Creating a Random Enroll Group Set

Step 1: Access the Groups Tool
On the course menu, click Users & Groups and then click on Groups.

Step 2: Create the Group
Place your mouse arrow over the Create button and choose Random Enroll under Group Set.

Step 3: Name the Group
Give your group set a name and choose Yes or No near Group is visible to students.
- Yes - Students gain access to a private group area where they can work with each other.
- No - This group can only be used to determine visibility of an item via Adaptive Release.

Most instructors choose Yes.
Step 4: Group Tools
Uncheck Blogs, Journals, Academic Materials, Content Market Tools, and Wikis. These tools aren’t useful. This leaves a few other tools that you can make available to the groups:

- **Discussion Board** - Provides a place for private group discussions. Also allows you to create graded private group discussion activities.
  - Choose **Do not allow student group members to create forums** if you plan on creating graded group discussions.
- **Email** - Allows group members to easily email each other.
- **File Exchange** - Provides a space where group members can store/share files.
- **Tasks** - Allows group members to create tasks and assign them to each other.
- **Bb Collaborate** - Allows group members to meet live online using their webcams/microphones.
Step 5: Membership
Next to **Determine Number of Groups by** decide how many groups you would like to generate. The system will automatically distribute the course roster into these groups evenly.

- **Number of Students per Group** generates groups based on how many students (maximum) you would like to have in each group. In a class of 20, if you wanted no more than 5 students per group, it would generate 4 groups.
- **Number of Groups** lets you decide how many groups will be generated.

Next to **Determine how to enroll any remaining members** you can decide what happens if you have more students than can fit into the generated groups.

Step 6: Accessing/Editing Groups
Click the **down arrow** next to a group set name and choose **Edit Group Set Properties** to revise any settings you previously set. Choose **Edit Group Set Membership** to adjust group names and members.

Click on the name of a group to access the group homepage where you can email the group, view their files, join their live meetings, and access/create group discussions.

Step 6a: Add Group Members
When you choose **Edit Group Set Membership**, you can:

- Adjust the name of each group as needed in the **Name** fields.
- Use the **Add Users** button to add a student to a group.
- Use the **Add Group** button at the bottom of the page to add additional groups if needed.
- Click the **Submit** buttons once you have finished setting up your groups.
Step 7: Linking to Groups
The best way for students to access a group space is for you to link to it in one of your content areas. From a content area (such as a weekly area) click **Tools** at the top of the page and then choose **Groups**.

Choose **Link to a Group or Group Set**, click on the **name of your group set**, and then click **Next**.
Provide directions for what students should do in the group area in the **Text** box, and then click **Submit**.

This creates a link for students to click on that will take them to their group homepage.