CREATING GROUPS

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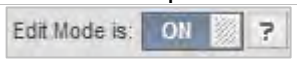
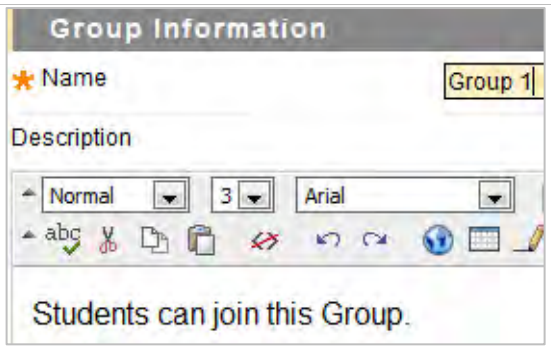
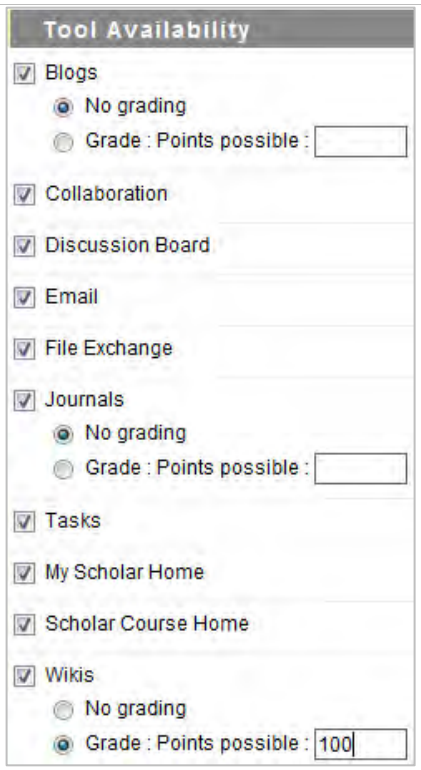
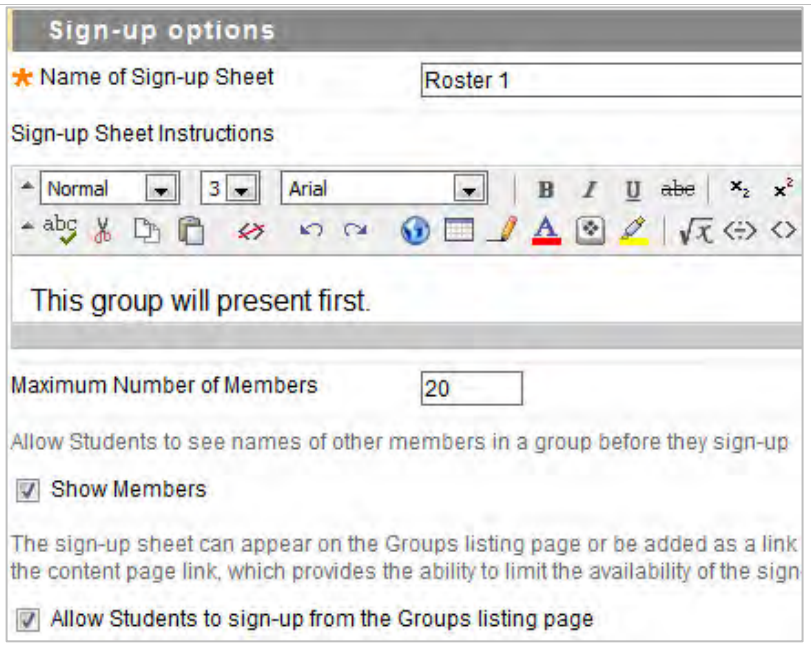
Create a Self-Enrollment Group

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 Single Group** on the Action Bar to access the drop-down list. Select **Self-Enroll**.	
Step 4	On the **Create Group** page, type a **Name** and optional **Description**.	
Step 5	Select **Yes** to make the **Group Available** or select **Sign-up Sheet Only**.	

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	Click **Submit**.	

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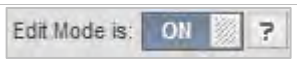
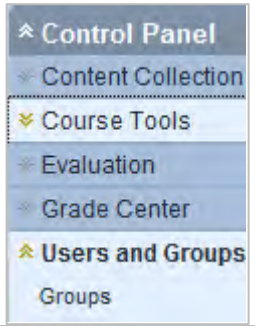
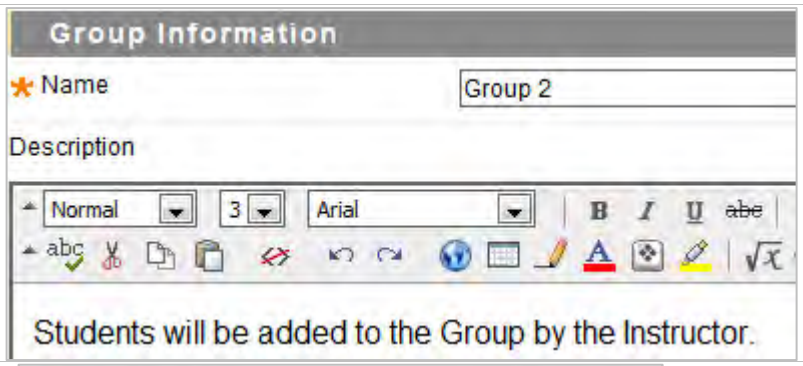
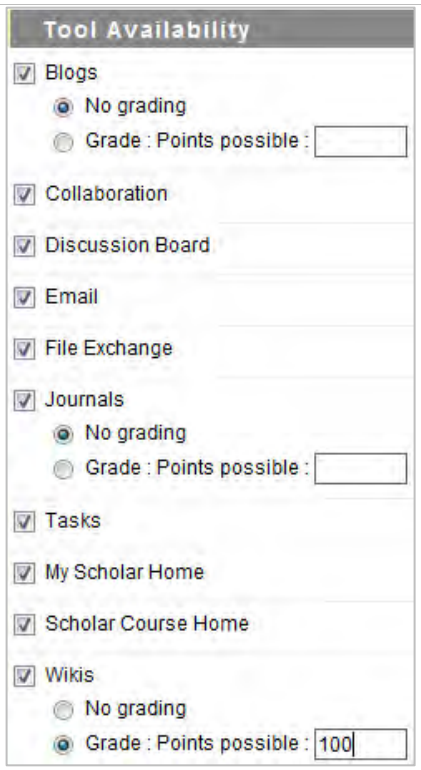
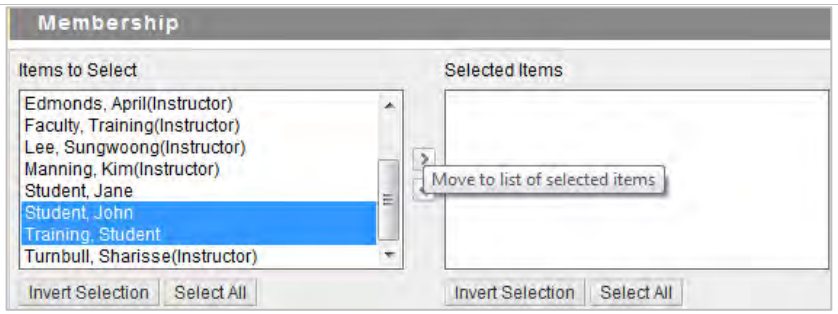
Create a Manual Enrollment Group

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 Single Group** on the Action Bar to access the drop-down list. Select **Manual Enroll**.	
Step 4	On the **Create Group** page, type a **Name** and optional **Description**.	
Step 5	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**.	