Setting Up a Single Group
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 Single Group – 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 Single Group and select either Self-Enroll or Manual 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.

3. One the Create Self-Enrollment 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. Click Submit when finished.
Create a Single Group – Manual Enroll

1. Complete the steps shown above through number 6.

2. 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.

3. Click Submit when finished.