

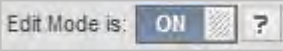
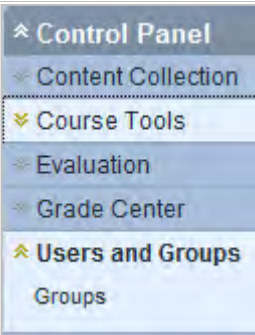
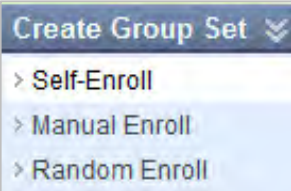
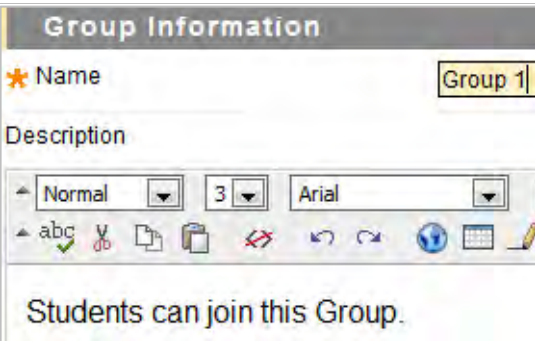



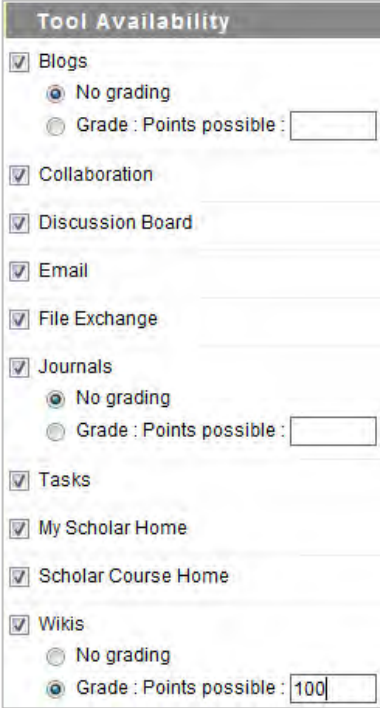
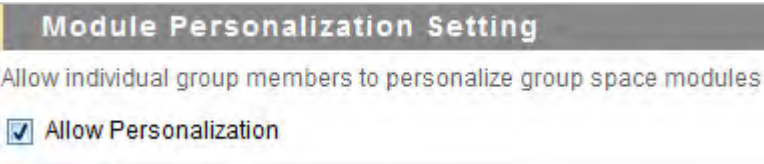
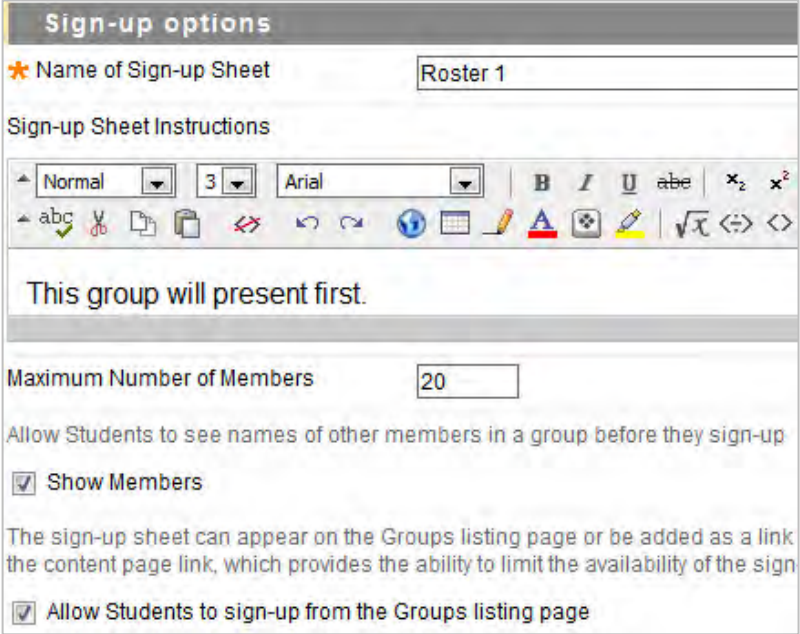


## Create a Self-Enrollment Group Set

 [View the video tutorial](#)

Create formal groups of Students to collaborate on work. Groups can be created one at a time or in sets. Self-enrollment allows Students to add themselves to a Group using a sign-up sheet. Make sign-up sheets available to Students on the Groups listing page or by adding a link to a course area, such as a Content Area, folder, Learning Module, or Lesson Plan. When creating a Group using sign-up sheets, the Group can be immediately available to use or made available after all members have signed up.

