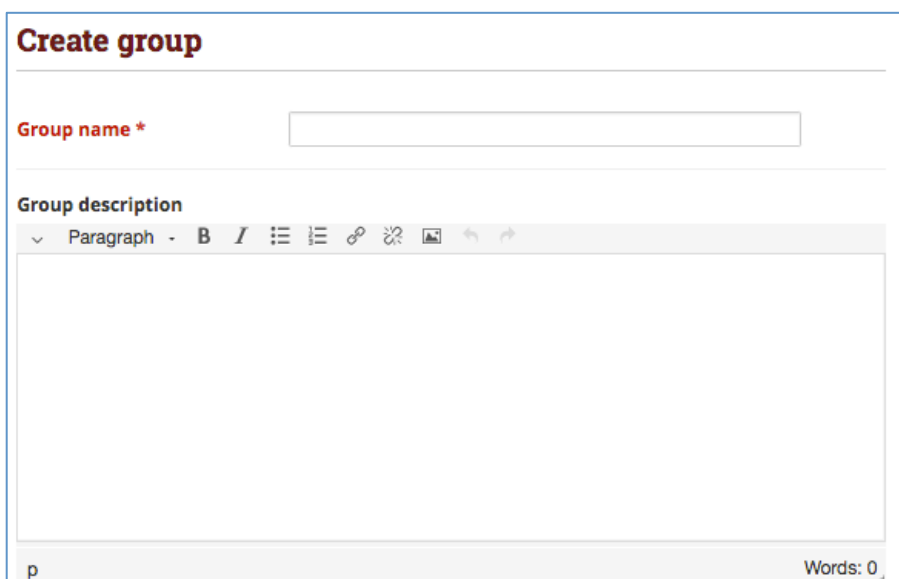


How to create a course group






1. Login to Mahara and click the '**Groups**' tab.
2. Click the button labeled '**Create Group**'.
3. Provide a '**Group Name**' and '**Group Description**'.



Create group

Group name *

Group description

Paragraph - B I     

Words: 0

4. From the setting menu for Group Type, choose '**No**' for '**Open**' and choose '**Yes**' for '**Request**'. 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. Choose '**Yes**' for '**Allow submissions**' and choose '**Yes**' for '**Allow archiving of submissions**'.
7. Click '**Save Group**' to finish.

Group saved successfully

About | Film Sharing

Created: 8 July 2016
Request membership
1 Members 1 Pages 0 Files 0 Folders 1 Forums 0 Topics 0 Posts
Group administrators: Ellen Luk

[Edit this page](#) [Settings](#) [Delete](#)

8. You will receive a notification email once a student has sent a request to join your group.

Mahara: New group membership request

Mahara <noreply@mahara.ln.edu.hk>
Today 19:00
LUK Sin Yi

You have been sent a notification from Mahara. Message follows:

Subject: New group membership request

Bill would like to join your group Film Sharing. Their reason for wanting to join is:

add me laaaaa~

See <http://mahara.ln.edu.hk/group/members.php?id=865&membershiptype=request>

9. Click the link in the email to go to Mahara and then accept the request.

Members | Film Sharing

Search: sorted by: Name A to Z

Current | **Requests**

Pending members

Bill
has requested membership of this group.
Reason: add me laaaaa~

[Add](#)
[Decline request](#)



1 member

10. The student will be added to your group.



Film Sharing About **Members** Forums Pages Collections Journals Share Files

User added

Members | Film Sharing

Search: sorted by: Admin first  

Results

 Ellen Luk - Admin Joined: 8 July 2016	
 Bill - Member [Change role] Joined: 8 July 2016	✕ Remove from group

2 members