

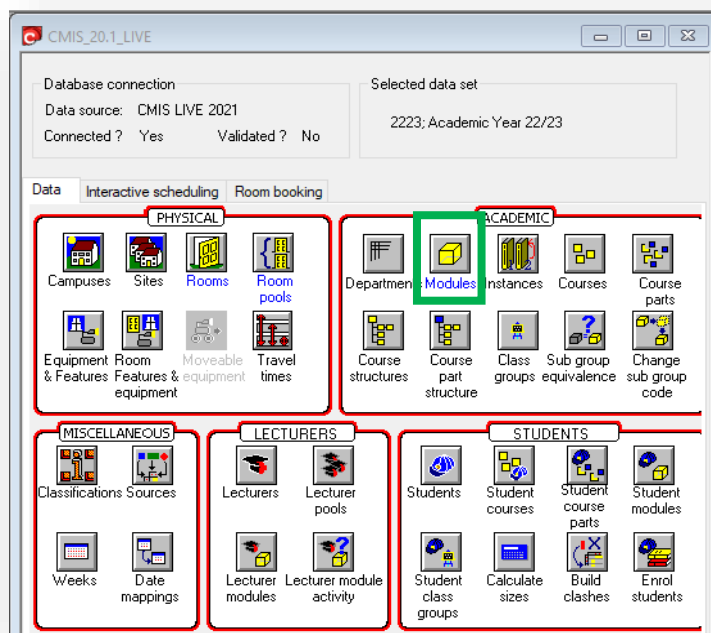


Creating groups in CMIS

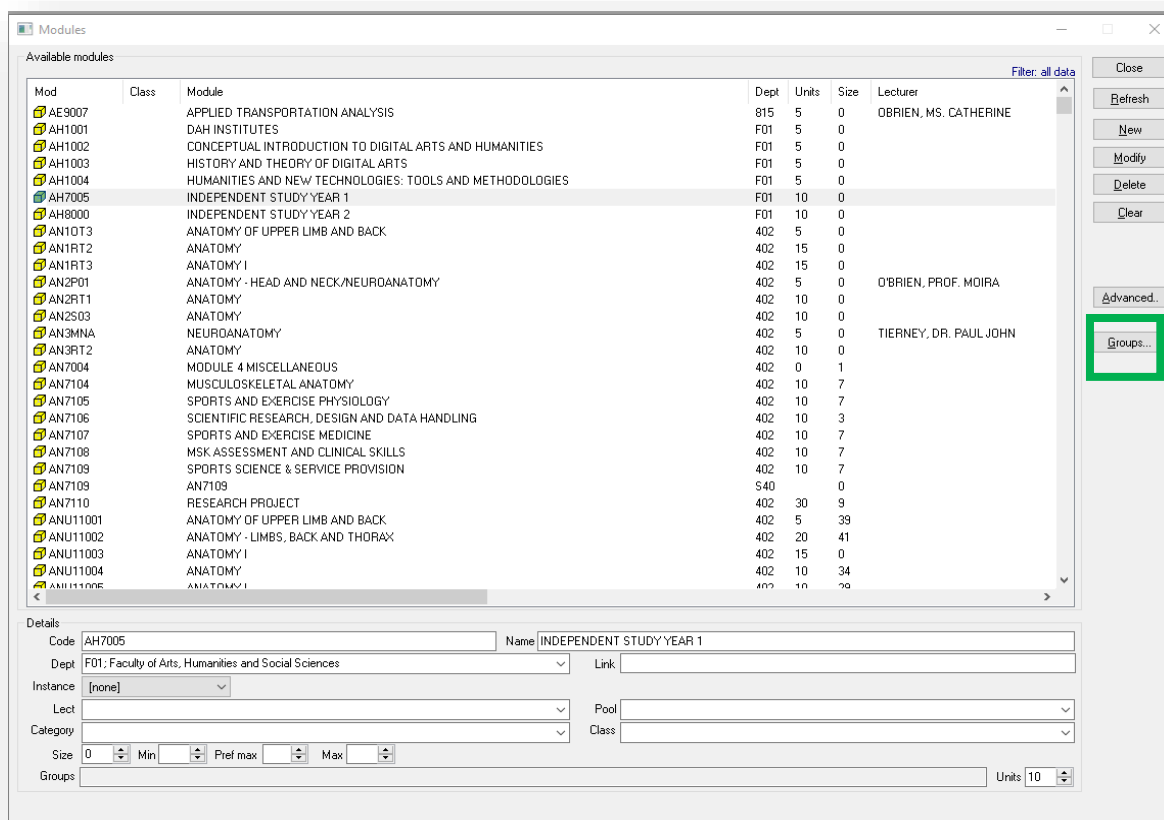
CMIS HELPSHEETS

