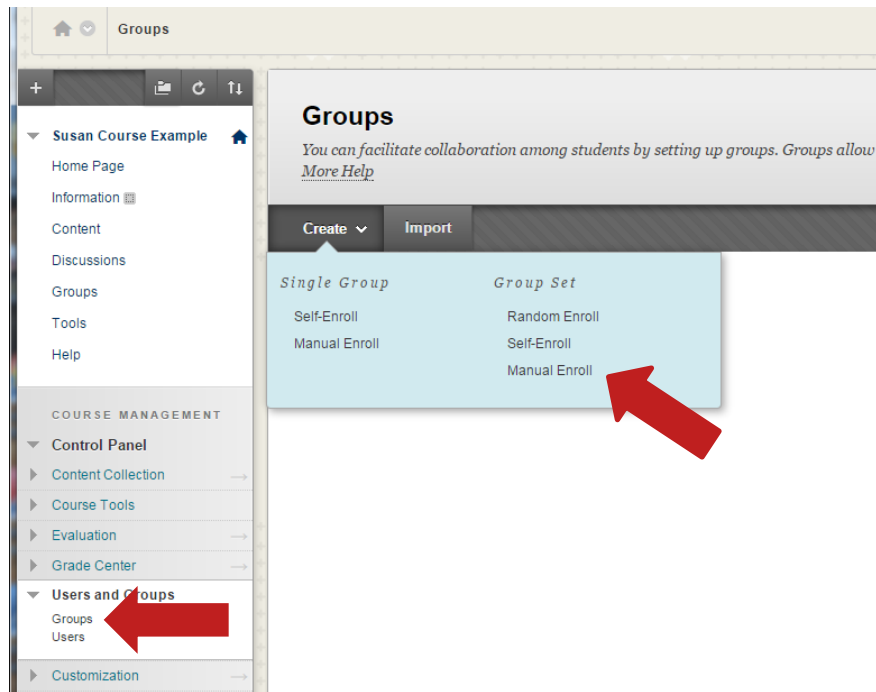


## Creating Groups

There are several options for creating one or more groups. In this example we'll create a Group Set—this will create a set of groups and manually choose students for each groups so everyone in the course belongs to a group.

1. In your course, click on Users and Groups. Hover mouse over Create until a drop down box appears. Under Group Set click on Manual Enroll.




2. Enter the group name and optional description.

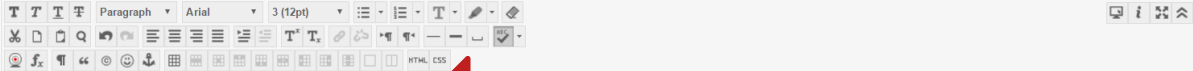
**Create Group Set**  
*You can generate several groups at one time using group sets. [More Help](#)*


\* Indicates a required field. Cancel Submit

**GROUP INFORMATION**

\* Name  

Description  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Groups for final presentations that will take place the last week of the semester. 

Path: p Words: 14

\* Group is visible to students  No  Yes

3. From the available options, choose which you want available for each group.

## 2. Tool Availability


- Blogs
  - No grading
  - Grade : Points possible :
- Collaboration
- Discussion Board
  - Allow any group members to create forums
  - Do not allow student group members to create forums
- Email
- File Exchange
- Journals
  - No grading
  - Grade : Points possible :
- Tasks
- Commercial Content Tools
- Wikis
  - No grading
  - Grade : Points possible :

*Tools below are turned off for the course. They can still be turned on/off for the group but they will not be available until they are turned on for the course.*

- Academic Materials

4. Enter the number of groups you want to create. 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.*

5. The screen below will appear. Users for each group can now be added. For the first group in the set (Final Presentation 1) click on Add Users.

## Edit Group Set Enrollments

### GROUP SET INFORMATION

Name	Final Presentation
Description	Groups for final presentations that will take place the last week of the semes

### GROUP SET ENROLLMENTS

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

Randomize Enrollments Collapse All

#### Final Presentation 1

\* Name Final Presentation 1

Add Users

No users have been added.

