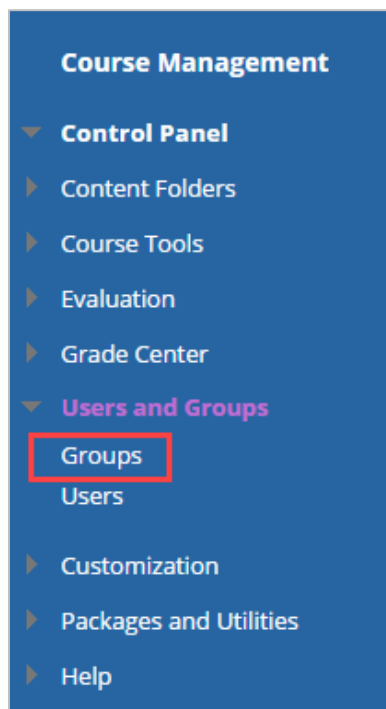


CREATE SINGLE GROUP SET

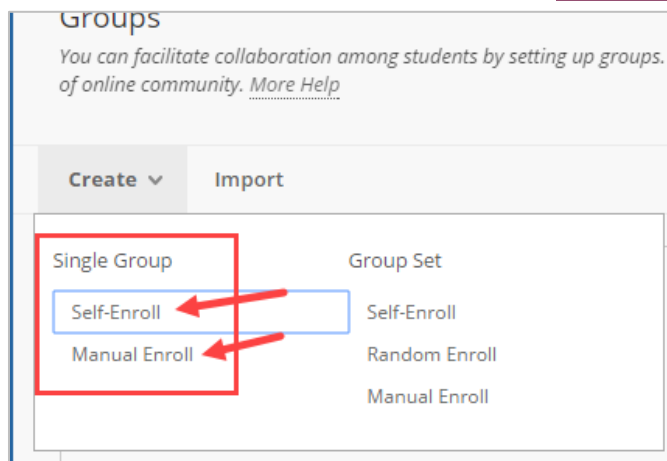
The groups tool allows content to be restricted and assigned to specific groups of students in a ulearn course as well as providing space within a course where groups of students can communicate and collaborate on projects and assignments.

Instructions

1. Under **Course Management** on the left menu, click on **Users and Groups** and then **Groups**. The Groups page appears.



2. Click the **Create** button and select a single Self-Enroll or Manual Enroll group.



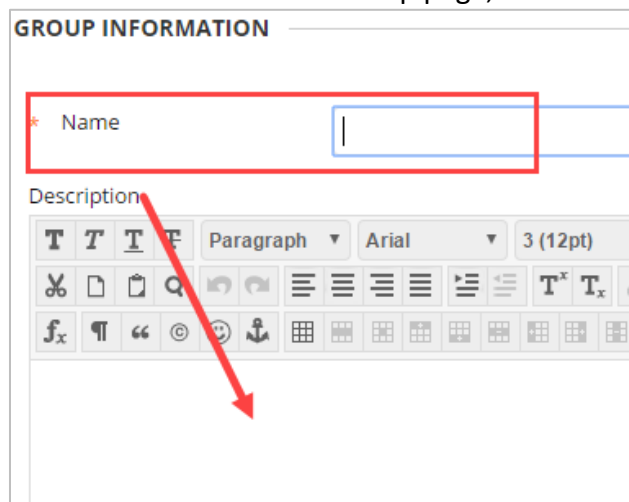
CREATE SINGLE GROUP SET

Note:

Selecting the Self-Enroll option will allow students to enroll themselves in a group you have created. If you plan on assigning groups manually, select Manual Enroll.

SELF-ENROLL GROUPS

1. On the Create Self-Enroll Group page, enter a **Name** and **Description** of the group.



GROUP INFORMATION

* Name

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, Undo, Redo, Search, Copy, Paste, Print, Spell Check, Font Face, Paragraph Style, Paragraph Color, Paragraph Background Color, Paragraph Border, Paragraph Background Image, Paragraph Background Image Repeat, Paragraph Background Image Size, Paragraph Background Image Position, Paragraph Background Image Opacity, Paragraph Background Image Filter, Paragraph Background Image Blend Mode, Paragraph Background Image Repeat Style, Paragraph Background Image Repeat Direction, Paragraph Background Image Repeat Count, Paragraph Background Image Repeat Size, Paragraph Background Image Repeat Position, Paragraph Background Image Repeat Opacity, Paragraph Background Image Repeat Filter, Paragraph Background Image Repeat Blend Mode, Paragraph Background Image Repeat Style, Paragraph Background Image Repeat Direction, Paragraph Background Image Repeat Count, Paragraph Background Image Repeat Size, Paragraph Background Image Repeat Position, Paragraph Background Image Repeat Opacity, Paragraph Background Image Repeat Filter, Paragraph Background Image Repeat Blend Mode.

