Creating a Self-Enroll Group Set

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

![Image showing the course menu with an arrow pointing to "Users and Groups" and then to "Groups"]

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

![Image showing the Groups page with an arrow pointing to "Create" and then to "Self-Enroll"]

**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.
- **Sign-Up Sheet Only** - Allows you to create a page where students can sign-up for a group, but does not generate a private group area for students to work in.

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: Group Set Options
Under Sign-Up Options enter a Name for your sign-up sheet and provide Sign-up Sheet Instructions in the space below.

In the Maximum Number of Members field, enter the maximum number of students you want in each group.
  - Check the Show Members box if you would like students to see who else is in a group before signing up.

In the Number of Groups field, enter the number of groups you would like to create.

Click Submit to save your new 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: Editing Groups
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 students 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 adjusting your groups.
Step 7: Linking to Groups

The best way for students to access a group space and sign-up sheet is for you to link to it in a content area. 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 that students can click on that will take them to a page where they can sign-up for a group and access that group homepage.