Each Group has its own space, or homepage, with links to tools to help Students collaborate. Only the Instructor and the Group members can access the Group tools.

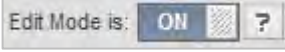
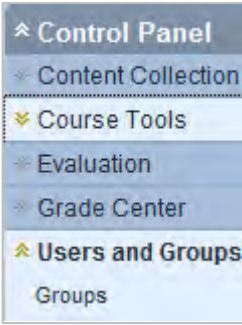
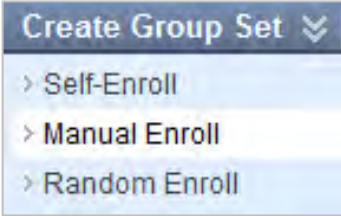
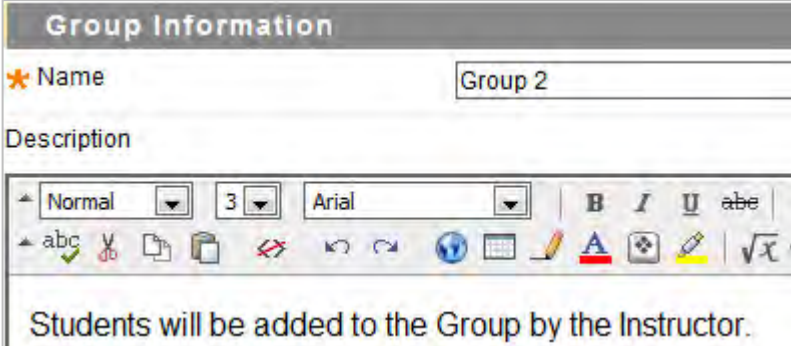

Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	On the <b>Control Panel</b> , select <b>Groups</b> in the <b>Users and Groups</b> section.	
Step 3	On the <b>Groups</b> listing page, point to <b>Create Group Set</b> on the Action Bar to access the drop-down list.  Select <b>Self-Enroll</b> .	
Step 4	On the <b>Create Group Set</b> page, type a <b>Name</b> and optional <b>Description</b> .	
Step 5	Select <b>No</b> to make the group unavailable. Select <b>Yes</b> to make the group available. Select <b>Sign-up Sheet Only</b> to enable users to enroll in this group using a sign-up sheet.	

