Creating Groups

You can create formal groups of students to collaborate on work, and create these groups one at a time or in sets. You can manually select group members or allow students to self-enroll. Each group has its own space with links to tools to help students collaborate. Only you and group members can access the group tools.

1. Ensure Edit Mode is ON

2. Click the Groups located on the course main menu  
   - OR- 
   On the Control Panel, expand the Users and Groups section and select Groups

3. From the Groups listing page, click on Create to view the action bar to access the drop-down list. Select Self-Enroll or Manual Enroll under the appropriate group heading.

4. On the Create Group page, type a Name and optional Description

5. Select the Yes option to make the Group Available. If you do not want the group to be available at this time, select No.
Creating Groups

6. Select the check boxes for the course tools you want to make available to the group.

Please Note: Select the Grade option and type Points possible for Blogs, Journals, and Wikis, if you want to grade student submissions.

7. 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.

8. For manual enroll Membership section, select the students from the Items to Select box and click the right-pointing arrow to add the selected names to the Selected Items box.

-OR-

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

9. Click Submit