

## Setting up manual or random enrolling groups

There are several options when it comes to creating groups. These instructions are specifically for setting up several manual or random enrolling groups at once.

1. Navigate to “Users and Groups” under the Control Panel.
2. Click on the “Create Group Set” button at the top of the page and choose “Manual Enroll.”
3. Provide an umbrella name for the groups—something like “MIS101 Group Project.” You will probably want to leave the rest of the settings in place. Under “Group Set Options,” you can configure how many total groups you will need. Click Submit
4. Under “Group Set Enrollments, you can choose to either “Randomize Enrollments,” which will randomly divide your students into your set number of groups, or you can manually choose which groups in which to enroll your students.
5. Click Submit.
6. Your Groups should now appear on the Groups page.

Students don’t have access to the Control Panel area, including the Groups area there, so you might want to set up a link elsewhere in the course for them to view their group and access Group Tools. Here are the instructions for doing that:

1. Navigate to the area of your course you want students to see the group sign-up area. Perhaps this week’s module or the Assignments area.
2. Click on the blue “Tools” button at the top of the page and select “Groups.”
3. Leave the settings on the next page as is. You do not need to make any adjustments here. Click Next.
4. On the next page, click Submit. That should do it!