

# MANUAL ENROLL GROUPS

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. This guide will cover how to create a single manual enroll group and a manual enroll group set (for more than one group).

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## Instructions

### Group enrollment methods

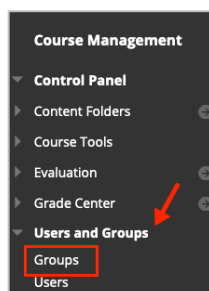
You can enroll students in groups in three ways. Students can't unenroll themselves from groups.

- Manual Enroll allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and [group sets](#).
- [Random Enroll](#) is available for group sets only. Random enrollment automatically distributes students into groups based on your settings for maximum members per group or total number of groups. Random distribution applies only to students who are currently enrolled in your course. You can enroll additional students manually.
- [Self-Enroll](#) allows students to add themselves to a group with a sign-up sheet. Self-enrollment is an option available for both single groups and group sets.

### MANUAL ENROLL GROUPS (SINGLE)

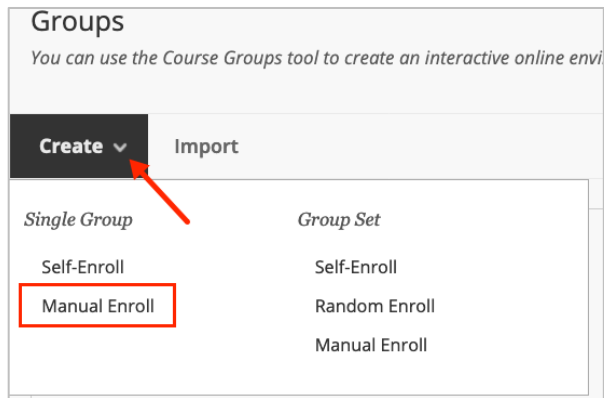
If you need to create one or two groups with students that you need to manually enroll to work on a project in ulearn, you can create a single manual group. If you need to create more than one or two groups, see section below for [Manual enroll group set](#).

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

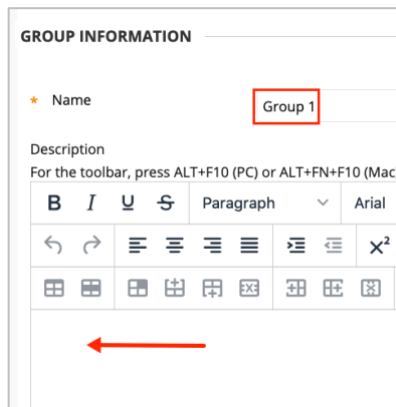


2. Click the **Create** button and select **Manual Enroll** from the Single Group menu.

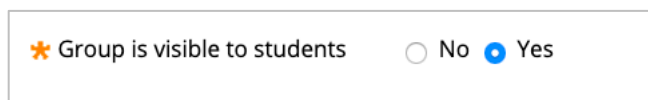
# MANUAL ENROLL GROUPS



3. In the Name field, provide a **name** for the group (i.e., Group 1). A description is optional.



4. Make sure that **Yes** is the option for Group is visible to students.

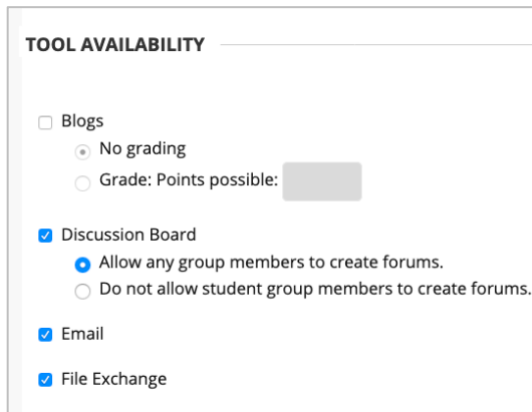


5. Under Tool Availability, **turn on only tools you wish to have available to students**. It is a good idea to turn off tools not needed as to not overwhelm students. Common tools to leave on are Discussion Board, Email, and File Exchange.

# MANUAL ENROLL GROUPS

## Note:

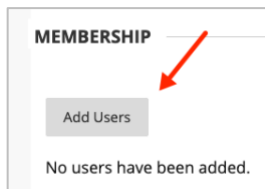
There are certain collaborative group tools such as Blogs, Discussion Board, Journals, and Wikis, where you can elect those assignments be graded. This will, however, create a grade column for EACH group once points are assigned. If you have 8 groups with graded blogs, for instance, you will see a group for each graded blog in the grade center.



