

*This document describes how to create **Groups** in LAMS.*

*For this Walkthrough, you will need  
**System Administration Privileges** for certain steps.*

## CREATING GROUPS IN LAMS

A **Group** in LAMS is a way to collect many learners under one or more instructors.

The beauty of Groups is that each individual LAMS user can be allocated different rights in different subgroups, that is, a Learner in one group may be an Author or Monitor in another.

THIS WALKTHROUGH ASSUMES THAT YOU ARE STARTING WITH A FRESH INSTALLATION OF LAMS 2.1

### STEP ONE – CREATE THE GROUP

A **Group** in LAMS is roughly equivalent to a **course** or **subject**.

A Group should contain all of the Learners who are studying the same content.

1. Log in to LAMS using an account with **System Administration** privileges.  
(This is the account that is created when you install LAMS. If you are not the System Administrator, then contact the person who is.)
2. At the top of the **My Groups** screen, you will see an option marked **“Group Mgt.”**.  
Click here to open the **Manage Groups** screen.
3. On the **Manage Groups** screen, you should be able to see the LAMS101: Getting Started course.  
There are several Command Buttons across the top of the screen.  
Click the one marked **“Create New Group”**.
4. The **Create New Group** screen is shown at Right.
  - a. For the Group Name, enter:  
“My New Group in LAMS”
  - b. The **Code** is the short name for the Group. For example, “An Introduction to LAMS” uses **LAMS101**.  
Let’s type in “LAMS102”
  - c. The description is used as an explanation of the course, and appears only on the Group Management page. It’s best practice to give a short description of the Group, so enter:  
“A practice group created in LAMS”
  - d. You can leave all other settings at their defaults for the moment.
5. Click **SAVE** to create the group, and you should be back at the **Manage Groups** screen.

## STEP TWO – ASSIGN USERS AND ROLES TO THE GROUP

In order to participate in a Group, each **user** must be allocated a **role** within that group.

1. Back on the **Manage Groups** screen, click **“My New Group in LAMS”** to view the Group.
2. Now we are looking at the Management screen for our Group. From here, we can go back and make changes to the Group, Manage Group Users, or Create Subgroups. We’ll come back to subgroups in a moment.  
Click **Manage Users**.
3. This next screen gives us a summary of the Users in the Group. At the moment, the Group is empty, so click on **Add/Remove Users**.
4. On the **User Management** screen, we can remove Users (by clicking their name in the top box) or add them, either by **Searching** or from a List.
  - a. Type **admin** into the search box and press **Enter**.  
Click on **Sysadmin** to add the user to the list and then click **Next**.  
(You may need to scroll down the page to find the button.)
5. Now we are at the **Assign Roles** screen.  
To assign a role to a user, select the check box for each role next to the corresponding User.
  - a. For **sysadmin**, select all of the options. The **system administrator** now has control over the group. Click **Save** to continue.



6. You can now close the **Manage Groups** page, which should return you to the **My Groups** screen. You will probably need to click on **Refresh** to see the changes you’ve made.



**My Groups** should now display two different groups, like so:

If you expand **My New Group in LAMS** by clicking the Green Bar, you will notice that the course is empty.



### STEP THREE – CREATE SUBGROUPS

Subgroups are a way of dividing up a course into smaller groups. This is useful if there are different classes studying the same course.

1. Click  for **My New Group in LAMS**
2. Click 
3. Just like creating a Group, you can now create and Name a Subgroup
  - a. Let's call the subgroup 'Gifted and Talented'
  - b. The Code can be 'G&T'
  - c. For the Description, enter 'Gifted and Talented Students from LAMS102'
  - d. Leave the Locale and Status as Default

The subgroup is now created, and you can close the window.


4. Once again, click **Refresh** to see the changes you've made:




Notice how the Subgroup is nested beneath the Main Group?

The important thing to note is that the Subgroup **inherits** its User Roles from the main group. You can add and remove users, or change user roles by following the process outlined above in Step Two, but instead of clicking **Manage Users** for the Group, open the **Subgroup** and click on **Manage Users** there.

### STEP THREE – ADD A SEQUENCE TO THE COURSE

1. Click the  button for **My New Group in LAMS**.
2. There should be some sequences saved under the **System Administrator** profile, or you should be able to find one in the **Getting Started** folder.  
Select a sequence and click Next >
3. Make sure that **System Administrator** is selected for both **Staff** and **Learners**, then click **Next >** (That is, both check boxes on the Right side of the screen should be ticked.)
4. Click **Start Now** to begin the sequence.

The sequence you just added will be available to **All Learners in the Course**.

You can add a sequence that will be visible **only to subgroup members** by clicking  for the appropriate subgroup.