# Tip Tuesday

Generate Random Student Groups!

Easily place your students into random groups!

1. If you already have a list of your students, go to step 5. If not, in Gradebook, go to "Reports" and choose "Class Roster."

2. Choose your Course Section and click *Generate.*

3. In the upper-right corner, choose *Export.*
   (This will download your students into a spreadsheet)

4. Click to open the downloaded file (bottom-left of your screen). If you get a pop-up, click *Yes.*

5. Highlight your students' names. Copy the list.
   (Highlight **only** the students' names)

6. Click to open this file.

7. Follow the 2 simple directions in the file:
   ⇒ Enter the number you want in each group
   ⇒ Paste your student list
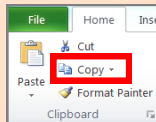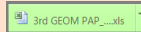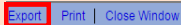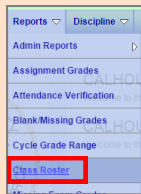
Your students are now grouped. No need to print...just display on your projector!