

How to create Groups on Slate?

STEP#1

Click on “Google Icon” to login the slate.

Hi, Welcome to SLATE

Enter your details to log in your account

Username

Password



[Forgot your password?](#)

Log in

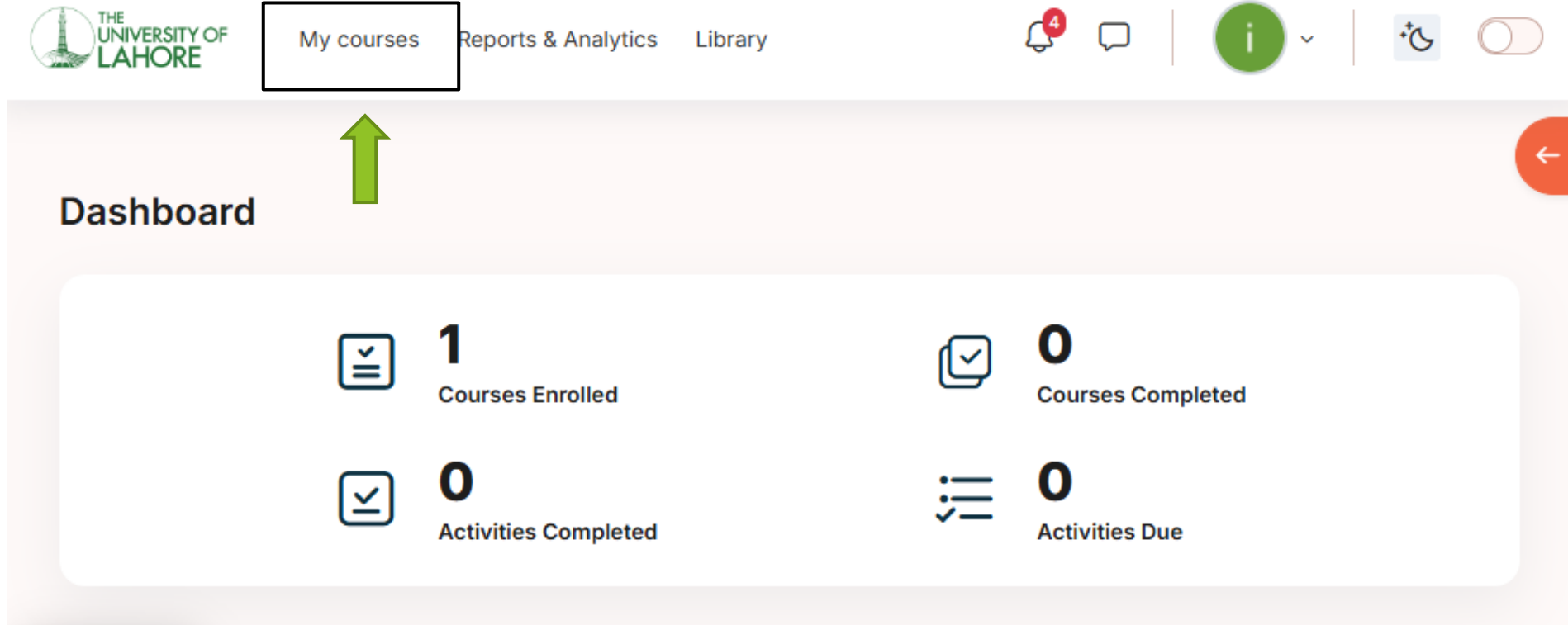
Or login using your account



[Cookies notice](#)

STEP#2

Click on “My Courses”.



The screenshot shows the top navigation bar of The University of Lahore's LMS. The 'My courses' link is highlighted with a black box and a green arrow pointing to it from the 'Dashboard' label. The dashboard itself displays four statistics: 1 Courses Enrolled, 0 Courses Completed, 0 Activities Completed, and 0 Activities Due. The navigation bar also includes links for 'Reports & Analytics' and 'Library', as well as notification, chat, user profile, and settings icons.

