

Setting up self-enrolling groups

There are several options when it comes to creating groups. These instructions are specifically for setting up several self-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 “Self-Enroll.”
3. Provide an umbrella name for the groups—something like “MIS101 Group Project.” Leave the rest of the settings in place, although under “Sign-up options,” you can configure things like maximum number of members in each group and how many total groups you will need. You can also check the box to the left of “Show Members” so students can see who is in each group before signing up. You can also provide a name for each group here. For example, if you simply type “Group” in this field, when the groups are generated, they will appear as Group 1, Group 2, and so on.
4. Click Submit. Your Groups should now appear on the Groups page.

Students don’t have access to the Control Panel, including the Groups area under there, so you will need to set up a link elsewhere in the course for them to sign up. 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, enter a variation of the instructions below if you like. Then click submit. That should do it!

Here is what the students need to do:

1. Navigate to the area of the course where they should sign up (according to what you choose in #1 above).
2. Click on “Groups.” They might have to click the “Click to Launch” link depending on their browser settings.
3. They should now click on “View Sign-up Sheet to Join a Group.”
4. The groups you’ve set up should appear. Depending on their preference, they can click “Sign Up” to join a group.