**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

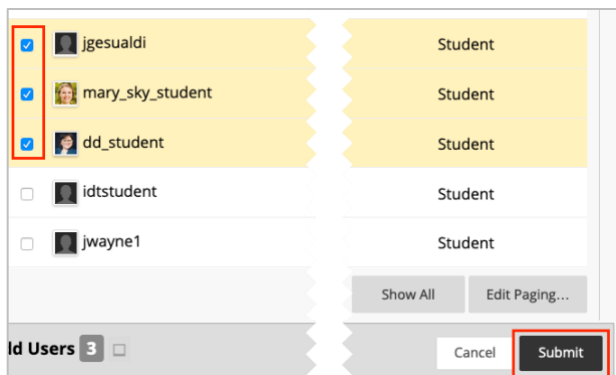
6. In the **Membership** section, click **Add Users**.








**MEMBERSHIP**

No users have been added.

7. **Check the boxes** next to the names of the students you want to add to the group 1. Then click **Submit**.



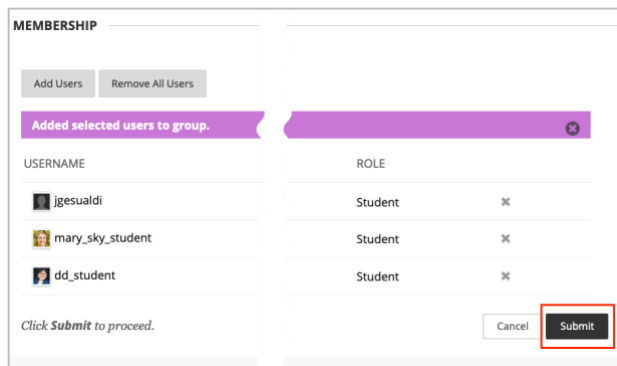
<input checked="" type="checkbox"/>	 jgesualdi	Student
<input checked="" type="checkbox"/>	 mary_sky_student	Student
<input checked="" type="checkbox"/>	 dd_student	Student
<input type="checkbox"/>	 idtstudent	Student
<input type="checkbox"/>	 jwayne1	Student

Show All Edit Paging...

id Users 3

# MANUAL ENROLL GROUPS

8. The students selected in the previous step show on the left under Membership. Click **Submit** to complete.



MEMBERSHIP

Add Users Remove All Users

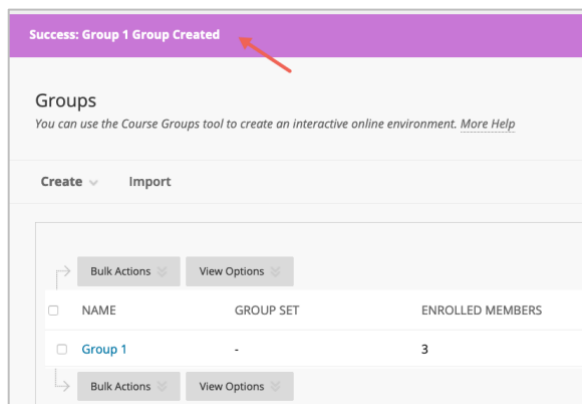
Added selected users to group.

USERNAME	ROLE
igesualdi	Student
mary_sky_student	Student
dd_student	Student

Click **Submit** to proceed.

Cancel **Submit**

9. The group has been created. If you need additional groups, repeat these steps.



Success: Group 1 Group Created

### Groups

You can use the Course Groups tool to create an interactive online environment. [More Help](#)

Create Import

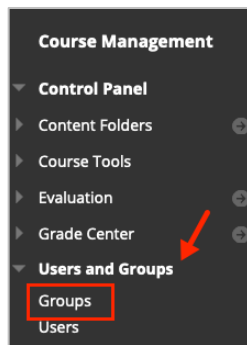
	NAME	GROUP SET	ENROLLED MEMBERS
	Group 1	-	3

## MANUAL ENROLL GROUPS (GROUP SET)

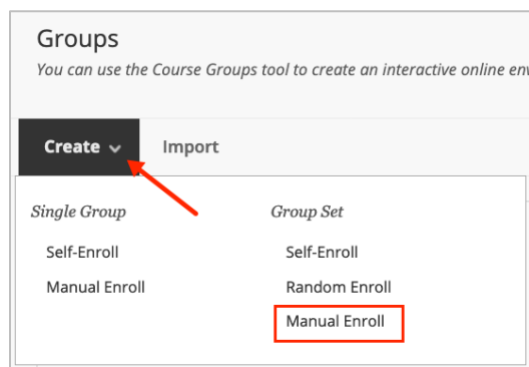
Use manual enroll groups (Under Group Set) if you need to manually designate several groups for students who have chosen to work together on a project and you need more than one or two groups.

