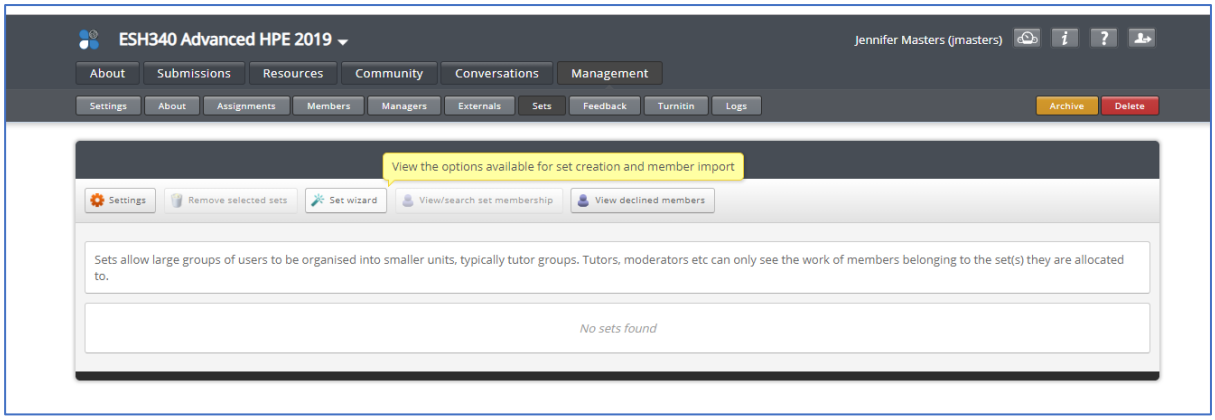
Creating sets in PebblePad based on Groups in MyLO

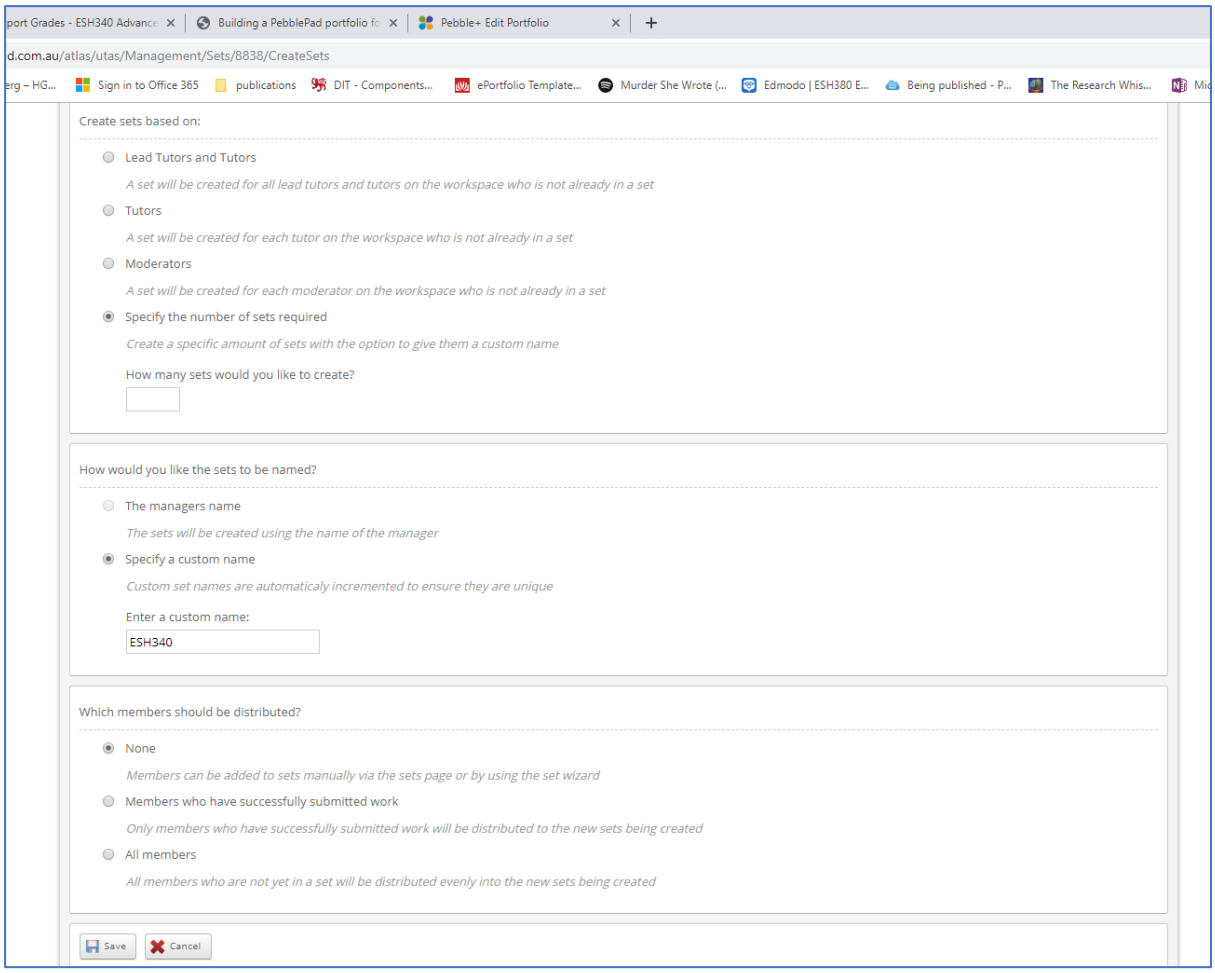
1. Go to Grades in MyLO
2. Choose Export Grades
3. Select username, last name, first name and group membership
4. Sort your list on groups