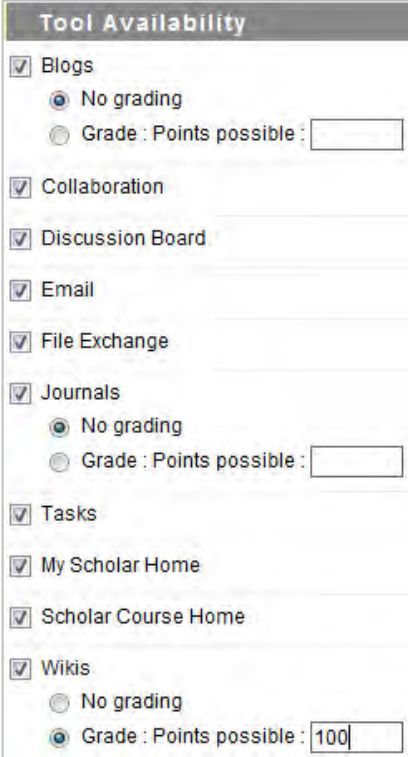

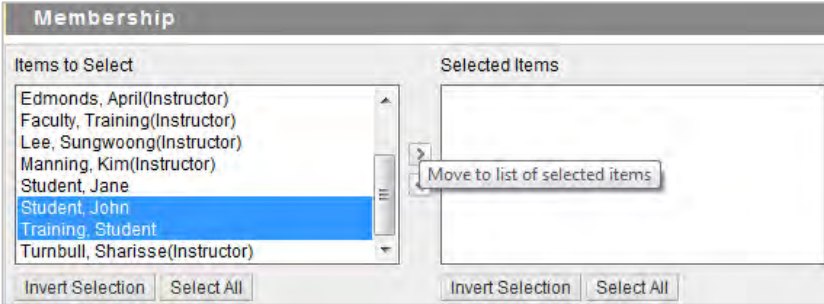

<p>Step 6</p>	<p>Select the <b>Tools</b> available to the Group by selecting the appropriate check boxes.</p> <p>Select the <b>Grade</b> option and type <b>Points possible</b> for <b>Blogs, Journals, and Wikis</b>, if Student submissions will be graded.</p>	 <p><b>Tool Availability</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Blogs       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> No grading</li> <li><input type="radio"/> Grade : Points possible : <input type="text"/></li> </ul> </li> <li><input checked="" type="checkbox"/> Collaboration</li> <li><input checked="" type="checkbox"/> Discussion Board</li> <li><input checked="" type="checkbox"/> Email</li> <li><input checked="" type="checkbox"/> File Exchange</li> <li><input checked="" type="checkbox"/> Journals       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> No grading</li> <li><input type="radio"/> Grade : Points possible : <input type="text"/></li> </ul> </li> <li><input checked="" type="checkbox"/> Tasks</li> <li><input checked="" type="checkbox"/> My Scholar Home</li> <li><input checked="" type="checkbox"/> Scholar Course Home</li> <li><input checked="" type="checkbox"/> Wikis       <ul style="list-style-type: none"> <li><input type="radio"/> No grading</li> <li><input checked="" type="radio"/> Grade : Points possible : <input type="text" value="100"/></li> </ul> </li> </ul>
<p>Step 7</p>	<p>Select the check box for <b>Allow Personalization</b> to allow individual Group members to add Personal Modules to the Group Homepage.</p>	 <p><b>Module Personalization Setting</b></p> <p>Allow individual group members to personalize group space modules</p> <p><input checked="" type="checkbox"/> Allow Personalization</p>
<p>Step 8</p>	<p>Select the <b>Sign-up options</b> for Self-Enroll, including titling the Sign-up Sheet. Select the <b>Maximum Number of Members</b>. Select any other Sign-up options you want to include.</p>	 <p><b>Sign-up options</b></p> <p>★ Name of Sign-up Sheet <input type="text" value="Roster 1"/></p> <p>Sign-up Sheet Instructions</p> <p>Normal 3 Arial B I U abc x<sub>2</sub> x<sup>2</sup></p> <p>abc ✓ ✂ 📄 📁 ↶ ↷ 🌐 📅 🖋️ 🔍 √ ↔ &lt;&gt;</p> <p><b>This group will present first.</b></p> <p>Maximum Number of Members <input type="text" value="20"/></p> <p>Allow Students to see names of other members in a group before they sign-up</p> <p><input checked="" type="checkbox"/> Show Members</p> <p>The sign-up sheet can appear on the Groups listing page or be added as a link the content page link, which provides the ability to limit the availability of the sign</p> <p><input checked="" type="checkbox"/> Allow Students to sign-up from the Groups listing page</p>
<p>Step 9</p>	<p>Under <b>Group Set Options</b>, enter <b>Number of Groups</b>.</p>	 <p><b>Group Set Options</b></p> <p>★ Number of Groups <input type="text" value="5"/></p>
<p>Step 10</p>	<p>Click <b>Submit</b>.</p>	 <p><b>Submit</b></p>

## Create a Manual Enrollment Group Set

 [View the video tutorial](#)

Create formal groups of Students to collaborate on work. Groups can be created one at a time or in sets. For **Manual Enroll**, the Instructor assigns each Student in the Course to a Group. Each Group has its own space, or homepage, with links to tools to help Students collaborate. Only the Instructor and the Group members can access the Group tools.

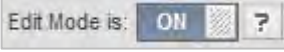
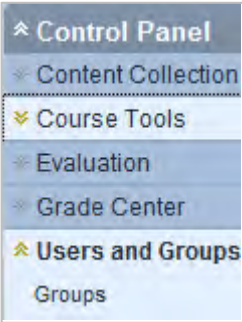