Delete Group

#### Final Presentation 2

\* Name Final Presentation 2

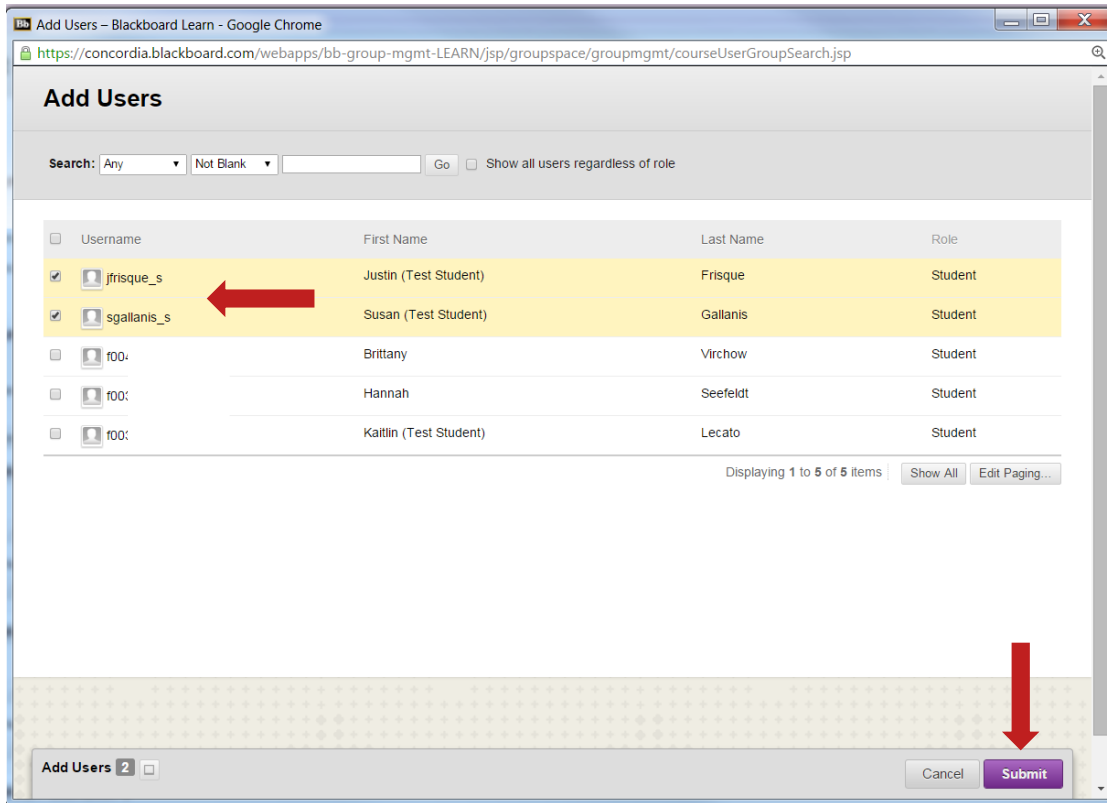
Add Users

No users have been added.

Delete Group

#### Final Presentation 3

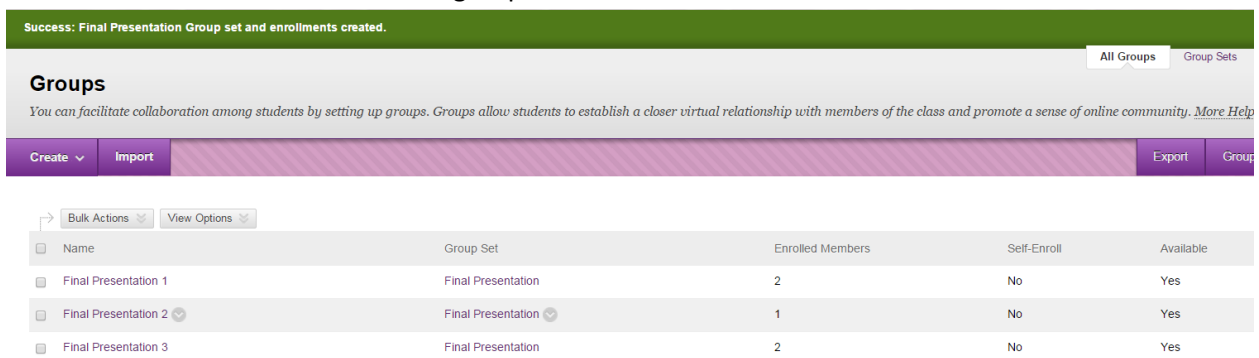
6. The course roster will appear. Click on the names that you want to add to the group. Click Submit.



7. Continue adding users for each group until no students are left to add. Then click Submit.

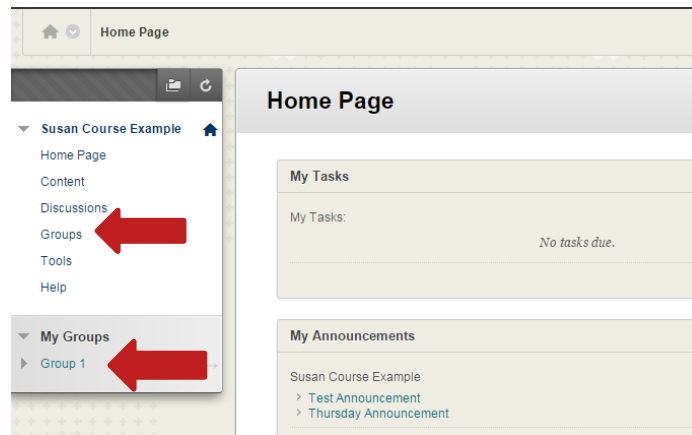


8. You will see the each of the groups in the group set. In this case the group set is called Final Presentation and there are three groups in this set.



Notes:

- A. If you want students to use Group Tools, they can access their group from the course by clicking on Groups or their group name (left column).



- B. They will click on their group name to access group tools. Note: For a group submission, one student from the group will submit the assignment in the Content area, just like any other assignment (drop box).