CTU 2023

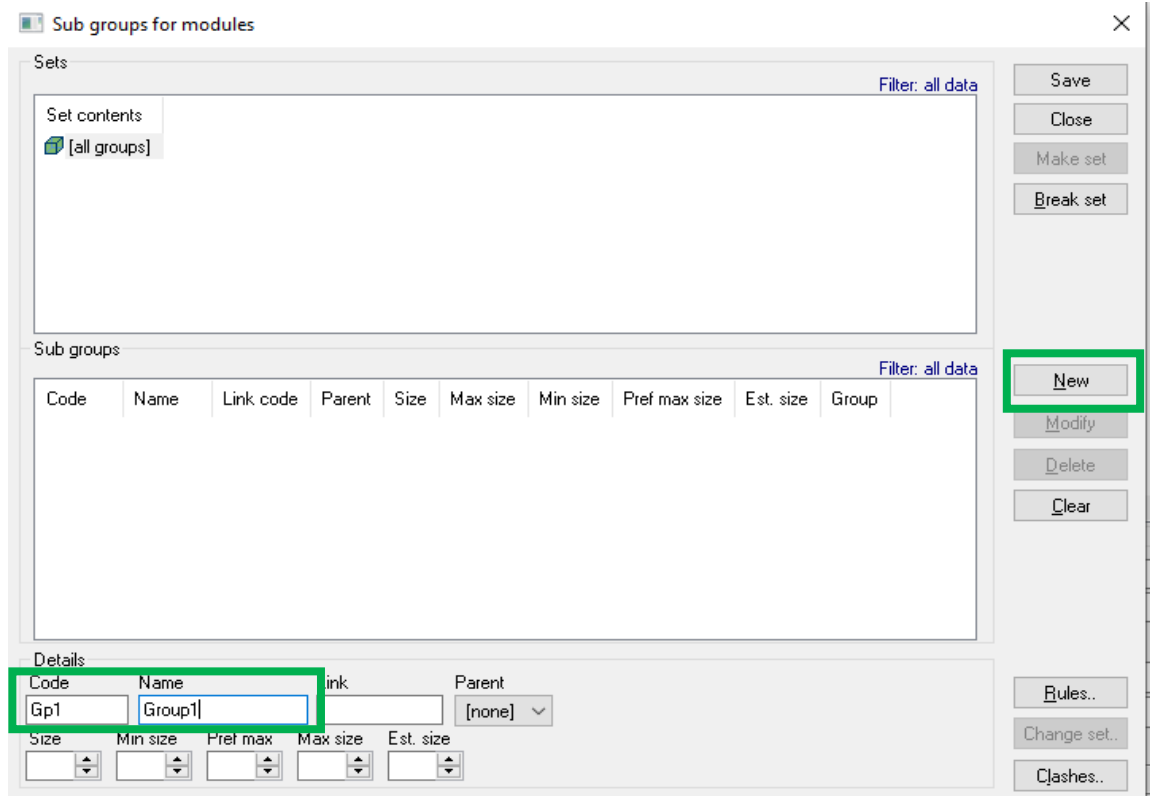
1. Open CMIS and log in.
2. On the menu select **Modules**



