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Course Grouping Flow Chart

If the course-section is part of a group, and the teacher for a course changes during the year, the new teacher will not be able to add the course to a group. When the new teacher attempts to add a course to a group on [Settings > Manage Course Groups](#), the message “Exists in another group” will be displayed next to the course in the **Ineligible Courses** list.

[Settings > Manage Courses](#)

To resolve this issue so that the new teacher can add the course to a group, a TeacherPortal administrator must delete the course from the original teacher's group as follows:

1. Log on to TeacherPortal and impersonate the new teacher.
2. While impersonating the new teacher, go to [Settings > Manage Courses](#). Retrieve the course-section, and then click  to delete the course from the group.
3. Click **Save**.
4. Repeat for all applicable courses.