

Groups

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

Setting Up a Group for Manual Enrollment

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

Setting Up a Group for Self-Enrollment Using a Sign-Up Sheet

1. Select **Users and Groups** from the **Control Panel** area.
2. Click **Groups**.
3. Select **Self-Enroll** from either the **Create Single Group** or **Create Group Set** drop down menus.
4. Enter the **Group Name** and any specific **Description** in the text box.
5. Click the **Sign-up Sheet Only** radio button.
6. Determine the **Tool Availability** and the **Module Personalization Setting**.
7. Enter the **Name of Sign-Up Sheets** and any specific **Sign-Up Sheet Instructions** in the text box.
8. Determine the **Maximum Number of Members** and other options for the Sign-Up Sheet.
9. Click **Submit**.
10. 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 **Users and Groups** from the **Control Panel** area.
2. Click **Groups**.
3. Select **Random Enroll** from the **Create Group Set** drop down menu.
4. Enter the **Group Name**, **Description**, **Tool Availability** and the **Module Personalization Setting**.
5. Determine how you want students to be automatically enrolled into groups.
 - **Number of Students per Group**: divide students by a number of students per group.
 - **Number of Groups**: divide students by the number of groups in the course.
6. Determine how you want to enroll any remaining students into groups.
 - **Distribute the remaining members amongst the groups**: enroll remaining students into groups automatically.
 - **Put the remaining members in their own group**: Create a new group containing the remaining members.
 - **Manually add the remaining members to groups**: permit the instructor to enroll the remaining students to groups.
7. Click **Submit**.
8. Students will now be able to self-enroll in a group through the Group Pages area in the Course Menu.