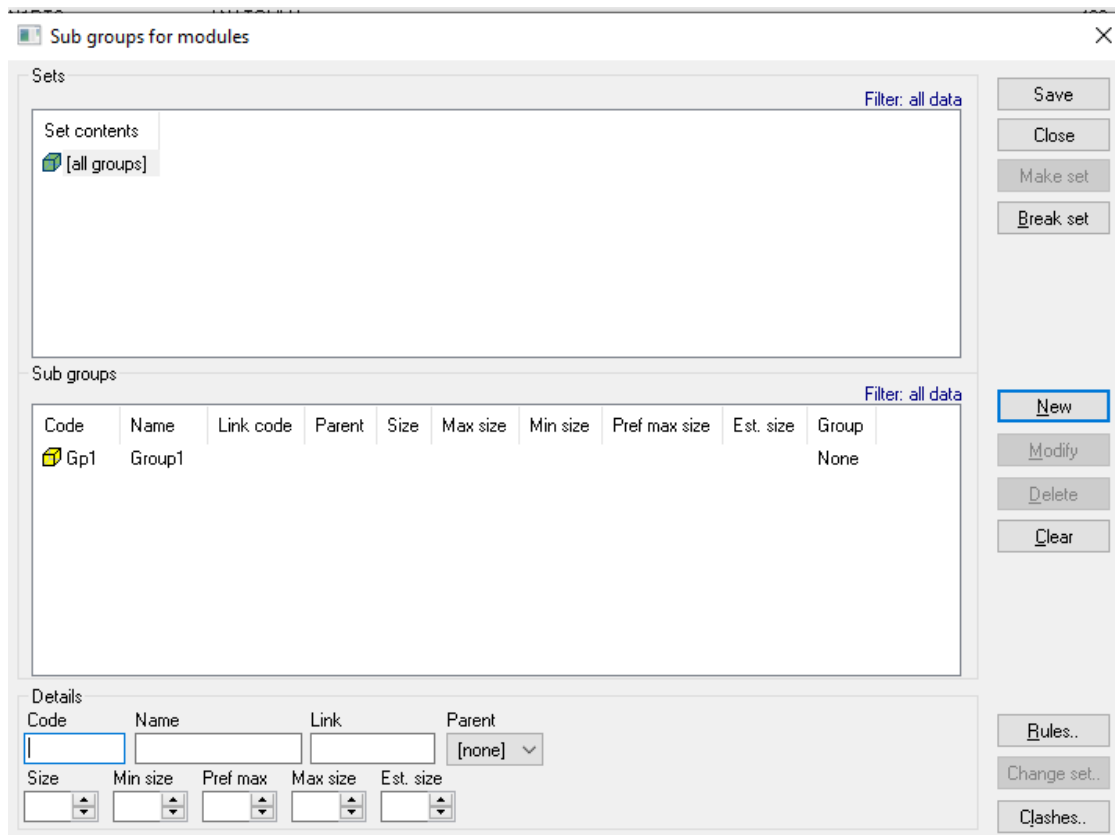
3. Select the required module from the list
4. Click on the **Groups** button