5. Go to ATLAS
6. Choose Management > Sets
7. Click the Set wizard

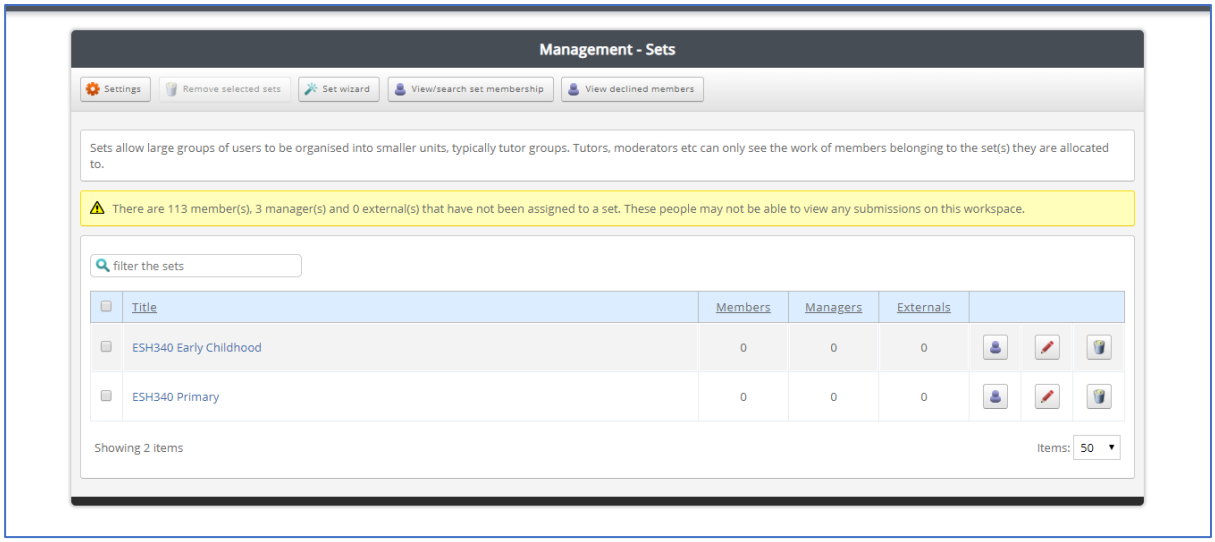


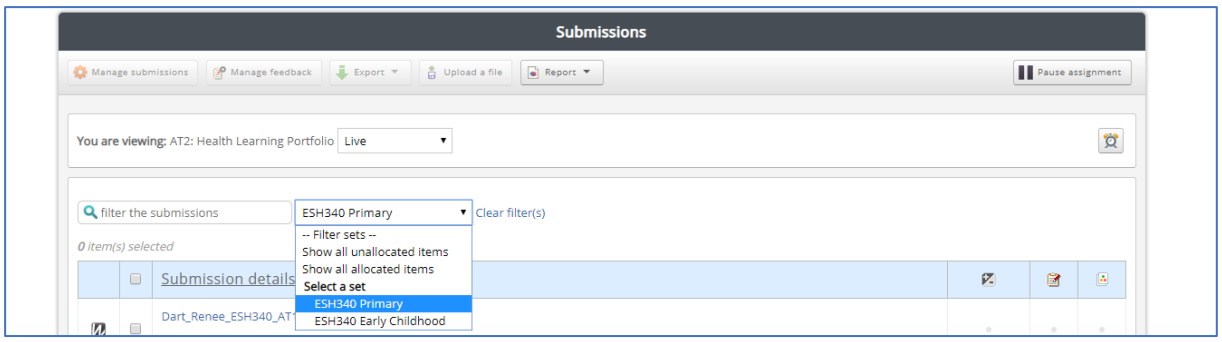
8. Choose create multiple sets and distribute members
9. Specify the number of groups required
10. Enter a generic name – this can be changed later
11. Choose not to distribute members
12. Save

(see over)



13. Rename the sets to reflect the groups



14. Click on the first set
15. Choose Import users into this set
16. Copy the usernames from the first set and paste into the window in PebblePad
17. Do the same with any subsequent groups.

18. If there are any unassigned users (who may have missed the group process in MyLO) these can be added manually to groups by click the blue person logo
19. If you are using tutors to mark, you need to add them to groups also.
20. The submissions from each set can be viewed separately in the submission section.