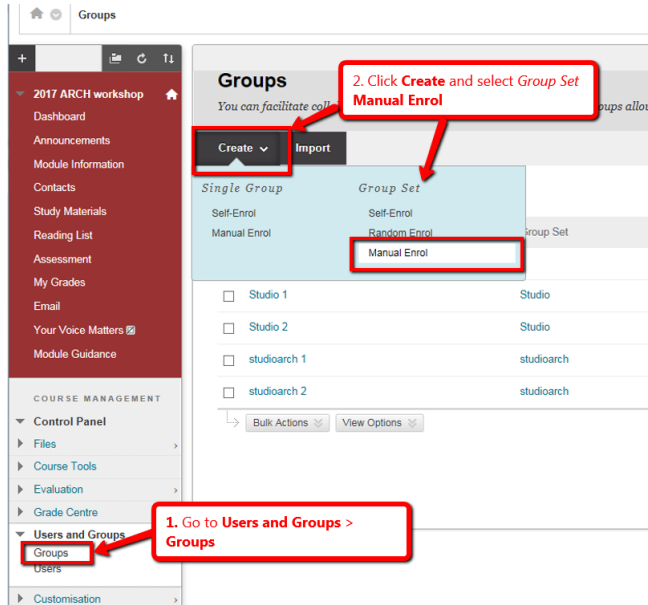


## Setting

### Setting up Studio Groups in studentcentral

1. Open the relevant module on studentcentral and go to **Users and Groups>Groups**
2. Now click **Create** and select **Group Set Manual Enrol**



3. Enter the details as in the diagram below

The screenshot shows the 'Create Group Set' form. The 'Name' field is set to 'Studio'. The 'Description' field is empty. The 'Path' field is empty. The 'Group is visible to students' option is set to 'Yes'. The 'TOOL AVAILABILITY' section is expanded, and all tool options are deselected. The 'GROUP SET OPTIONS' section shows 'Number of Groups' set to 4 and 'Create Smart View for each group in set' checked. The 'Submit' button is highlighted.

1. Give the group set the name of **Studio**

2. Set the visibility to **Yes**

3. Deselect all of these options

4. Enter the total number of studio groups on this module. In this instance there will be 4 groups created.

5. **IMPORTANT** - Make sure you **select Create Smart View** for each Group Set (this allows us to filter the Grade Centre by studio group)

6. Click **Submit**

- Now you need to add the students to each of the studio groups you've created in the above process.

See details of what to do in the screen below.

**Edit Group Set Enrolments**

**GROUP SET INFORMATION**

Name Studio  
Description

**GROUP SET ENROLMENTS**

Filter Available Members  Hide members already in all groups

Randomise Enrolments Collapse All

**Studio 1**

Name Studio 1  
Add Users  
Delete Group

No lessons have been added.

**Studio 2**

Name Studio 2  
Add Users  
Delete Group

No lessons have been added.

**Studio 3**

Name Studio 3  
Add Users  
Delete Group

No lessons have been added.

**Studio 4**

Name Studio 4  
Add Users  
Delete Group

Add Group

Click **Submit** to proceed. Click **Cancel** to go back.

**Add Users**

Search: Any Not Blank Go  Show all users regardless of role

<input type="checkbox"/>	Username	Last Name	Role
<input type="checkbox"/>	ds101	Student 1	Student
<input type="checkbox"/>	ds100	Demo	Student
<input type="checkbox"/>	ds102	Student 2	Student
<input type="checkbox"/>	ds103	Student 3	Student
<input type="checkbox"/>	mec1_previewuser	Curdy_PreviewUser	Student
<input type="checkbox"/>	cc254_previewuser	Crawford_PreviewUser	Student

