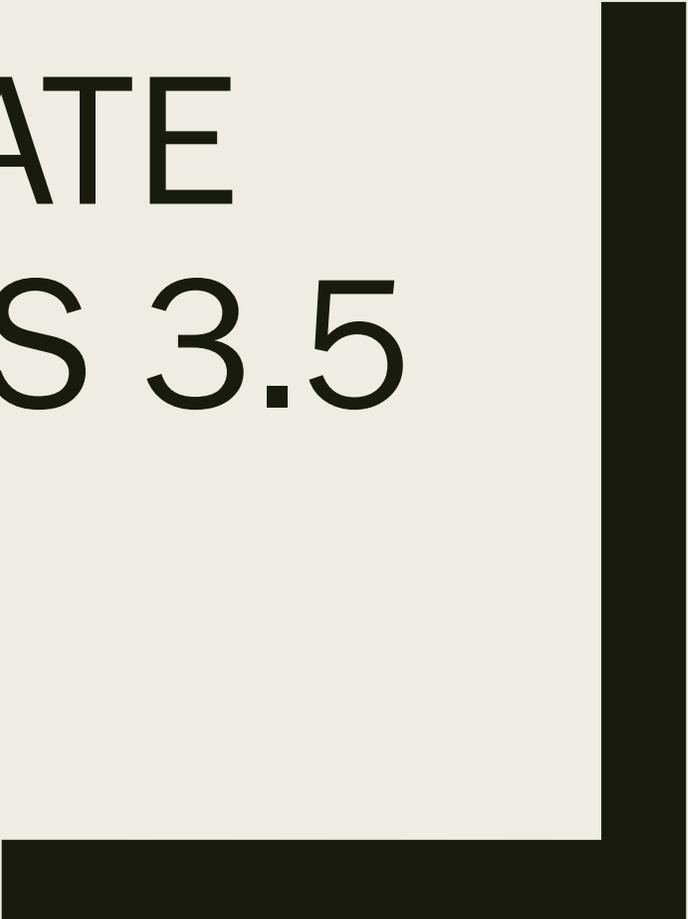# STEP TO CREATE GROUP IN CIDOS 3.5
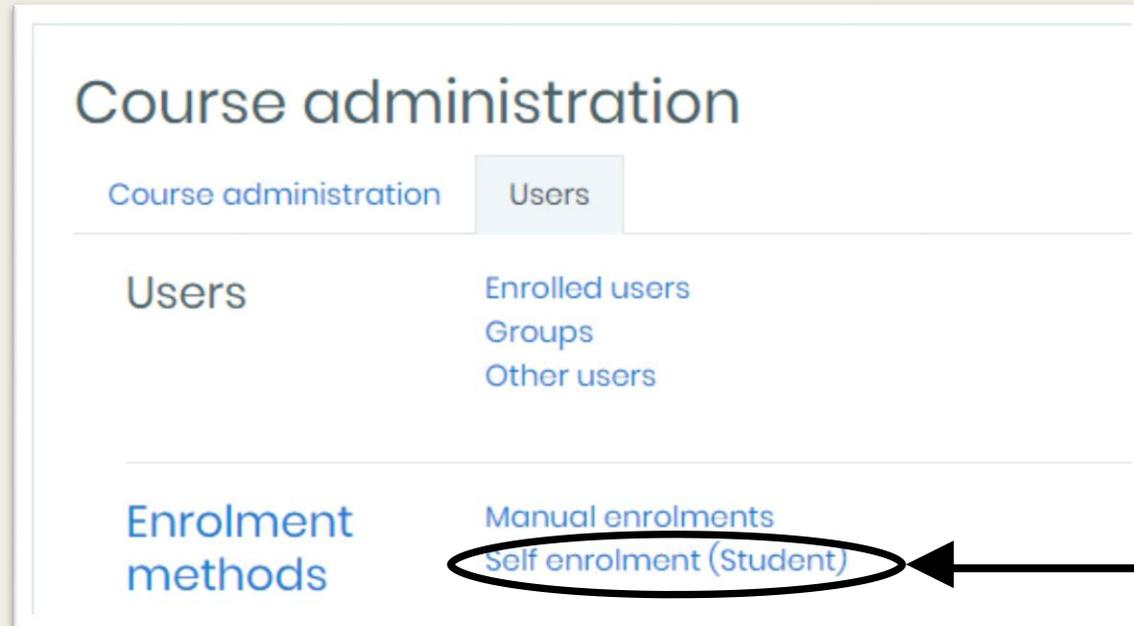
By Ng B. D. (JTMK PKS)

Create enrolment key at Enrolment Method > Self enrolment method

Step 1: Go to the Course page > Click on Setting Button > Select More

Step 2: At Course administration page, click on User tab > Click Self Enrolment (Student)

Create enrolment key at Enrolment Method > Self enrolment method

Step 3: Set a key that is NOT the same as Group Enrolment Key (DO NOT give this key to Student)

Step 4: Make sure this setting is set to Yes

Create enrolment key For Group assignation

Go back to Course Administration screen > Click on Groups

Create enrolment key For Group assignation

Click on Create group

Create enrolment key For Group assignation

General

Group name ⊙ [   ] ←——— Set the group name, example: DDT3A

Group ID number ⑦ [   ]

Group description

[↧ | i ▾ | B I | ☰ ☰ | % ⅗ | 🖼 🖻 🎤 🎥 ⧉]

[   ]

Enrolment key ⑦ *Click to enter text* ✎ 👁 ←——— Set the Group enrolment key for student to enroll to this group.
Note that this key should be different from the self enrolment key.
This is the KEY for student to enroll themselves into this group.

Hide picture [No ⬍]

New picture ⑦ [Choose a file...]

```
                    ⬇
        You can drag and drop files here to add them.
```

Remember your enrolment key, and

[**Save changes**] ~~ancel~~ ←——— click on Save button

THE END

Any queries, please do not feel hesitate to contact me (Lydia Ng JTMK)