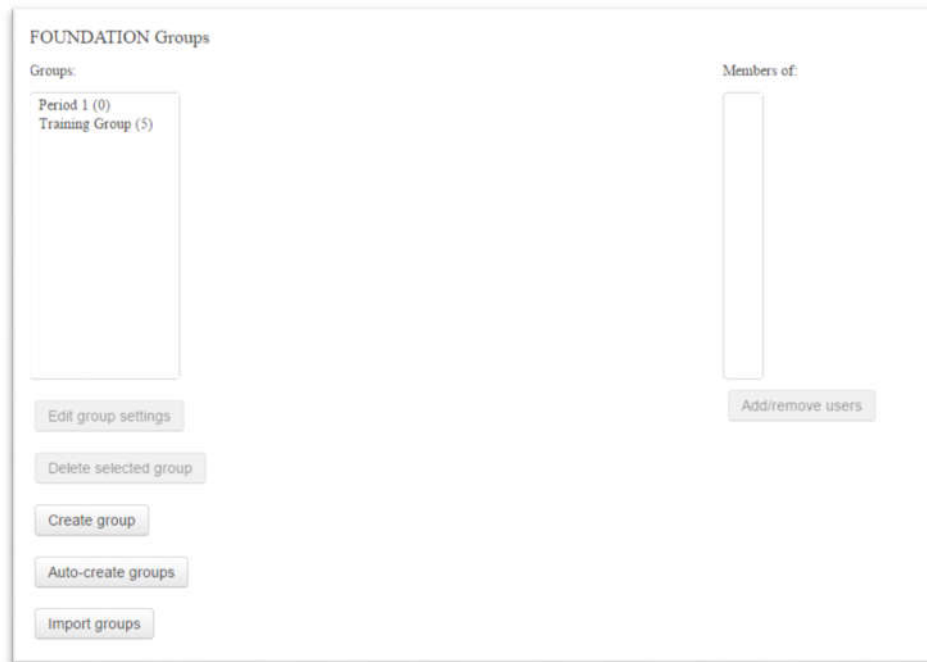
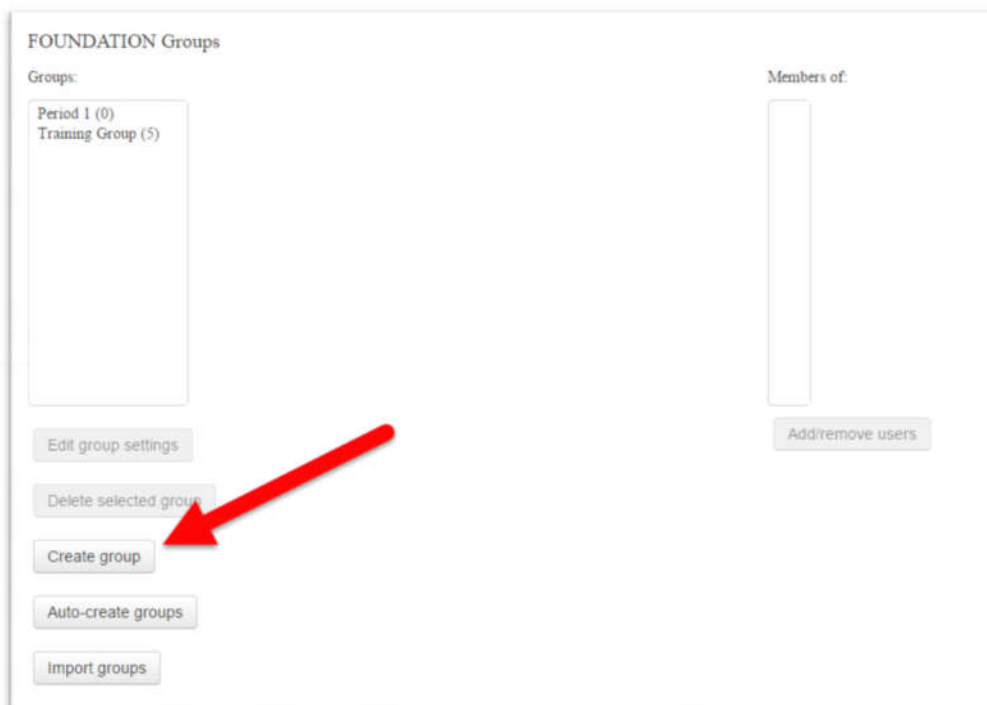7. Under the Course Administration folder, find and click on the Users folder.

