Adding or Removing an Individual Student from a Pre-Existing Group

Adding a Student

1. Log in to Moodle and enter your Moodle course.
2. Click on **Participants** on the left-side column.
3. Click the **Gear Menu** on the right side near the top and choose **Groups**.
4. Select the group you want to add the student to from the list of groups.
5. Click **Add/Remove Users** on the right.
6. On the resulting screen, find the student in the **Potential Members** list on the right and click to select them.
   - If your course has lots of students, they might not appear in the list. Use the search box below the box.
7. Click **Add**.
8. Repeat as necessary to add additional students.
9. Click **Back to Groups** at the bottom of the page.

Removing a Student

1. Follow steps 1-5 above.
2. Locate the student in the **Group Members** list on the left and click to select them.
   - If your course has lots of students, they might not appear in the list. Use the search box below the box.
3. Click **Remove**.
4. Repeat as necessary to remove additional students.
5. Click **Back to Groups** at the bottom of the page.

Revision #2
Created 23 February 2023 18:40:19 by Rachel Feld
Updated 29 September 2026 21:16:26 by Rachel Feld