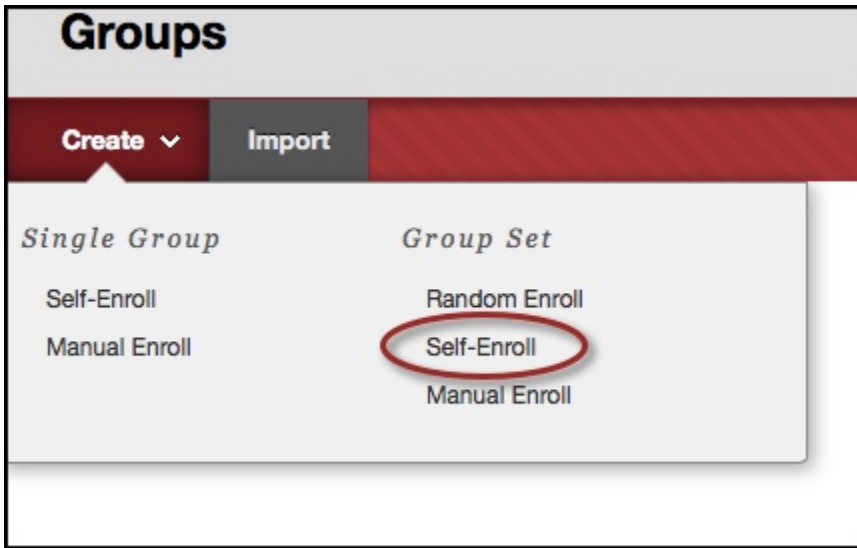


Creating Group Sets

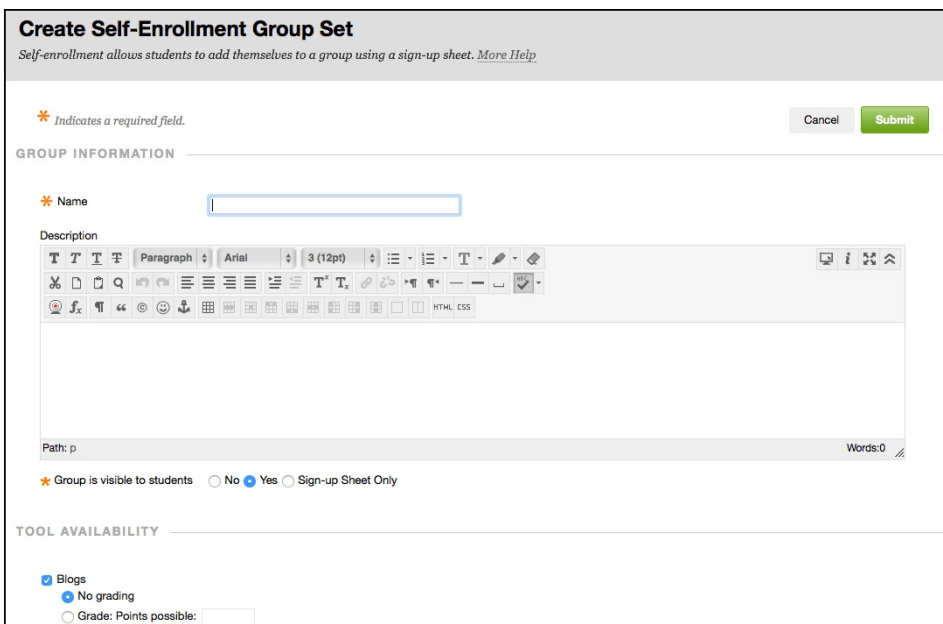
Creating Group Sets

Self-Enroll Group Sets:

1. Access the Groups Tool on the Course Management Menu.
2. Click **Create** on the Action Bar.
3. Select **Self-Enroll** from the drop-down menu.



4. On the Create Self-Enrollment Group Set page, enter a name for the group set, along with a description for the group set.
5. In the Tool Availability section, select the tools that you wish to be available to the groups, and add points possible to graded items such as blogs, wikis, journals, and group discussions.

A screenshot of the 'Create Self-Enrollment Group Set' form. The form has a title 'Create Self-Enrollment Group Set' and a subtitle 'Self-enrollment allows students to add themselves to a group using a sign-up sheet. More Help'. There are 'Cancel' and 'Submit' buttons. The form is divided into two main sections: 'GROUP INFORMATION' and 'TOOL AVAILABILITY'. In the 'GROUP INFORMATION' section, there is a required field for 'Name' (indicated by an asterisk) and a 'Description' field with a rich text editor. Below the description field, there is a 'Path' field and a 'Words' counter. In the 'TOOL AVAILABILITY' section, there are radio buttons for 'Group is visible to students' (No, Yes, Sign-up Sheet Only) and a checked checkbox for 'Blogs'. Below the 'Blogs' checkbox, there are radio buttons for 'No grading' and 'Grade: Points possible:' with an input field.

6. In the Group Set Options section, type in the **Number of Groups**.
7. Optionally, create smart views for each group in the set.

