Creating Groups

Overview

Think of how you want to organize groups before setting them up, since this will affect how your students enroll in groups. Groups can be assigned by you, chosen by the students or automatically. Each group can have its own discussion forum, locker and Dropbox folder. “Members of groups can be graded as a team or individually.

Creating Categories and Groups:

1. Click on Edit Course on the Main Navigation Bar.

2. Click on Groups under the Learner Management section.

3. On the Manage Groups page, click on New Category.
4. Enter a category name (required) and a description (optional).

5. Select the **Enrollment Type** from the dropdown menu.

**Enrollment Types:**

- **# of Groups – No Auto Enrollments:** You define the number of groups and manually add students to your groups later by using the Enroll Users page. Use when you know how many groups you want to create and which users you want in each group.

- **Groups of #:** You select the number of students per group, but the system automatically enrolls students.

- **# of Groups:** You select the total number of groups you want to be created in this category and have the system automatically enroll students.

- **Groups of # – Self Enrollment:** You define how many students you want per group and let students select their own group.

- **# of Groups – Self Enrollment:** You define how many groups will be in this category and let students select their own group.

- **# of Groups of # – Self Enrollment:** You define the number of groups in the category and the number of students in each group. Students select their own group.

**Note:** If you select Groups of # or # of Groups, you will need to configure these options:

- **Auto-Enroll New Users:** Automatically adds new students in your class to the groups.
- **Randomize users in groups:** Randomly places students in groups. If this option isn’t chosen, the system places students alphabetically based on the classlist.

6. Under **Create Workspace**, select the course tool you want the groups in this category to have access to: Discussion forum, locker, or Dropbox.

7. Click **Save**.