

# Create 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 homepage with links to tools to help students collaborate. Only you and group members can access the group tools.

You have two group creation options:

- Create a single group
- Create a group set

## About Group Enrollment Methods

Manual Enroll allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.

Random Enroll is available for group sets only. It automatically distributes membership into groups based on a designated number of students per group or the designated number of groups. Random distribution applies only to students who are currently enrolled in your course. You can enroll additional students manually.

Self-Enroll allows students to add themselves to a group using a sign-up sheet. Self-enrollment is an option available for both single groups and group sets.

Students cannot unenroll themselves from groups.

To learn more about which enrollment method might work best for your objectives, see [Best Practice: Group Membership](#).

## Access Groups

On the Control Panel, expand the Users and Groups section and click Groups.

-OR-

In a new course, click the default Groups link on the course menu.

-OR-

Access groups using the default Tools link on the course menu. On the Tools page, click Groups.

To learn about the ways you can add groups to your course, see [Best Practice: Presenting Groups](#).

## How to Create a Single Group

1. Access the Groups listing page and point to Create on the action bar.
2. For Single Group, click Self-Enroll or Manual Enroll.
3. On the Create Group page, type a name and optional description. Make the group visible to students.
4. Select the check boxes for the course tools you want to make available to the group.
5. Click the Grade option and type Points possible for Blogs, Journals, and Wikis, if you want to grade student submissions.
6. 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.
7. Optionally, select the check box to create a [smart view](#) for this group.
8. For self-enroll Sign-up Options, type a name and provide instructions. You might tell students that they cannot unenroll themselves from groups. Type the Maximum Number of Members. Select any other options you want to include.

-OR-

For the manual enroll Membership section, search for and select students from the Add Users pop-up window.

Your selected group members appear in the bottom area with a number showing the total count. Click the Show List function, represented by a full square, to open the Add Users area to view your selections. To remove a user, click the X.

## Add Users

Search:      Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	 acooper	Ashby	Cooper	Student
<input checked="" type="checkbox"/>	 ccasper	Chris	Casper	Student
<input checked="" type="checkbox"/>	 hwagner	Henry	Wagner	Student
<input type="checkbox"/>	 pdurand	Porter	Durand	Student
<input type="checkbox"/>	 sscott	Sandra	Scott	Student

**Add Users** 3

<input checked="" type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	 acooper	Ashby	Cooper	Student
<input checked="" type="checkbox"/>	 ccasper	Chris	Casper	Student
<input checked="" type="checkbox"/>	 hwagner	Henry	Wagner	Student

9. Click Submit.

The newly created group appears on the Groups listing page.

## How to Create a Group Set

1. Access the Groups listing page and point to Create on the action bar.
2. For Group Set, click Self-Enroll, Manual Enroll, or Random Enroll.

Follow the same steps for creating a single group. Then, depending on the enrollment option you choose, use the following information:

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

-OR-

- For random enroll 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.

-OR-

- For the manual enroll Group Set Options section, type the Number of Groups to create. On the next page, click Add Users for each group to make your selections.

Your selected group members appear in the bottom area with a number showing the total count. Click the Show List function, represented by a full square, to open the Add Users area to view your selections. When you open the area, the square icon collapses. To remove a user, click the X.

### GROUP SET OPTIONS

\* Number of Groups

Create smart view for each group in set.

## Edit Group Set Enrollments

### GROUP SET INFORMATION

Name

Description

### GROUP SET ENROLLMENTS

Filter Available Members  Hide members already in another group in this set

Randomize Enrollments

Collapse All

#### Pick an Ocean 1

\* Name

Add Users

No users have been added.

Delete Group

#### Pick an Ocean 2

\* Name

Add Users

## Add Users

Search:      Show all users regardless of role

<input type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	 acooper	Ashby	Cooper	Student
<input checked="" type="checkbox"/>	 ccasper	Chris	Casper	Student
<input checked="" type="checkbox"/>	 hwagner	Henry	Wagner	Student
<input type="checkbox"/>	 pdurand	Porter	Durand	Student
<input type="checkbox"/>	 sscott	Sandra	Scott	Student

Add Users

Cancel

Submit

<input checked="" type="checkbox"/>	Username	First Name	Last Name	Role
<input checked="" type="checkbox"/>	 acooper	Ashby	Cooper	Student
<input checked="" type="checkbox"/>	 ccasper	Chris	Casper	Student
<input checked="" type="checkbox"/>	 hwagner	Henry	Wagner	Student