CREATING GROUP SETS

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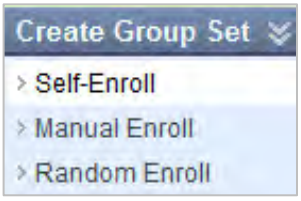
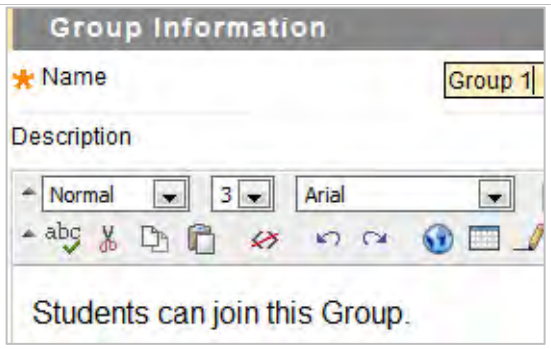
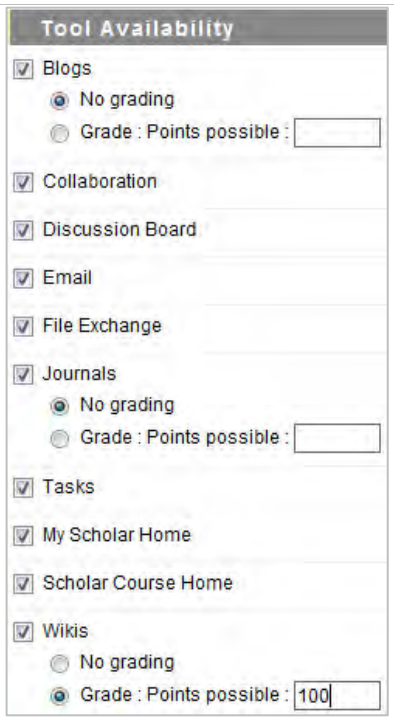
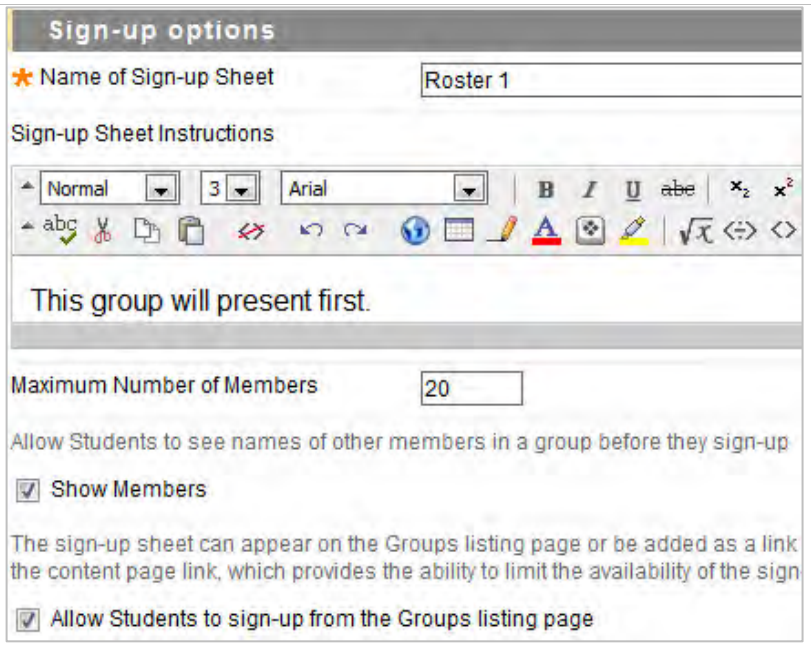
Create a Self-Enrollment Group Set

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

Step 6	Select the **Tools** available to the Group by selecting the appropriate check boxes. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if Student submissions will be graded.	
Step 7	Select the check box for **Allow Personalization** to allow individual Group members to add Personal Modules to the Group Homepage.	
Step 8	Select the **Sign-up options** for Self-Enroll, including titling the Sign-up Sheet. Select the **Maximum Number of Members**. Select any other Sign-up options you want to include.	
Step 9	Under **Group Set Options**, enter **Number of Groups.**	
Step 10	Click **Submit**.	

