



**group\_courses\_body**



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☐ Specify the semester:

<b>Semester</b>	The current semester is displayed by default. You can select another semester.
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☐ Click **Retrieve**.

☐ Under **Available Course Groups** (left grid):

Available groups are listed. Otherwise, the message “No course group data exists” is displayed.



### Add a group:

<b>Name</b>	To add a group, type a unique name for the group.
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

☐ Click **Add Group**.

The new group name is displayed. Details for the group are displayed under **Course Group Detail** (right).

### Edit a group:

<b>Course Count</b>	The number of courses currently added to the group is displayed.
	Click to add or remove courses from the group. The details for the group are displayed on the right under <b>Course Group Detail</b> .
	Click to delete a group. You are prompted to confirm that you want to delete the group. Click <b>OK</b> .
	A group can only be deleted if <b>Course Count</b> is 0.

☐ Under **Course Group Detail** (right grid):

<b>Group</b>	The group name is displayed.
<b>Grouped Courses</b>	All the courses currently added to the selected group are listed.
<b>Available Courses</b>	Any courses that can be added to the group are listed. Click  for each course you want to add to the group. The course is moved to the <b>Grouped Courses</b> list.
<b>Ineligible Courses</b>	Any courses that cannot be added to the group (due to reasons described above on this page) are listed. An explanation of the course's ineligibility is displayed next to the course.
	Click to delete a course from the group.

☐ Click **Save**.