5. In the group's page enter the group **Code** and **Name**, do not use spaces or unusual characters
6. Click **New**

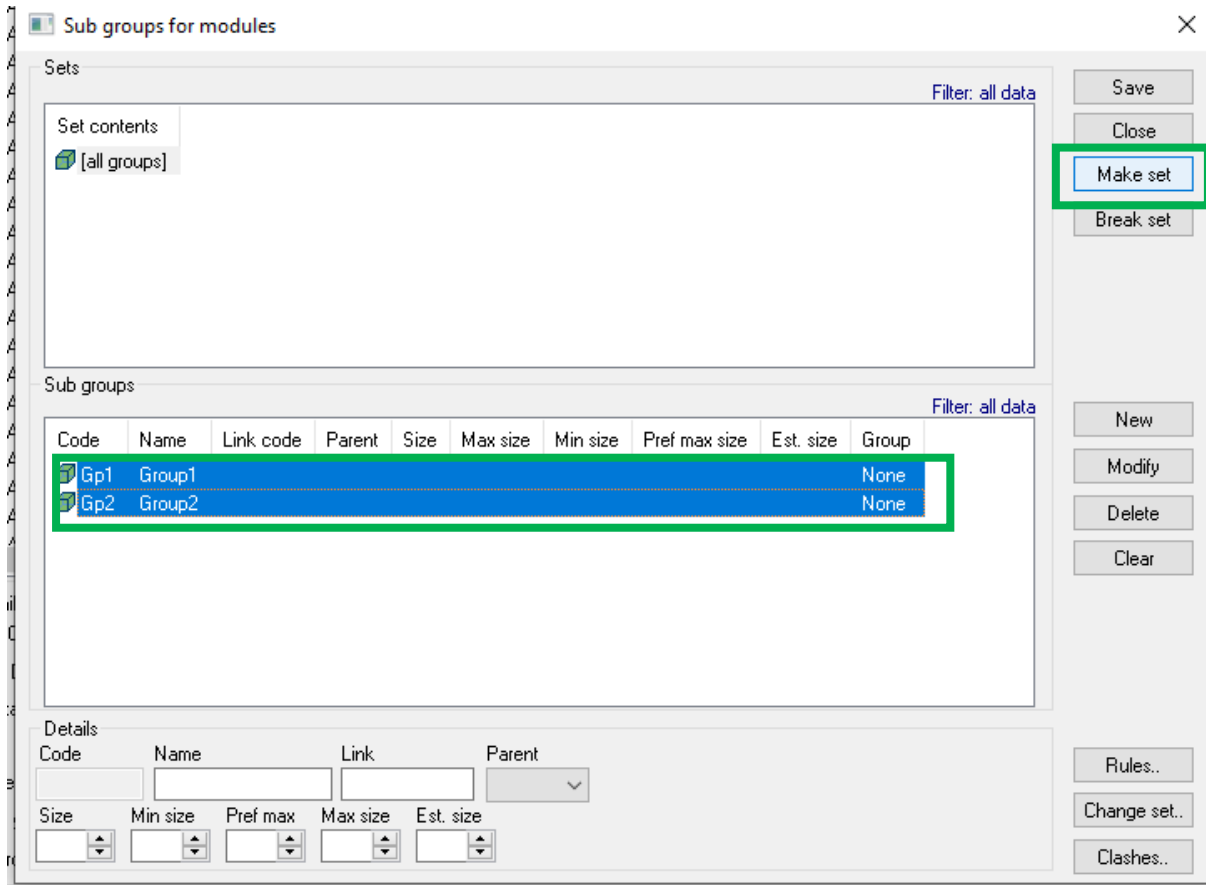


7. Create further groups as required using the same procedure

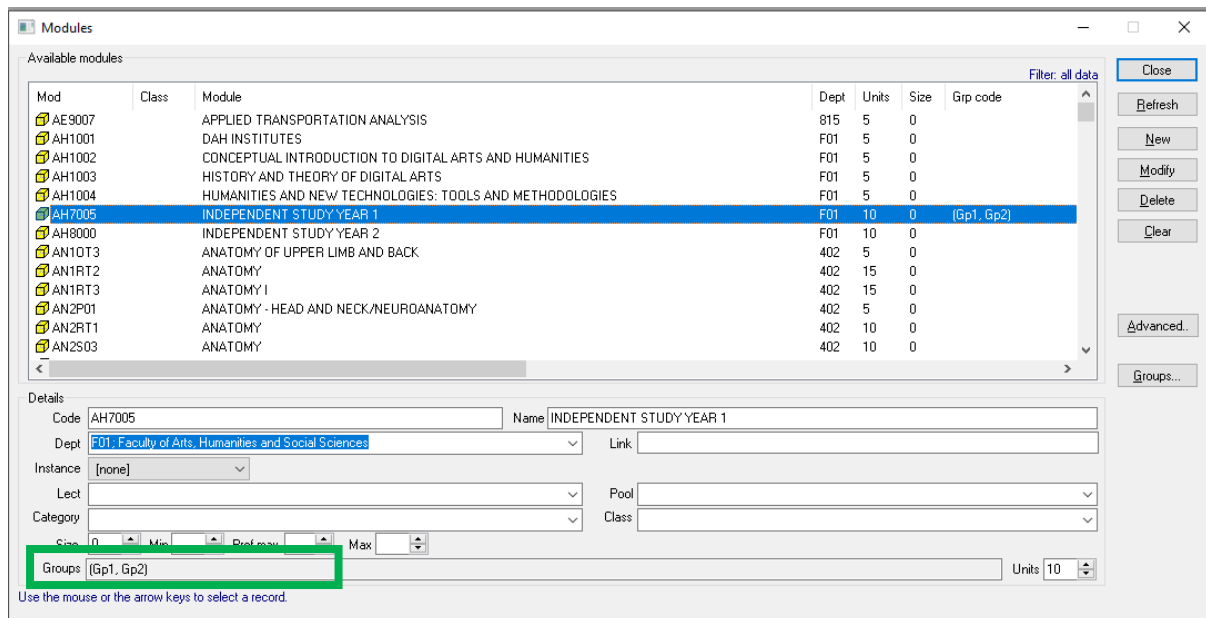


8. Once all groups have been made you need to create a set

- a. To do this **highlight all the groups and click Make Set**
9. Once this is done click save



You will see on the module table that the groups are now available in this module



Students enrolled on this module can be assigned to the groups created.