How to create a course group

1. Login to Mahara and click the ‘Groups’ tab.

2. Click the button labeled ‘Create Group’.

3. Provide a ‘Group Name’ and ‘Group Description’. Check the ‘Request’ box and select “Course: Member, Tutor, Admin” in ‘Roles.’ DO NOT check the box next to ‘Open’ as it will allow everyone to join the group.

Select ‘All group members’ for Create and edit pages and check the box next to ‘Allows submissions’ to enable submission of assignments.
4. From the drop-down menu for Group Roles, select ‘Course: Member, Tutor, Admin’. If you cannot find this option, please contact ITSC at itsc@ln.edu.hk or 2616-7995 for assistance.
[Note: This setting means that any user can request to join your group. As owner you can choose to accept or decline this request. Besides, this setting also allows students to submit their Mahara pages for assessment]

5. Make sure that ‘Publicly Viewable Group’ and ‘Shared page notifications’ are not checked.

6. Click ‘Save Group’ to finish.

7. You will receive a notification email once a student has sent a request to join your group. Click the link in the email to go to Mahara.
8. Click ‘Add’ to accept the request.

9. The student will be added to your group.