

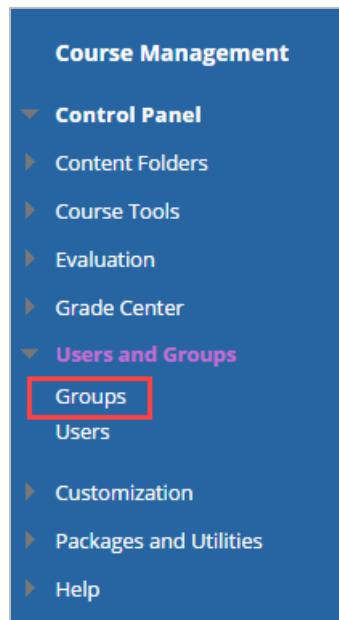
# CREATE A GROUP SET

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.

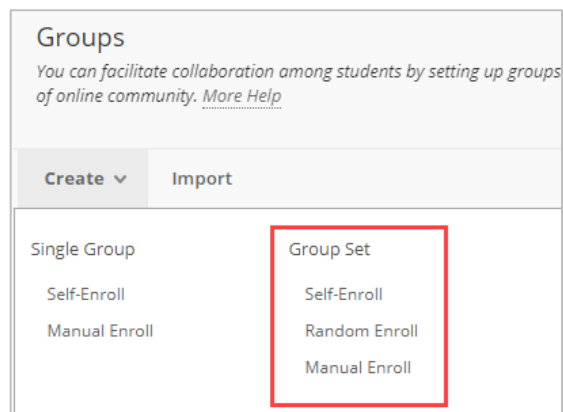
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## Instructions

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



2. On the Groups page, click the **Create** button and **select Self-Enroll, Random Enroll, or Manual Enroll** group set. Choose one of these options and follow the instructions below for your choice.



# CREATE A GROUP SET

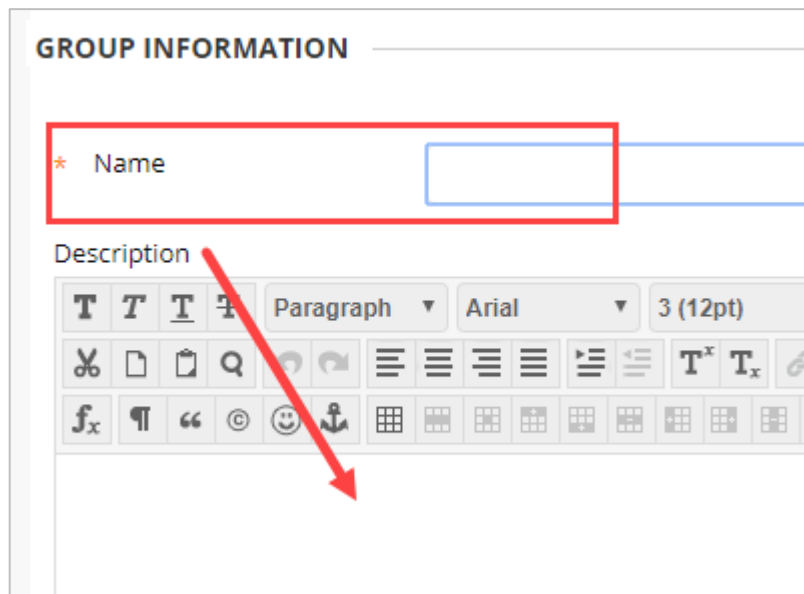
**Note:**

If you select Random Enroll, the system will automatically assign students to the groups you create. Selecting Self-Enroll will allow students to enroll themselves in a group you have created. If you plan on assigning groups or having students submit their group members to you, select Manual Enroll.

## SELF-ENROLL GROUPS

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



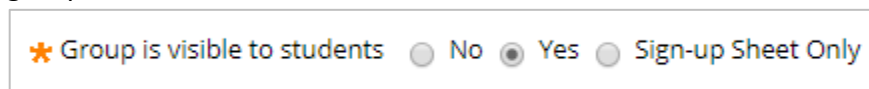
**GROUP INFORMATION**

\* 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, Print, Copy, Paste, Text to Speech, Spell Check, Font Size, Font Color, Paragraph Style, Paragraph Color, Paragraph Background Color, Paragraph Border, Paragraph Background Image, Paragraph Background Repeat, Paragraph Background Size, Paragraph Background Position, Paragraph Background Attachment, Paragraph Background Origin, Paragraph Background Clip, Paragraph Background Size, Paragraph Background Position, Paragraph Background Attachment, Paragraph Background Origin, Paragraph Background Clip.