8. Then click on the Groups option.

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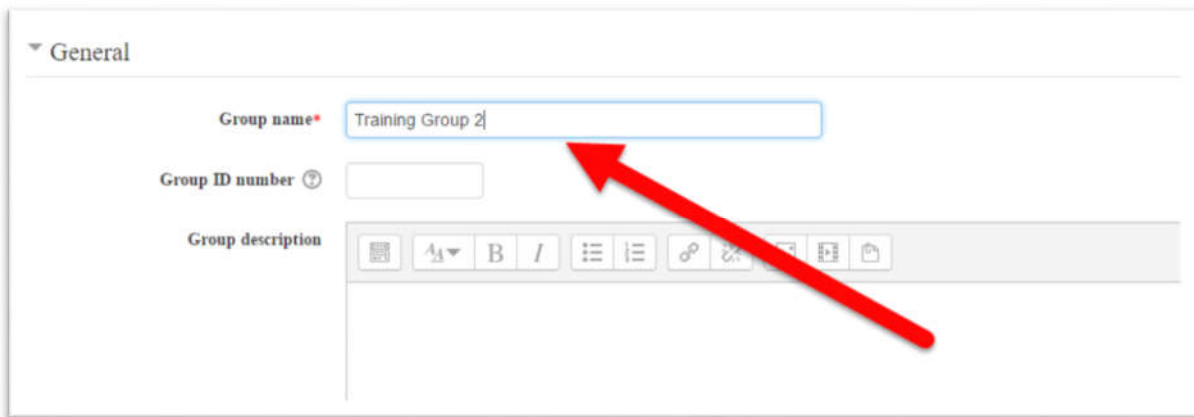9. This will bring you to a page where you can manage and create groups.

10. To create a group, click on the Create Group button.

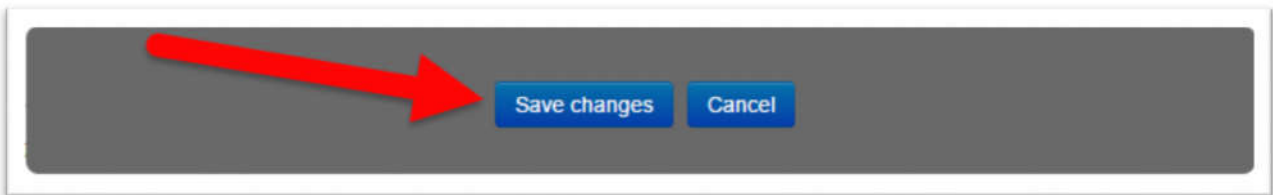11. This will bring you to the group creation page.

12. The only required field on this page is the Group Name field.

13. Fill in the Group name.

14. Then click save changes.

15. This will create the group and load you back to the Groups management page.
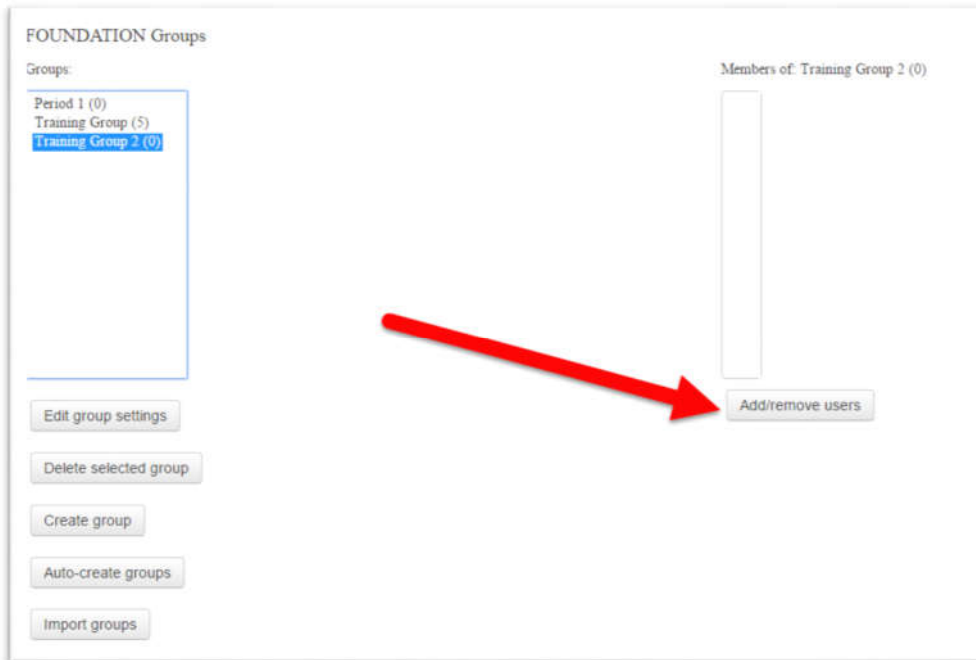
16. We will now walk through how to add students to a group.

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17. First, click on the group, in the groups column, to highlight it.