Create a Manual Enrollment Group Set

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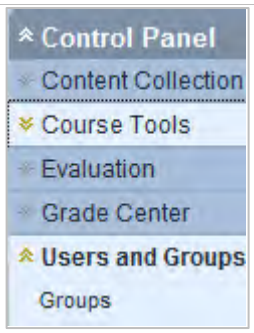
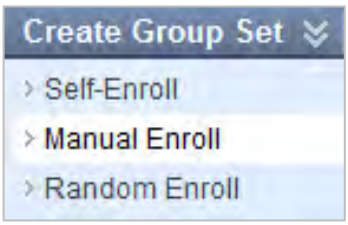
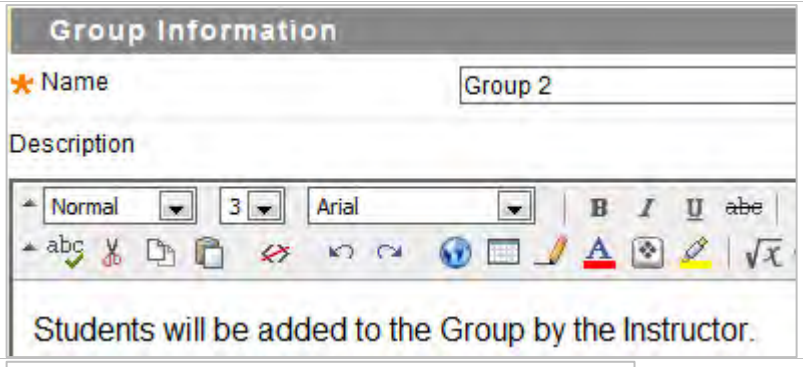
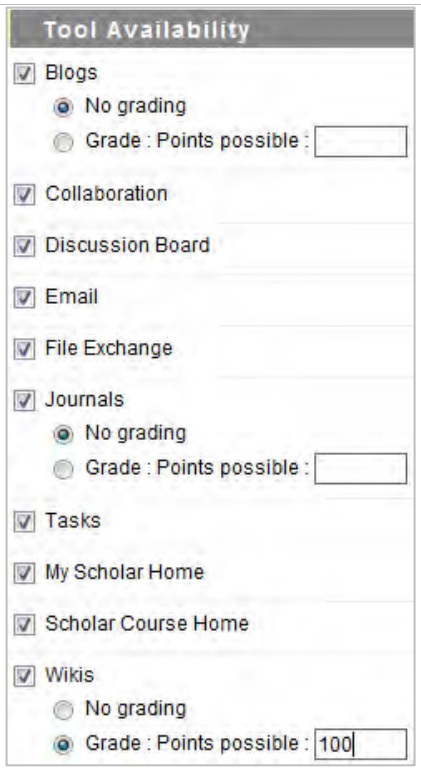
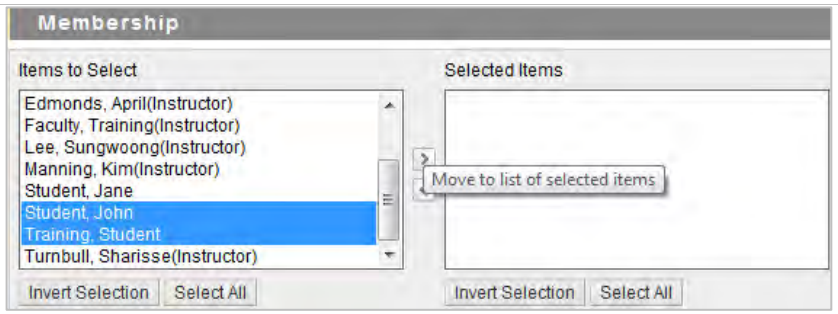
Create formal groups of Students to collaborate on work. Groups can be created one at a time or in sets. For **Manual Enroll**, the Instructor assigns each Student in the Course to a Group. Each Group has its own space, or homepage, with links to tools to help Students collaborate. Only the Instructor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

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

Step 6	Select the **Tools** available to the Group by selecting the appropriate check boxes. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if Student submissions will be graded.	
Step 7	Select the check box for **Allow Personalization** to allow individual Group members to add Personal Modules to the Group Homepage.	
Step 8	In the **Membership** section for Manual Enroll, 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.	
Step 9	Click **Submit**.	