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



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

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

## CREATE A GROUP SET

**TOOL AVAILABILITY**

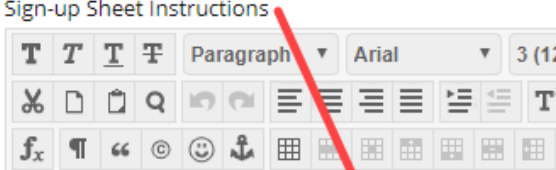
- Blogs
  - No grading
  - Grade: Points possible:
- Discussion Board
  - Allow any group members to create forums.
  - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
  - No grading
  - Grade: Points possible:
- Tasks
- Wikis
  - No grading
  - Grade: Points possible:

4. Complete the **Name of Sign-up Sheet** as well as **Sign-up Sheet Instructions**.

**SIGN-UP OPTIONS**

\* Name of Sign-up Sheet

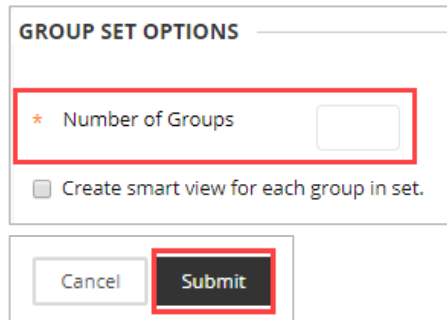
Sign-up Sheet Instructions



Path: p

5. Enter the **Number of Groups** desired and click **Submit**.

## CREATE A GROUP SET



**GROUP SET OPTIONS**

\* Number of Groups

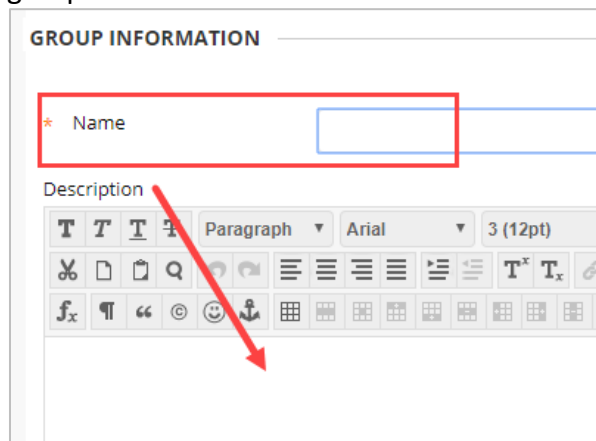
Create smart view for each group in set.

Cancel Submit

## RANDOM ENROLL GROUP SET

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



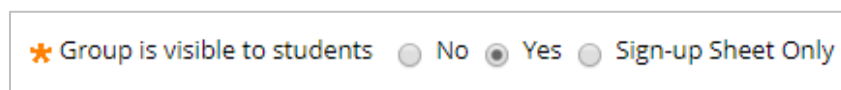
**GROUP INFORMATION**

\* Name

Description

Rich text editor toolbar: Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Font Color, Background Color, Undo, Redo, Table, Table of Contents, Print, Refresh, Search, Copy, Paste, Text Color, Text Background Color, Text Size, Text Style, Text Color, Text Background Color, Text Size, Text Style.

2. In the **Group is visible to students** field, select **No** if you do not want the group set to be available to students, select **Yes** if you do want it available.



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

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

## CREATE A GROUP SET

**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:

4. On the **Membership** section of the page, choose how you would like the system to randomly enroll students.

**MEMBERSHIP**

*Automatic distribution applies only to students who are currently enrolled in your course. Add*

\* Determine Number of Groups by

- Number of Students per Group
- Number of Groups

\* Determine how to enroll any remaining members

- Distribute the remaining members amongst the groups.
- Put the remaining members in their own group.
- Manually add the remaining members to groups.