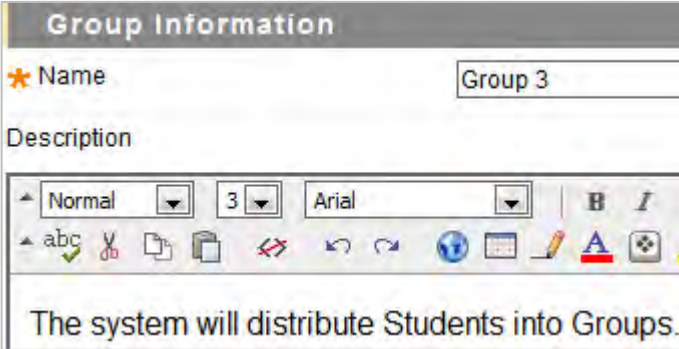

Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	On the <b>Control Panel</b> , select <b>Groups</b> in the <b>Users and Groups</b> section.	
Step 3	<p>On the <b>Groups</b> listing page, point to <b>Create Group Set</b> on the Action Bar to access the drop-down list.</p> <p>Select <b>Manual Enroll</b>.</p>	
Step 4	On the <b>Create Group Set</b> page, type a <b>Name</b> and optional <b>Description</b> .	
Step 5	<b>Group Available.:</b> Select <b>No</b> to make the group unavailable. Select <b>Yes</b> to make the group available.	

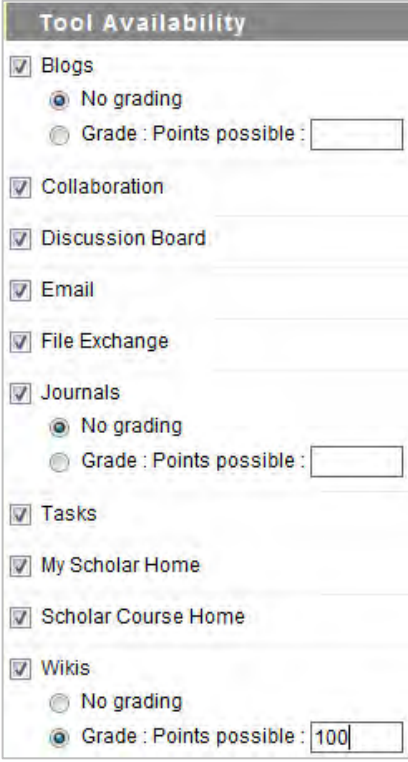
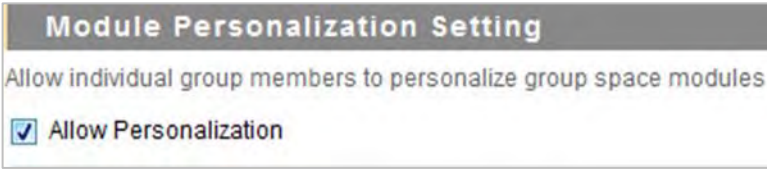
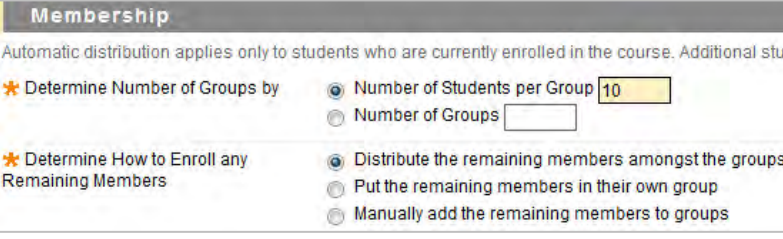

<p>Step 6</p> <p>Select the <b>Tools</b> available to the Group by selecting the appropriate check boxes.</p> <p>Select the <b>Grade</b> option and type <b>Points possible</b> for <b>Blogs, Journals, and Wikis</b>, if Student submissions will be graded.</p>		 <p><b>Tool Availability</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Blogs       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> No grading</li> <li><input type="radio"/> Grade : Points possible : <input type="text"/></li> </ul> </li> <li><input checked="" type="checkbox"/> Collaboration</li> <li><input checked="" type="checkbox"/> Discussion Board</li> <li><input checked="" type="checkbox"/> Email</li> <li><input checked="" type="checkbox"/> File Exchange</li> <li><input checked="" type="checkbox"/> Journals       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> No grading</li> <li><input type="radio"/> Grade : Points possible : <input type="text"/></li> </ul> </li> <li><input checked="" type="checkbox"/> Tasks</li> <li><input checked="" type="checkbox"/> My Scholar Home</li> <li><input checked="" type="checkbox"/> Scholar Course Home</li> <li><input checked="" type="checkbox"/> Wikis       <ul style="list-style-type: none"> <li><input type="radio"/> No grading</li> <li><input checked="" type="radio"/> Grade : Points possible : <input type="text" value="100"/></li> </ul> </li> </ul>
<p>Step 7</p> <p>Select the check box for <b>Allow Personalization</b> to allow individual Group members to add Personal Modules to the Group Homepage.</p>		 <p><b>Module Personalization Setting</b></p> <p>Allow individual group members to personalize group space modules</p> <p><input checked="" type="checkbox"/> Allow Personalization</p>
<p>Step 8</p> <p>In the <b>Membership</b> section for Manual Enroll, select the Students from the <b>Items to Select</b> box and click the right-pointing arrow to add the selected names to the <b>Selected Items</b> box.</p>		 <p><b>Membership</b></p> <p>Items to Select</p> <ul style="list-style-type: none"> <li>Edmonds, April(Instructor)</li> <li>Faculty, Training(Instructor)</li> <li>Lee, Sungwoong(Instructor)</li> <li>Manning, Kim(Instructor)</li> <li>Student, Jane</li> <li>Student, John</li> <li>Training, Student</li> <li>Turnbull, Sharisse(Instructor)</li> </ul> <p>Selected Items</p> <p>Move to list of selected items</p> <p>Invert Selection Select All</p> <p>Invert Selection Select All</p>
<p>Step 9</p> <p>Click <b>Submit</b>.</p>		 <p><b>Submit</b></p>

