

Groups

Single or Group Sets may be created and students may be self-enroll or be manually or randomly enrolled.

Setting Up a Group for Manual Enrollment

1. Select **Groups** from the **Control Panel** area.
2. Select **Manual Enroll** from either the **Create Single Group** or **Create Group Set** drop down menus.
3. Enter the **Group Name, Description, Tool Availability** and the **Module Personalization Setting**.
4. Select the **Membership** by using the arrow buttons to enroll selected students.
5. Click **Submit**.

Setting Up a Group for Self-Enrollment

1. Select **Groups** from the **Control Panel** area.
2. Select **Self Enroll** from either the **Create Single Group** or **Create Group Set** drop down menus.
3. Enter the **Group Name, Description, Tool Availability** and the **Module Personalization Setting**.
4. Select the **Sign-Up Options** and the **Number of Groups**.
5. Click **Submit**.
6. Students will now be able to self-enroll in a group through the Group Pages area in the Course Menu.

Setting Up a Group for Random Enrollment

1. Select **Groups** from the **Control Panel** area.
2. Select **Random Enroll** from the **Create Group Set** drop down menu.
3. Enter the **Group Name, Description, Tool Availability** and the **Module Personalization Setting**.
4. Select the **Number of Groups** and **Determine How to Enroll any Remaining Members**.
5. Click **Submit**.
6. Students will now be able to self-enroll in a group through the Group Pages area in the Course Menu.