

Adding students from two courses in Scholar into one course to allow them all to participate in a single Scholar forum

(Often used in cross-listed undergraduate/graduate courses)

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Step One: Combine the Users into one course site

1. Go to course and find the phrase "Users"
2. Then Click on Users and you see "Enrolled Users"
3. Then you get the class roster and we want to click on the box "Enroll Users"
4. Then we get the dialog box that allows us to search for the user that we want. So choose their role, i.e. Like student or teacher and then enter the name you want in the bottom of the box and click on the search button. The list will return with any close name and you use the correct one by clicking on the "enroll" button to the right of their name.
5. You have done it right if they appear in the class roster. But the tricky part to remember is to be sure that you place in the actual class list by choosing the correct class ID with the name and number. I.e. Magt 333 – Web (CS32271). Without that group name of the course they are not connected to the registrar's system.

Step Two: Build Groups for the Students within the original class groups

1. In the administration box, click on "Users" and then click on "Groups" and then use the Create Group Button and set up each group with whatever name you wish. The list below has student's first initials for the names of the groups.
2. Then you add the students to their groups by clicking on the name of the group and then selecting each of the students to be added to that group.
3. The next step is to create the "Grouping" so that all the groups can act as one big group. You are creating a grouping of groups.
4. In this example we called the grouping "Cohort Class" so the teacher could remember that was the name of the entire class.
5. When you create the forum, in the settings be sure to make the following selection under the "common module settings" and select the grouping with the one that contains all the groups so they can all operate together.
6. If the settings all work right then the following is what you will see if the students from the undergraduate and graduate class can all be in the same forum. Note that the students participating are from different groups!