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

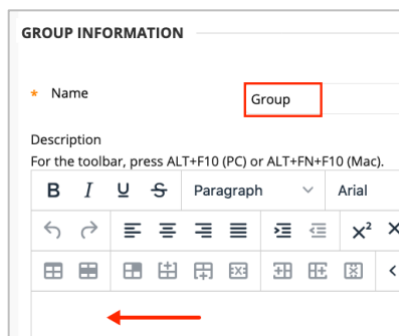
# MANUAL ENROLL GROUPS



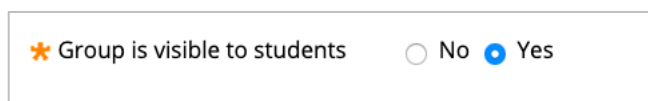
2. Click the **Create** button and select **Manual Enroll** from the Single Group menu.



3. In the Name field, provide a **name** for the group. You can call it "group" for now, you can change the group names in a later step. A description is optional.



4. Make sure that **Yes** is the option for Group is visible to students.

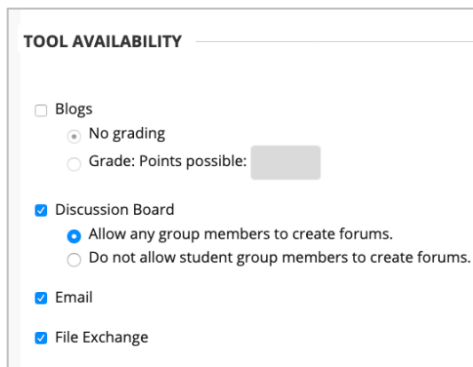


# MANUAL ENROLL GROUPS

5. Under Tool Availability, **turn on only tools you wish to have available to students**. It is a good idea to turn off tools not needed as to not overwhelm students. Common tools to leave on are Discussion Board, Email, and File Exchange.

## Note:

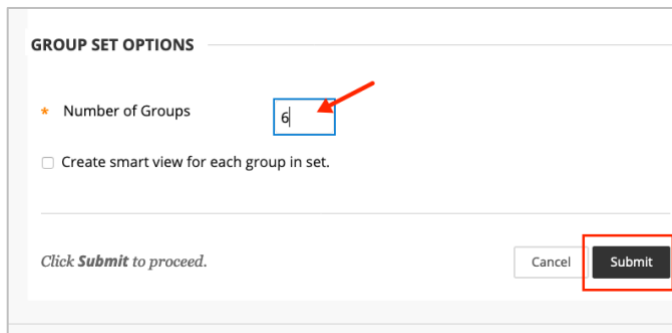
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**TOOL AVAILABILITY**

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  - Allow any group members to create forums.
  - Do not allow student group members to create forums.
- Email
- File Exchange

6. On the Group Set Options, type the **number** of groups you want to create. It's better to have more than needed (even if you don't add students to those groups). You can also create a smart view for the group – though students enrolled in a group will still see the group on the left menu. When done, click **Submit**.



**GROUP SET OPTIONS**

- \* Number of Groups
- Create smart view for each group in set.