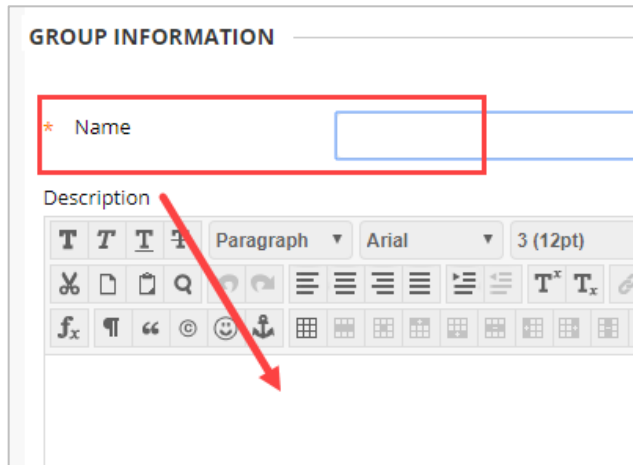
5. Click **Submit**.

# CREATE A GROUP SET

## MANUAL ENROLL GROUPS

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1. On the Create Group Set page, enter a **Name** and **Description** of the set.



**GROUP INFORMATION**

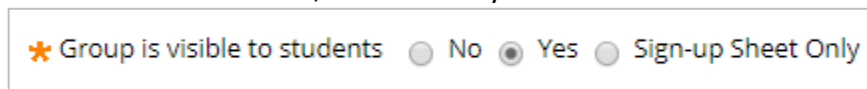
\* Name

Description

Paragraph Arial 3 (12pt)

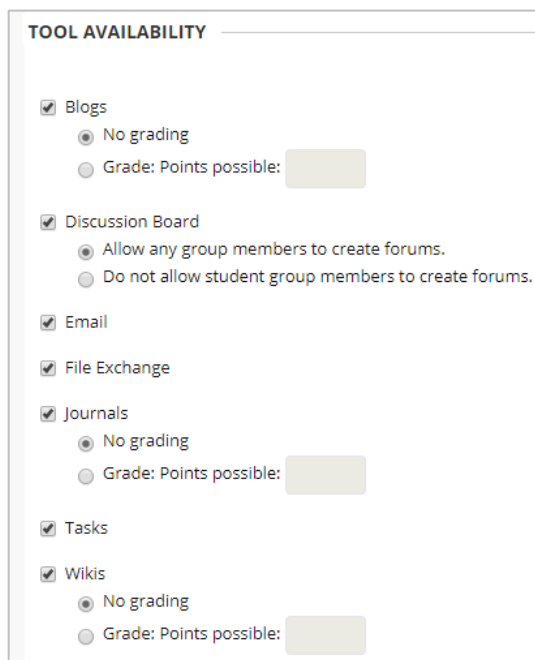
Rich text editor toolbar with icons for bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, and text size.

In the **Group is visible to students** field, select **No** if you do not want the group set to be available to students, select **Yes** if you do want it available.



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

2. In the **Tool Availability** section of the page, select the tools you want the group set 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 A GROUP SET

3. Enter the **Number of Groups** desired and click **Submit**.

**GROUP SET OPTIONS**

\* Number of Groups

Create smart view for each group in set.

Cancel **Submit**

4. From the **Group Set Enrollment** page, select **Add Users** to enroll members.

**Final Group 1**

\* Name

**Add Users**

No users have been added.

Delete Group

5. 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 type="checkbox"/>	train19	train	19	Student
<input checked="" type="checkbox"/>	mary_sky_student	Mary	Sky-Student	Student

Cancel **Submit**

6. Repeat steps 5 and 6 for each remaining group from the set and click **Submit** once more to save your new group information.
7. The set of groups you have created will be visible on the **Groups** page. Hover next to the group name and click the down arrow to edit an individual group. To set (and edit) a Group Set as a unit, click on **Group Sets** in the upper right hand corner.



## CREATE A GROUP SET

Bulk Actions		View Options			
<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
<input type="checkbox"/>	Final Group 1	Final Group	1	No	Yes
<input type="checkbox"/>	Final Group 2	Final Group	1	No	Yes
<input type="checkbox"/>	Final Group 3	Final Group	1	No	Yes
<input type="checkbox"/>	Final Group 4	Final Group	0	No	Yes