18. Then, click on the Add/Remove Users button.

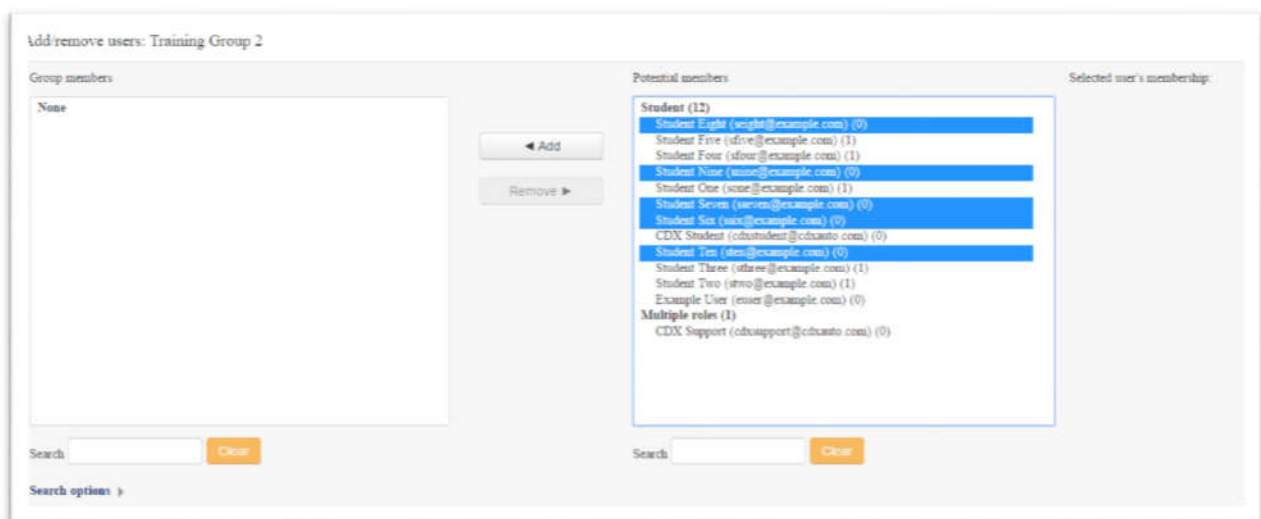19. This will bring you to a page with two columns.

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20. The Group members column will display all students who are in that group.
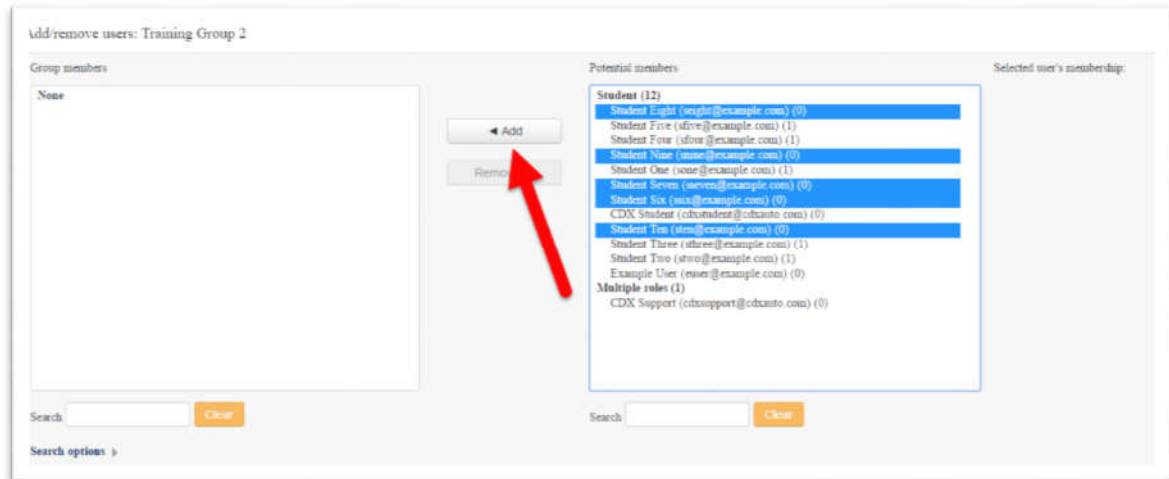
21. The Potential Members column lists all students who are enrolled in that course section.

    Please note: if a student has an account on the CDX Website but has not enrolled in that course section, they will not appear in the Potential Users Column, for directions on enrolling students into the separate course sections please see our training materials for Enrollment.

22. Select any student that you would like to add to your group by click on their name.

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23. Once you have highlighted the students you would like to add, click on the add button in the center of the page.

24. This will add the students to the Group Members column which means that the students have now been added to the Group.