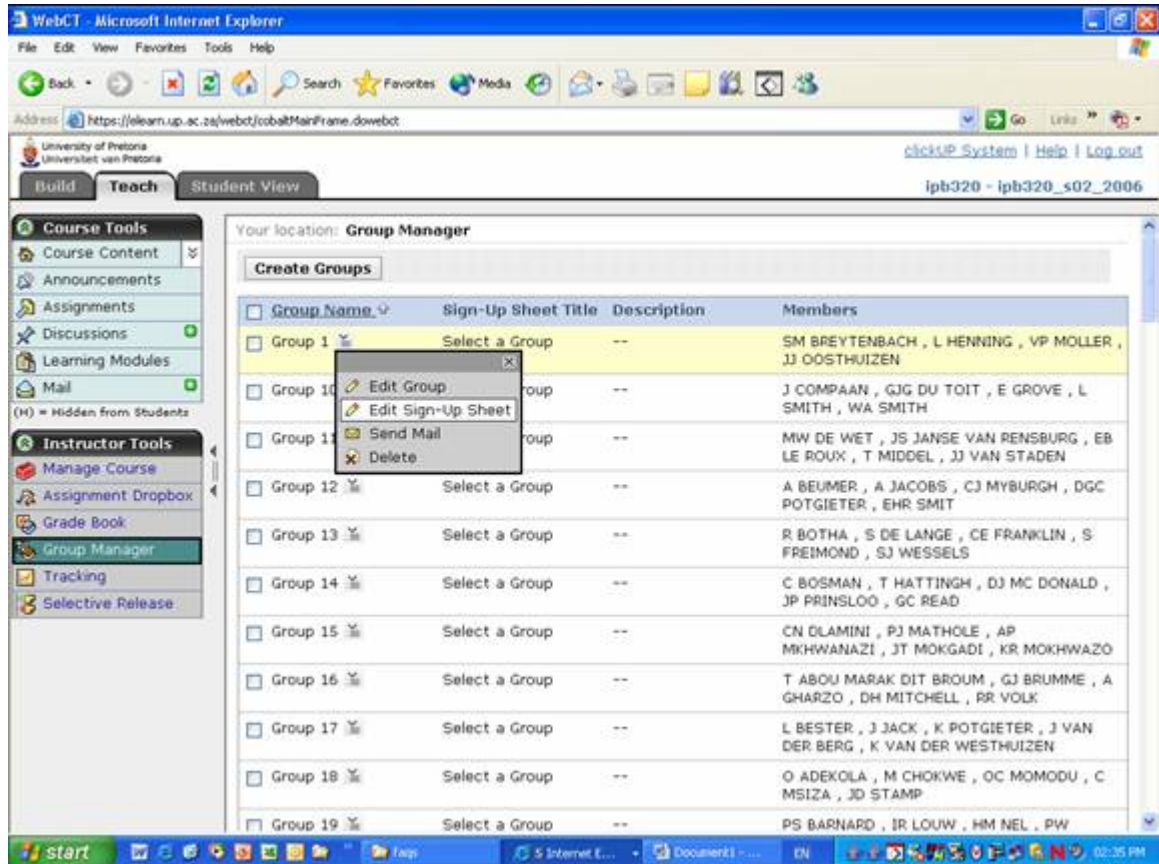


How do I add more groups to a sign-up sheet?