Displaying 1 to 6 of 6 items Show All Edit Paging

Add Users 0  Cancel Submit

Cancel Submit

1. Click Add Users to open a list of students on this module

2. Click Show all (this will display all of the students in one screen which makes it easier to select from the list)

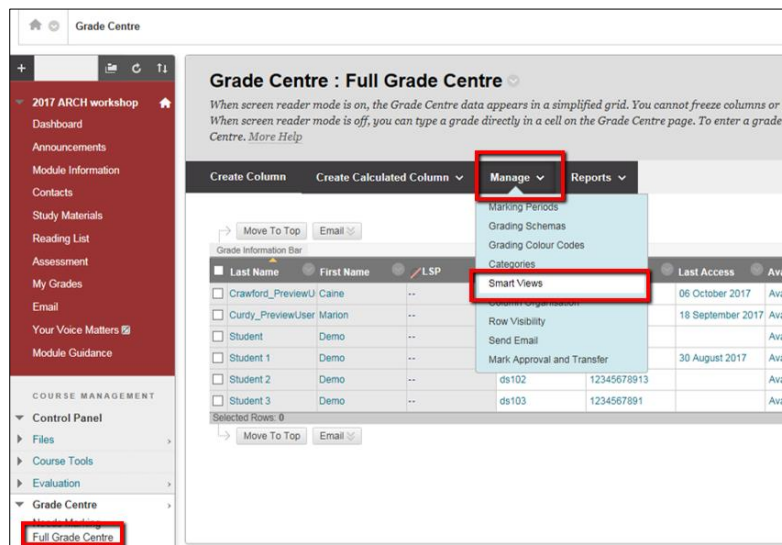
3. Check the box next to each of the students you need to add to this group

4. Click Submit. Then repeat for each studio group

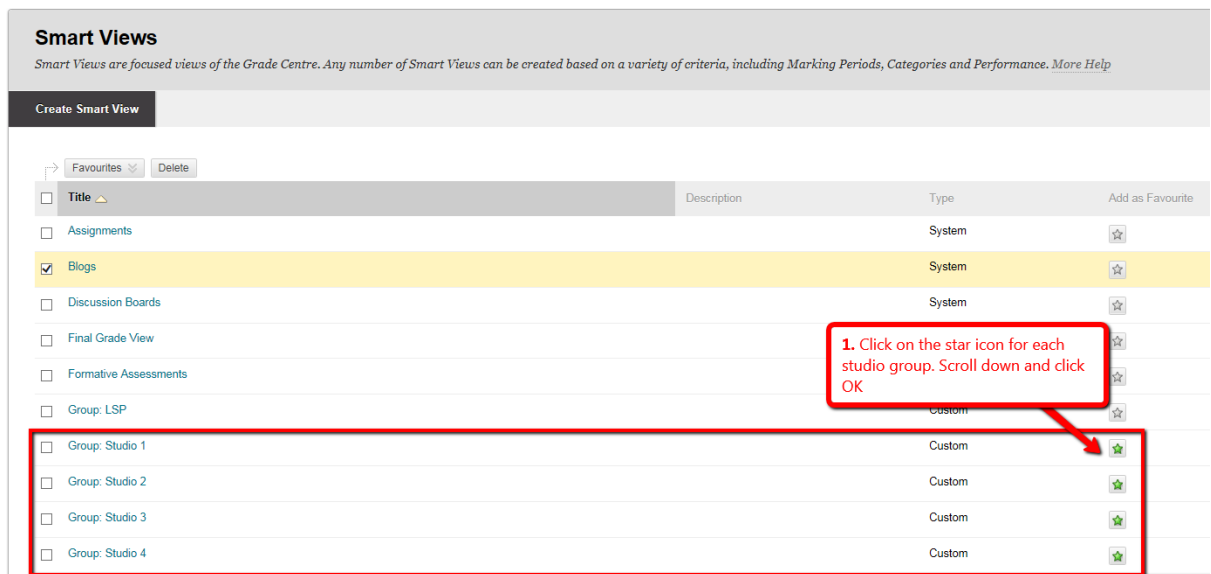
5. When you've added the students to each of the groups click this submit button.

## Adding the Groups to the Grade Centre Menu (Smart Views)

1. Go to the Control Panel > Grade Centre > Full Grade Centre
2. Click the Manage button and select Smart Views



3. Now you simply mark the studio groups as 'favourites'



You'll now see the groups appear under the Full Grade Centre.

