

User groups

It's sometimes useful to specify a group of users in WebCT, for instance if you need to use [selective release](#) to restrict content to a group, or you want to split students up into discussion groups. To create a custom user group:

1. Go into **Teach** view.
2. In Group Manager, create a group, or choose an existing group to edit via **Action Menu | Edit Group**
3. If creating, choose **Create Custom Group**, name and optionally describe the group, then click **Add Members**
4. From the popup window listing all current course members, select users to belong to the group and click **Add Selected**
5. On popup window close, click **Save** in the main window

Student view

If you restrict a folder, say, to a user group you've created, you may find that you, as Instructor or Teaching Assistant, may not be able to see what the student sees even if you go into Student View. You may be listed in the members of the group in Group Manager but WebCT doesn't treat you as a student.

In order to see what the student in a user group sees, you'll need to add the 'demo student' to the group. At stage 4 above, you should see **'Student Demo'** listed in course members - add that to the user group and save. If you then go into Student View you should see what a student in the group will see.

Added by [Fred Riley](#), last edited by [Fred Riley](#) on Sep 13, 2010