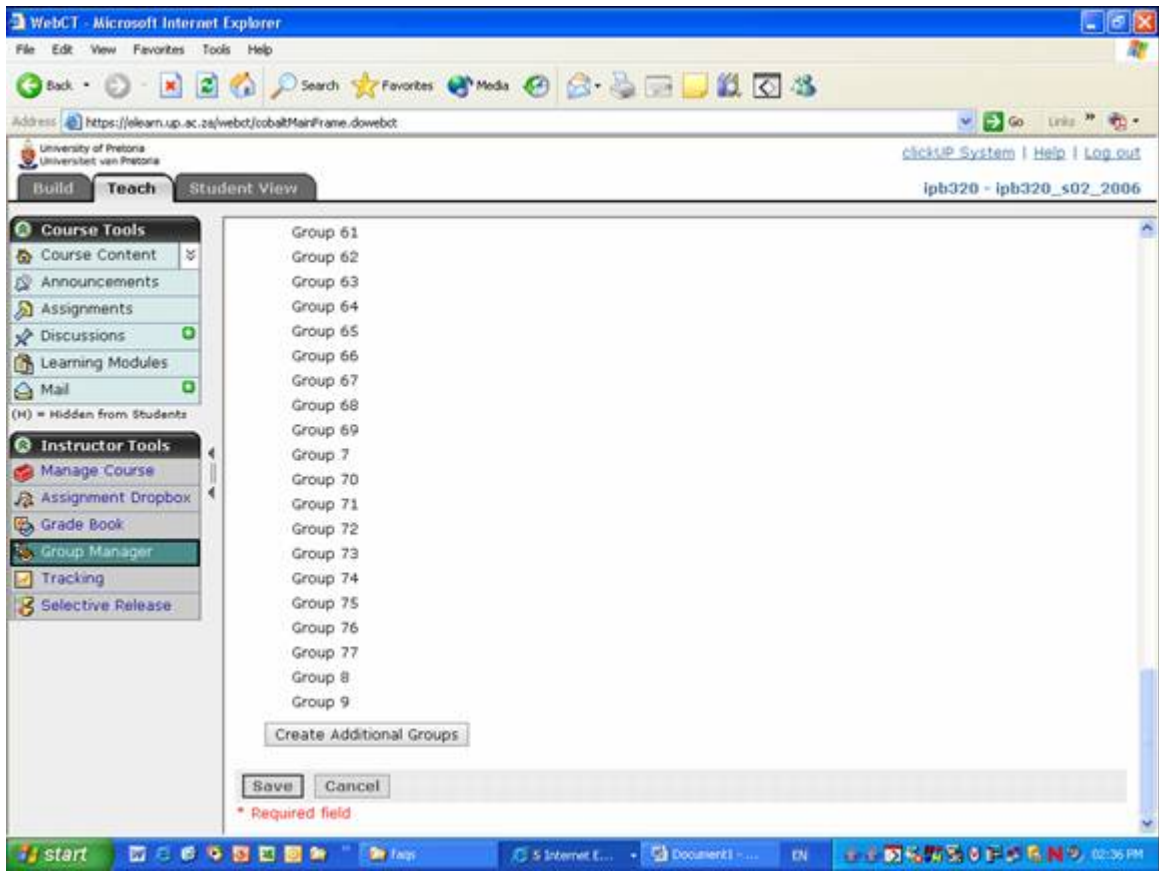
Go to the Group Manager on the Teach Tab
Click on the action links next to any of the groups



The screenshot shows the WebCT Group Manager interface. The browser window title is "WebCT - Microsoft Internet Explorer". The address bar shows "https://learn.up.ac.za/webct/cobaltMainFrame.dowebct". The page header includes "University of Pretoria" and "clickUP System | Help | Log out". The navigation tabs are "Build", "Teach", and "Student View". The "Teach" tab is active, and the "Group Manager" link is highlighted in the left sidebar. The main content area shows "Your location: Group Manager" and a "Create Groups" button. Below this is a table with columns: Group Name, Sign-Up Sheet Title, Description, and Members. The table lists groups from Group 1 to Group 19. A context menu is open over "Group 10", showing options: "Edit Group", "Edit Sign-Up Sheet", "Send Mail", and "Delete".

Group Name	Sign-Up Sheet Title	Description	Members
Group 1	Select a Group	--	SM BREYTENBACH , L HENNING , VP MOLLER , JJ OOSTHUIZEN
Group 10	Select a Group	--	J COMPAAAN , GJG DU TOIT , E GROVE , L SMITH , WA SMITH
Group 11	Select a Group	--	MW DE WET , JS JANSE VAN RENSBURG , EB LE ROUX , T MIDDEL , JJ VAN STADEN
Group 12	Select a Group	--	A BEUMER , A JACOBS , CJ MYBURGH , DGC POTGIETER , EHR SMIT
Group 13	Select a Group	--	R BOTHA , S DE LANGE , CE FRANKLIN , S FREIMOND , SJ WESSELS
Group 14	Select a Group	--	C BOSMAN , T HATTINGH , DJ MC DONALD , JP PRINSLOO , GC READ
Group 15	Select a Group	--	CN DLAMINI , PJ MATHOLE , AP MKHWANAZI , JT MOKGADI , KR MOKHWAZO
Group 16	Select a Group	--	T ABOU MARAK DIT BROUM , GJ BRUMME , A GHARZO , DH MITCHELL , RR VOLK
Group 17	Select a Group	--	L BESTER , J JACK , K POTGIETER , J VAN DER BERG , K VAN DER WESTHUIZEN
Group 18	Select a Group	--	O ADEKOLA , M CHOKWE , OC MOMODU , C MSIZA , JD STAMP
Group 19	Select a Group	--	PS BARNARD , IR LOUW , HM NEL , PW

Select the Edit Sign-up Sheets option
Scroll down to the bottom of the screen



Select the Create Additional Groups option.