CREATE SELF-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 single self-enroll groups and self-enroll group sets.

Instructions
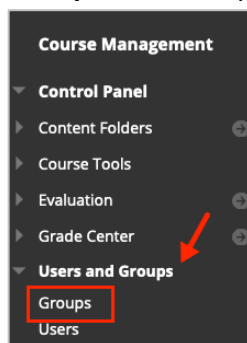
Group enrollment methods

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.

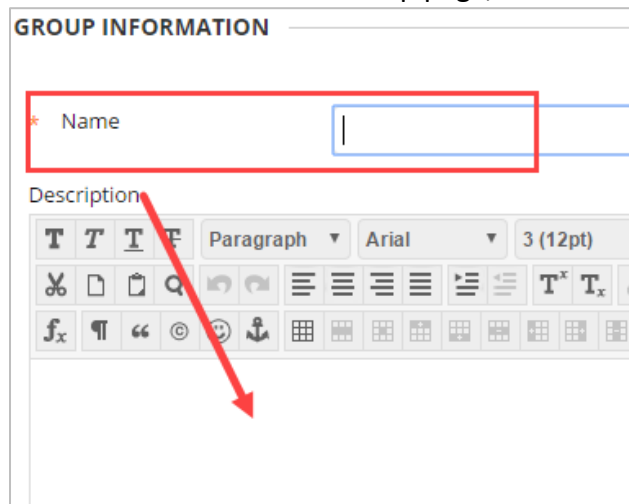### SELF-ENROLL GROUP (SINGLE GROUP)

If you need to create one or two self-enroll groups with students to sign up to work on a project in ulearn, you can create a single self-enroll group. If creating more than one group see section below for self-enroll group set. Students must be made aware that they must self-enroll in the group. If a student accidently signs up for the wrong group, you will have to make changes and remove the student from a group.

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

---

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

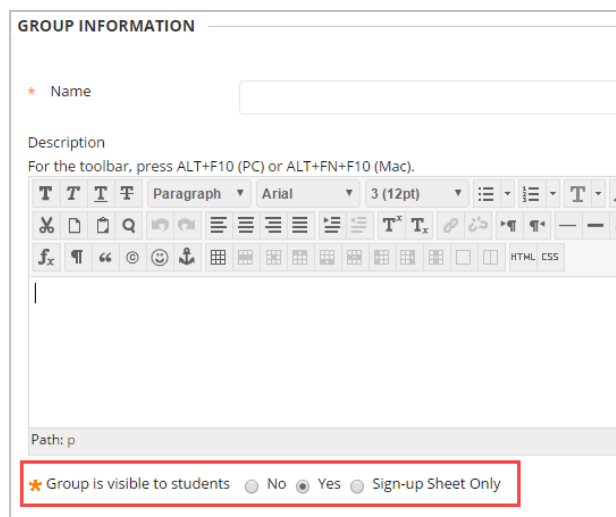2. In the **Group is visible to students** field, select **No** if you do not want the group space to be available to students, select **Yes** if you want it available to students, or select **Sign-up Sheet Only** if you want to only create a sign-up sheet for students to join a group.

> **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
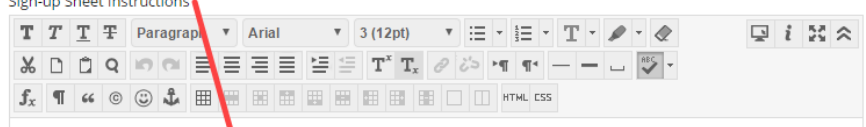
able to use.

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.

5. Select **Submit.**