## Create a Random Enrollment Group Set

 [View the video tutorial](#)

Create formal groups of Students to collaborate on work. Groups can be created one at a time or in sets. For **Manual Enroll**, the Instructor assigns each Student in the Course to a Group. Each Group has its own space, or homepage, with links to tools to help Students collaborate. Only the Instructor and the Group members can access the Group tools.

Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	On the <b>Control Panel</b> , select <b>Groups</b> in the <b>Users and Groups</b> section.	
Step 3	<p>On the <b>Groups</b> listing page, point to <b>Create Group Set</b> on the Action Bar to access the drop-down list.</p> <p>Select <b>Random Enroll</b>.</p>	
Step 4	On the <b>Create Group Set</b> page, type a <b>Name</b> and optional <b>Description</b> .	
Step 5	<b>Group Available:</b> Select <b>No</b> to make the group unavailable. Select <b>Yes</b> to make the group available.	

<p>Step 6</p> <p>Select the <b>Tools</b> available to the Group by selecting the appropriate check boxes.</p> <p>Select the <b>Grade</b> option and type <b>Points possible</b> for <b>Blogs, Journals, and Wikis</b>, if Student submissions will be graded.</p>		 <p><b>Tool Availability</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Blogs       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> No grading</li> <li><input type="radio"/> Grade : Points possible : <input type="text"/></li> </ul> </li> <li><input checked="" type="checkbox"/> Collaboration</li> <li><input checked="" type="checkbox"/> Discussion Board</li> <li><input checked="" type="checkbox"/> Email</li> <li><input checked="" type="checkbox"/> File Exchange</li> <li><input checked="" type="checkbox"/> Journals       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> No grading</li> <li><input type="radio"/> Grade : Points possible : <input type="text"/></li> </ul> </li> <li><input checked="" type="checkbox"/> Tasks</li> <li><input checked="" type="checkbox"/> My Scholar Home</li> <li><input checked="" type="checkbox"/> Scholar Course Home</li> <li><input checked="" type="checkbox"/> Wikis       <ul style="list-style-type: none"> <li><input type="radio"/> No grading</li> <li><input checked="" type="radio"/> Grade : Points possible : <input type="text" value="100"/></li> </ul> </li> </ul>
<p>Step 7</p> <p>Select the check box for <b>Allow Personalization</b> to allow individual Group members to add Personal Modules to the Group Homepage.</p>		 <p><b>Module Personalization Setting</b></p> <p>Allow individual group members to personalize group space modules</p> <p><input checked="" type="checkbox"/> Allow Personalization</p>
<p>Step 8</p> <p>In the <b>Membership</b> section, type the <b>Number of Students per Group</b> to create or the <b>Number of Groups</b>. Select an option to determine how to enroll any remaining members in the Groups.</p>		 <p><b>Membership</b></p> <p>Automatic distribution applies only to students who are currently enrolled in the course. Additional stu</p> <p>* Determine Number of Groups by       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Number of Students per Group <input type="text" value="10"/></li> <li><input type="radio"/> Number of Groups <input type="text"/></li> </ul> </p> <p>* Determine How to Enroll any Remaining Members       <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Distribute the remaining members amongst the groups</li> <li><input type="radio"/> Put the remaining members in their own group</li> <li><input type="radio"/> Manually add the remaining members to groups</li> </ul> </p>
<p>Step 9</p> <p>Click <b>Submit</b>.</p>		 <p><b>Submit</b></p>