THE UNIVERSITY OF LAHORE

My courses Reports & Analytics Library

Dashboard

1 Courses Enrolled

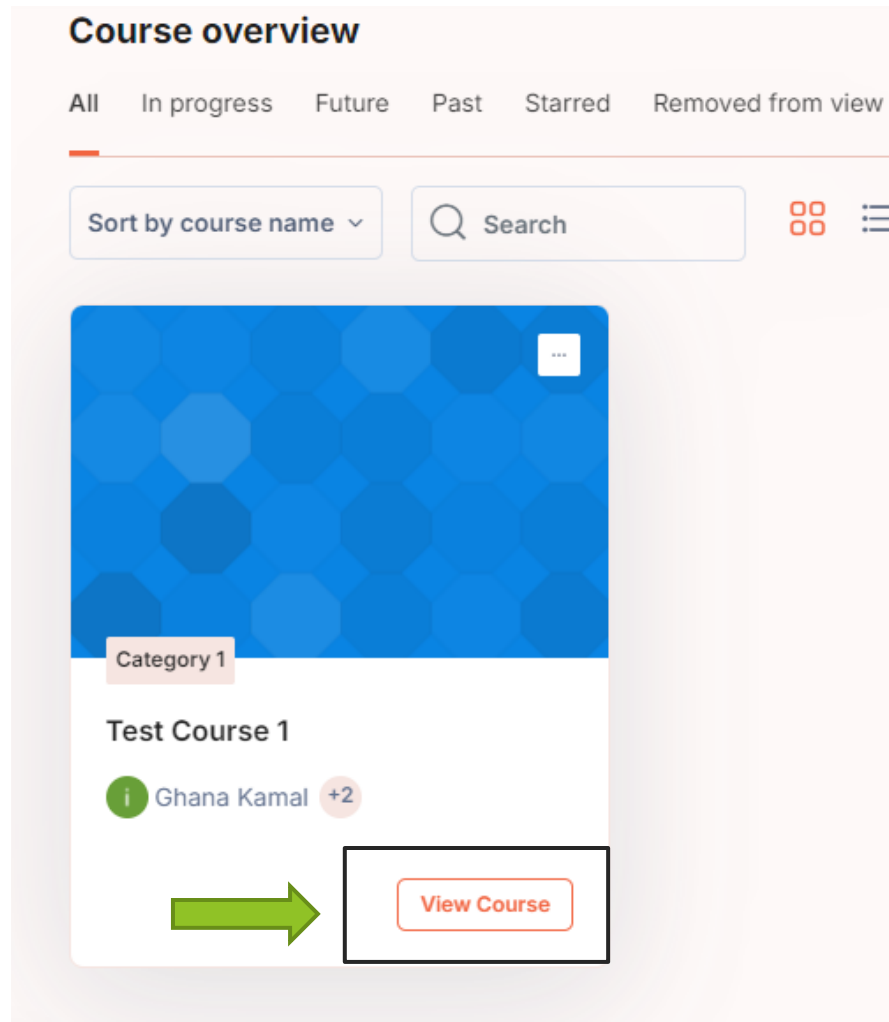
0 Courses Completed

0 Activities Completed

0 Activities Due

STEP#3


Click on “View Course”.





STEP#4


Click on “Participants”.

Test Course 1



1
Enrolled Students


0
Students Completed


0
In Progress

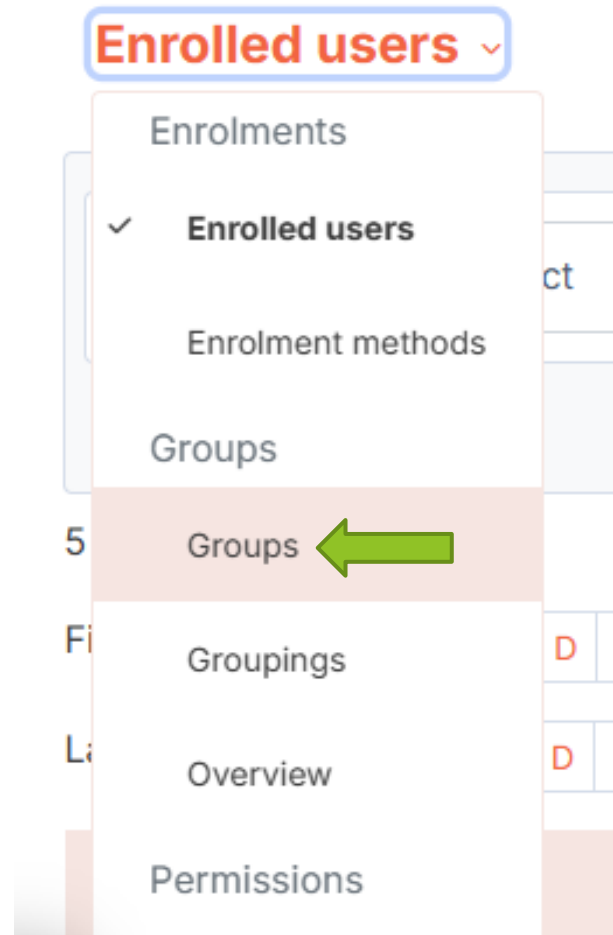

1
Yet to Start

[Course](#) [Settings](#) **[Participants](#)** [Grades](#) [Reports](#) [...](#)



STEP#5

Click on “Enrolled Users” and then select the “Groups”.



STEP#5

Scroll down and click on “Create Group”.

With selected

Edit group settings

Delete

Disable messaging

Enable messaging

Manage

Create group

Auto-create groups

Import groups



STEP#6

Add the “**Group Name**” then scroll down and select the “**Save Changes**”.

General


















Group name ⓘ

Group A

Group ID number ⓘ


Group description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I*                 

Choose a file...

Maximum size for new files: 1000 MB



You can drag and drop files here to add them.



Save changes

Cancel

STEP#7

Your group is created. Now click on **“Add/remove users”**.

Groups ▾

Groups

Members of: Group A (0)

Group A (0)

With selected

Add/remove users



STEP#8

Select the “**student**” and then click on “**Add button**”.

Add/remove users: Group A

The interface consists of two main panels: "Group members" on the left and "Potential members" on the right, separated by a central control area.

Group members: This panel is currently empty, displaying the text "None". It has a search bar at the bottom labeled "Search".

Potential members: This panel contains a list of users. The first entry is "student" with the email "7000000@student.uol.edu.pk". It also has a search bar at the bottom labeled "Search".

Central Control Area: Between the two panels are two buttons: "Add" (with a left-pointing arrow) and "Remove" (with a right-pointing arrow). A green arrow points from the "Group members" panel to the "Add" button.

Annotations: A green arrow points to the "student" entry in the "Potential members" list. Another green arrow points to the "Add" button.

STEP#9

Now you can verify the group names and number of students in each group.

Groups ▾

Groups

Group A (1)
Group B (0)

