Setting Up a Group Set

Student groups allow students the opportunity to work together with a separate space for file exchange, discussion boards, tasks, and other options. Groups can be created one at a time or in sets. Instructors can manually select group members or allow students to self-enroll. Only the instructor and the group members can access the Group tools.

Create a Group Set – Self Enroll

1. In the Control Panel, expand the Users and Groups section, and select Groups.

2. Click on the down arrows next to Create Group Set and select Self-Enroll.

   Self-Enroll: Students choose which group to join. Instructor can limit the number of students per group.

   Manual Enroll: Instructor assigns each student to a group.

   Random Enroll: The computer assigns students to groups.

3. One the Create Group page, type a Name and if desired, add a description.

4. Select the Yes option to make the Group Available.
5. Select check boxes for any **Tools** you want to make available, and assign points possible as applicable.

6. Determine if you will allow individual group members to **Personalize** group space modules (Not recommended).

7. Enter a Name for the **Sign-up Sheet**, and add instructions if desired.

8. Set the **Maximum Number of Members** for each group.

9. Determine if you will allow students to see a list of group members before they sign-up. If yes, check the **Show Members** box.

10. Enter the total **Number of Groups** to create.

11. Click **Submit** when finished.
Create a Group Set – Manual Enroll


2. Enter the total Number of Groups to create.

3. A new window will open showing the total number of groups you have created. In the Membership section, select students from the Items to Select box and click the right-pointing arrow to add the selected names to the Selected Items box.

4. Click Submit when finished.

Create a Group Set – Random Enroll

1. Complete the steps shown in Self Enroll through number 6. On step 2 choose Random Enroll.

2. In the Membership section, you will Determine Number of Groups by numbers per group, or by number of groups. You will also Determine How to Enroll Remaining Members.

3. Click Submit when finished.