Access Groups

On the Control Panel, expand the Users and Groups section and click Groups.

-OR-

In a new course, click the default Groups link on the course menu.

-OR-

Access groups using the default Tools link on the course menu. On the Tools page, click Groups.

How to Create a Single Group

1. Access the Groups listing page and point to Create on the action bar.
2. For Single Group, click Self-Enroll or Manual Enroll.
3. On the Create Group page, type a name and optional description. Make the group visible to students.
4. Select the check boxes for the course tools you want to make available to the group.
5. Click the Grade option and type Points possible for Blogs, Journals, and Wikis, if you want to grade student submissions.
6. Select the check box for Allow Personalization to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.
7. Optionally, select the check box to create a smart view for this group.
8. For self-enroll Sign-up Options, type a name and provide instructions. You might tell students that they cannot unenroll themselves from groups. Type the Maximum Number of Members. Select any other options you want to include.

-OR-

For the manual enroll Membership section, search for and select students from the Add Users pop-up window.

Your selected group members appear in the bottom area with a number showing the total count. Click the Show List function, represented by a full square, to open the Add Users area to view your selections. To remove a user, click the X.

9. Click Submit.

The newly created group appears on the Groups listing page.
How to Create a Group Set

1. Access the Groups listing page and point to Create on the action bar.
2. For Group Set, click Self-Enroll, Manual Enroll, or Random Enroll.

Follow the same steps for creating a single group. Then, depending on the enrollment option you choose, use the following information:

- For self-enroll Sign-up options, type a name and instructions. You might tell students that they cannot unenroll themselves from groups. Type the Maximum Number of Members. Select any other options you want to include.

-OR-

- For random enroll Membership section, type the Number of Students per Group to create or the Number of Groups. Select an option to Determine how to enroll any remaining members in the groups.

-OR-

- For the manual enroll Group Set Options section, type the Number of Groups to create. On the next page, click Add Users for each group to make your selections.

Your selected group members appear in the bottom area with a number showing the total count. Click the Show List function, represented by a full square, to open the Add Users
area to view your selections. When you open the area, the square icon collapses. To remove a user, click the X.