Create a Random Enrollment Group Set

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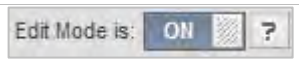
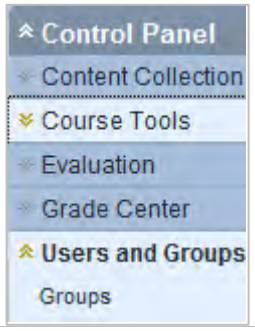
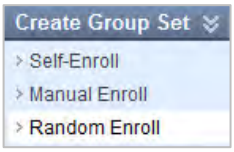
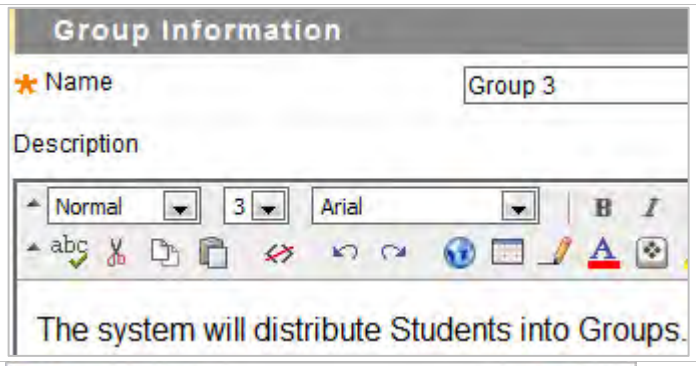
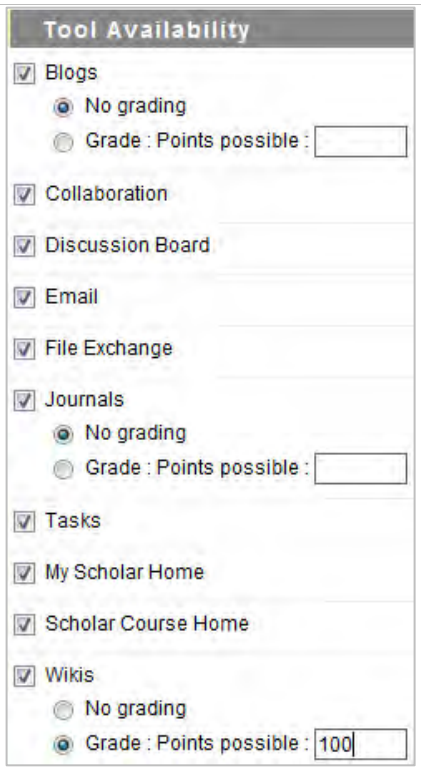
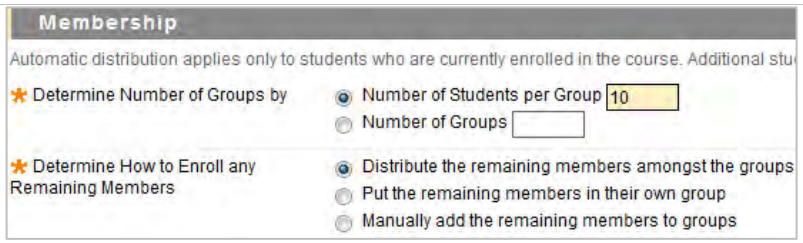
Create formal groups of Students to collaborate on work. Groups can be created one at a time or in sets. For **Manual Enroll**, the Instructor assigns each Student in the Course to a Group. Each Group has its own space, or homepage, with links to tools to help Students collaborate. Only the Instructor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

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

Step 6	Select the **Tools** available to the Group by selecting the appropriate check boxes. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if Student submissions will be graded.	
Step 7	Select the check box for **Allow Personalization** to allow individual Group members to add Personal Modules to the Group Homepage.	
Step 8	In the **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.	
Step 9	Click **Submit**.	