8. When you are finished, click **Submit**.

GROUP SET OPTIONS

* Number of Groups

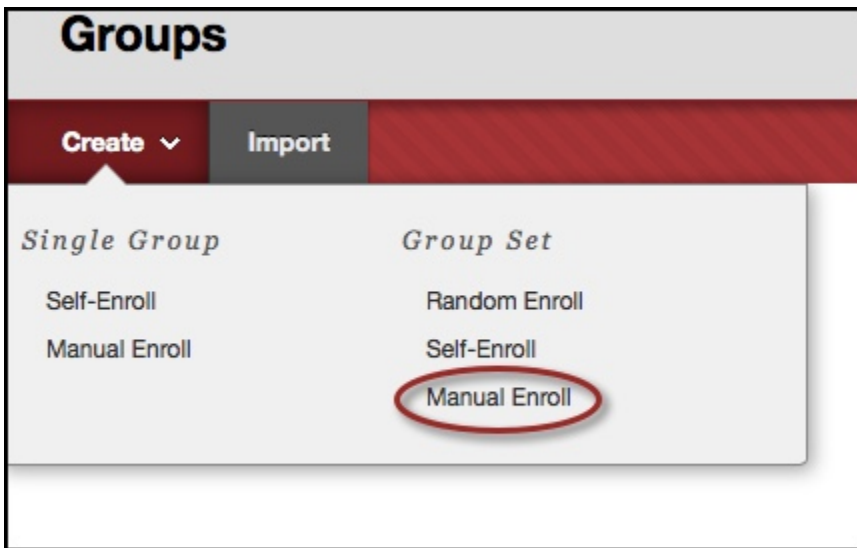
Create smart view for each group in set.

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

Manual Enroll Group Sets:

1. Access the Groups Tool on the Course Management Menu.
2. Click **Create** on the Action Bar.
3. Select **Manual Enroll** from the drop-down menu.



4. On the Create Group Set page, enter a name for the group set, along with a description for the group set.
5. In the Tool Availability section, select the tools that you wish to be available to the groups, and add points possible to graded items such as blogs, wikis, journals, and group discussions.

Create Group Set

You can generate several groups at one time using group sets. [More Help](#)

* Indicates a required field.

Cancel Submit

GROUP INFORMATION

* Name

Description

Paragraph Arial 3 (12pt)

Path: p Words:0

* Group is visible to students No Yes

TOOL AVAILABILITY

Blogs

No grading

Grade: Points possible:

6. In the Group Set Options, type the **Number of Groups**
7. Optionally, create smart views for each group in the set.
8. Click **Submit**.

GROUP SET OPTIONS

* Number of Groups

Create smart view for each group in set.

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

9. On the Edit Group Set Enrollments page that appears, add students to each group by clicking the **Add Users** button.
10. When you are finished, click **Submit**.

Edit Group Set Enrollments

Cancel Submit

GROUP SET INFORMATION

Name test
Description test

GROUP SET ENROLLMENTS

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

Randomize Enrollments Collapse All

test 1

Name test 1

Add Users

No users have been added.

Delete Group

test 2

Name test 2

Add Users

No users have been added.

Delete Group

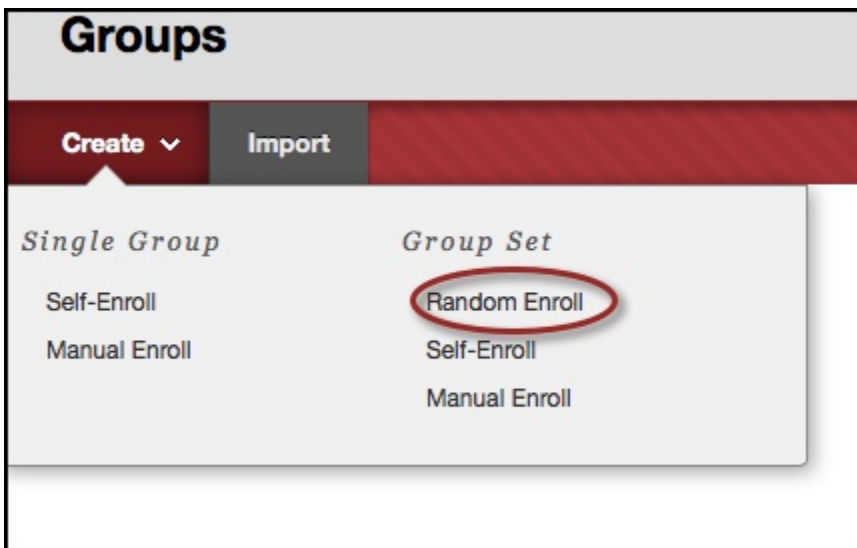
Add Group

Click Submit to proceed. Click Cancel to go back.

Cancel Submit

Random Enroll Group Sets:

1. Access the Groups Tool on the Course Management Menu.
2. Click **Create** on the Action Bar.
3. Select **Random Enroll** from the drop-down menu.



4. On the Create Random Enrollment Group Set page, enter a name for the group set, along with a description for the group set.
5. In the Tool Availability section, select the tools that you wish to be available to the groups, and add points possible to graded items such as blogs, wikis, journals, and group discussions.

