Creating Groups

Program Director Tutorial
Program Director Tutorial: Creating Groups

This tutorial shows program directors how to create new groups for the programs they oversee.

1. After logging in at pulsar.uoregon.edu, you will see the program director's dashboard shown below.

![Dashboard Image]

2. From the drop-down menu at the top, select the program you would like to edit:
3. On the left side of the screen is a form to create new groups. Enter all of the relevant information and click “Create.”

Here you can create new groups for your program. You will be able to assign specific Can-Do Statements for each group. Click here to view a tutorial.

Name
Group Name (e.g. French II)

Language
Swahili

Allow instructors to change assigned Can-Do Statements
Yes

Description
Description (optional)

Contact Name
ex: Professor Xavier (optional)

Contact Phone Number
ex: 541-346-5699 (optional)

Contact Email
ex: lfoxlo@uoregon.edu (optional)

Create
4. Once you click “Create,” the class will show up on the right side of the screen under “Existing Groups.” From there, you can look at group details and delete groups.

![Existing Groups:]

Congratulations! You just created your groups!

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