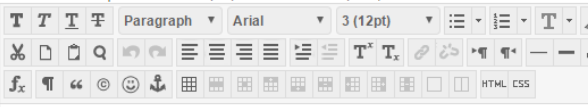
2. In the **Group is visible to students** field, select **No** if you do not want the group space to be available to students, select **Yes** if you want it available to students, or select **Sign-up Sheet Only** if you want to only create a sign-up sheet for students to join a group.

CREATE SINGLE GROUP SET

GROUP INFORMATION

* Name

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



Path: p

* Group is visible to students No Yes Sign-up Sheet Only

Note:

After creating a visible self-enroll group or sign-up sheet only, you must also create a link to the group to provide access to students. This can be done by selecting **Groups** under the **Add Collaboration Tool** menu in a content area of your course.

3. In the Tool Availability section of the page, select the tools you want the group to be able to use.

TOOL AVAILABILITY

Blogs
 No grading
 Grade: Points possible:

Discussion Board
 Allow any group members to create forums.
 Do not allow student group members to create forums.

Email

File Exchange

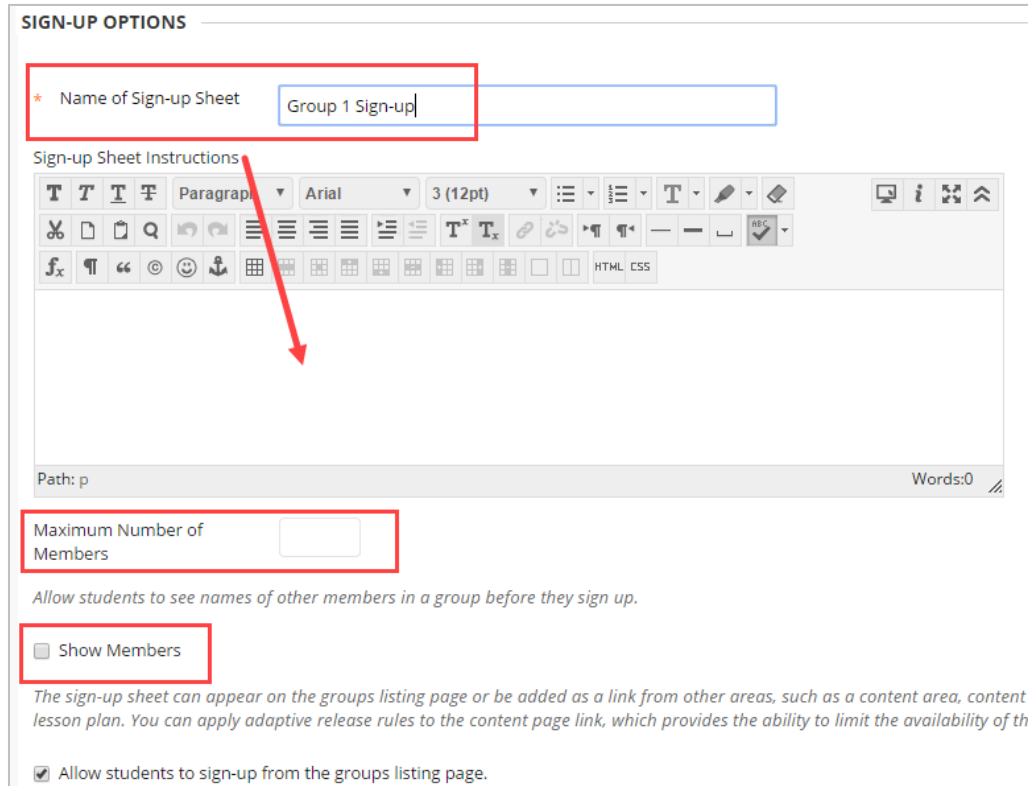
Journals
 No grading
 Grade: Points possible:

Tasks

Wikis
 No grading
 Grade: Points possible:

CREATE SINGLE GROUP SET

4. In the Sign-Up options area, enter the **Name of Sign-up Sheet**, **Sign-up Sheet Instructions**, and **Maximum Number of Members** for each group. Enable the option to **Show Members** to students if preferred.



SIGN-UP OPTIONS

* Name of Sign-up Sheet

Sign-up Sheet Instructions

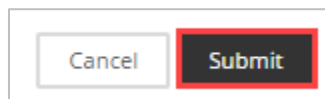
Path: p Words:0

Maximum Number of Members

Show Members

Allow students to sign-up from the groups listing page.

5. Select **Submit**.



MANUAL ENROLL GROUPS




1. After selecting **Manual Enroll** from the Create menu on the Groups page (Step 2), complete steps 3- 5.
2. On the Membership section of the page, click on **Add Users**.

CREATE SINGLE GROUP SET

MEMBERSHIP

No users have been added.

3. Select group members by clicking on the checkboxes. Click **Submit** to add them to the group.

<input type="checkbox"/>	USERNAME	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	 train20	train	20	Student
<input checked="" type="checkbox"/>	 train19	train	19	Student
<input type="checkbox"/>	 mary_sky_student	Mary	Sky-Student	Student

Displaying 1 to 3 of 3 items |

4. Click **Submit** once more to save your new group information.