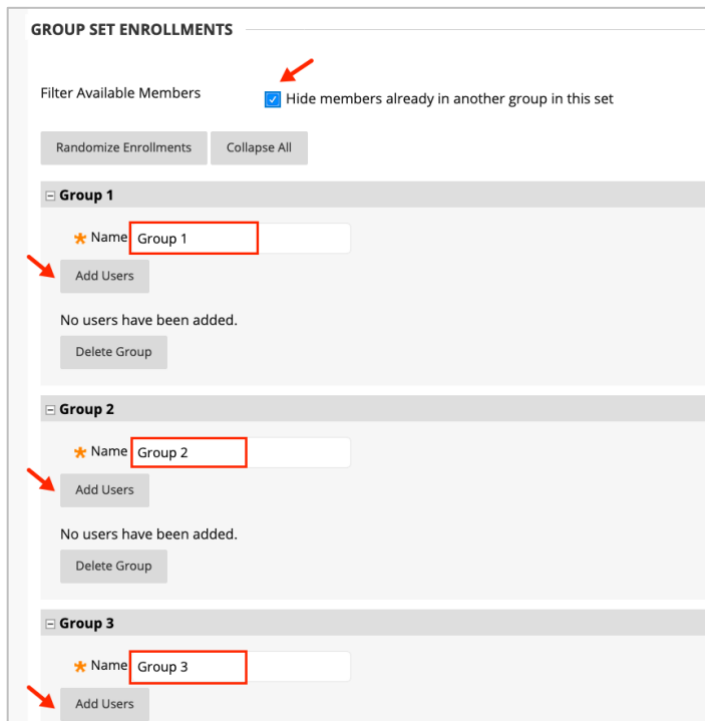
*Click **Submit** to proceed.*

Cancel

7. On the Edit Group Set Enrollment page ensure that “Hide members already in another group in this set” is checked (this prevents you from adding members into more than one group). On this page you can change the group name if you wish.

# MANUAL ENROLL GROUPS

Begin by first clicking “add users” for the first group on the list.



**GROUP SET ENROLLMENTS**

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

Randomize Enrollments Collapse All

**Group 1**

Name Group 1

Add Users

No users have been added.

Delete Group

**Group 2**

Name Group 2

Add Users

No users have been added.

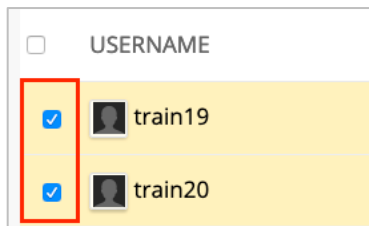
Delete Group

**Group 3**


Name Group 3


Add Users

8. A new window opens. **Check the boxes** next to the names of the students you want to add to the group 1. Then click **Submit**.



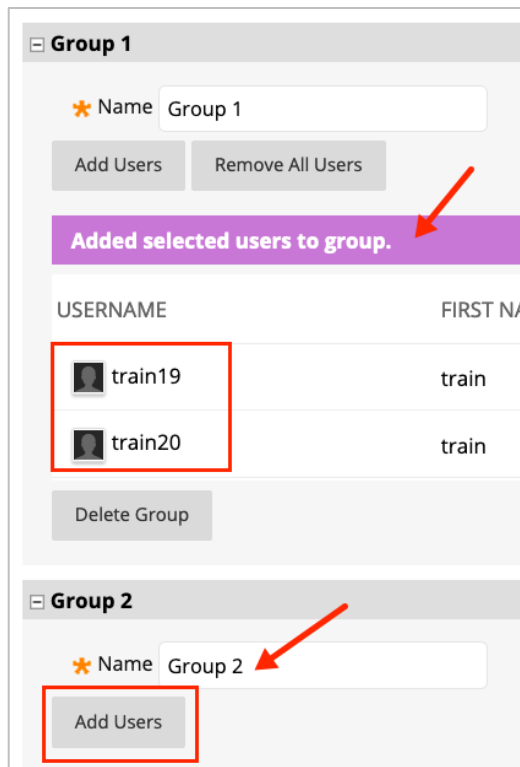
USERNAME

 train19

 train20

9. The screen shows the students selected to be in Group 1. Move onto the next group and click **Add Users** and follow the same step as above to add new group members. Continue until you no longer have students to add to the groups.

# MANUAL ENROLL GROUPS





**Group 1**

\* Name

Add Users Remove All Users

Added selected users to group.

USERNAME	FIRST NAME
 train19	train
 train20	train

Delete Group

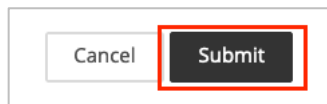
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**Group 2**

\* Name

Add Users

10. When done adding all students to groups, scroll to the bottom of the page and click **Submit**.



Cancel **Submit**

11. On the next page you will see all the groups and the numbers of members enrolled in each group.

<input type="checkbox"/>	NAME	GROUP SET	ENROLLED MEMBERS
<input type="checkbox"/>	Group 1	Group	2
<input type="checkbox"/>	Group 2	Group	2
<input type="checkbox"/>	Group 3	Group	2
<input type="checkbox"/>	Group 4	Group	3
<input type="checkbox"/>	Group 5	Group	0
<input type="checkbox"/>	Group 6	Group	0