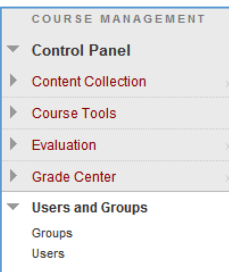


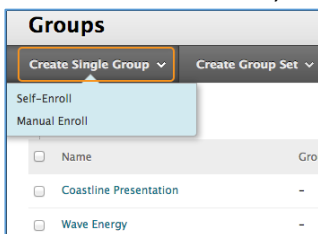


Manually Creating Groups

Manual Enroll allows you to assign each student in your course to a group. Each group has its own space, or homepage, with links to tools to help students collaborate. Only you and group members can access the group tools.



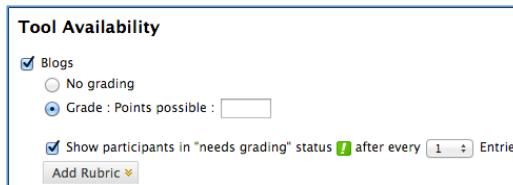
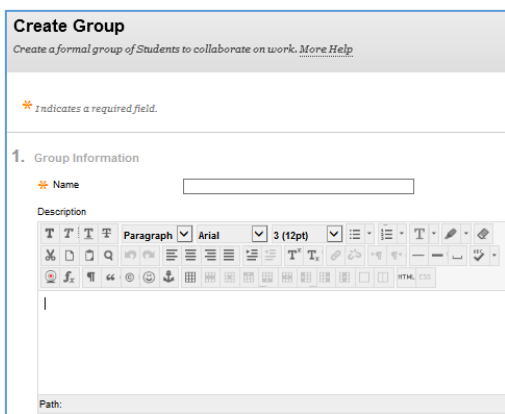
On the Control Panel, expand the Users and Groups section and select Groups.



Access the Groups listing page and point to Create Single Group on the action bar to access the drop-down list.

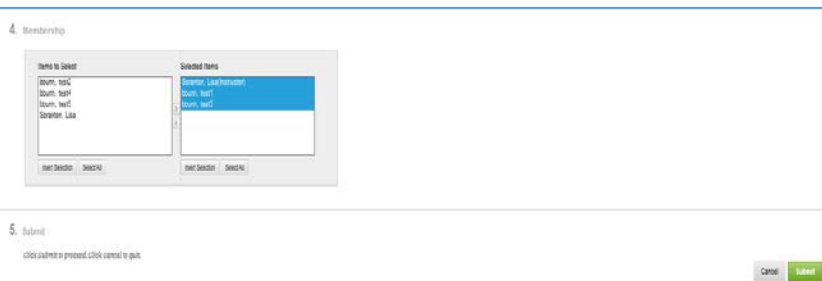
Select Manual Enroll.

On the Create Group page, type a Name and optional Description. Select the Yes option to make the Group Available, or select No if you do not want the group to be available now.



Select the check boxes for the course tools you want to make available to the group.

Select the Grade option and type Points possible for available tools. Select the check box for Allow Personalization to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.



In the Membership section, select the students and the instructor from the Items to Select box and click the right-pointing arrow to add the selected names to the Selected Items box. The newly created group appears on the Groups listing page. On the course menu, students can see and access the groups in which they are enrolled.

Create a Group Set

Access the Groups listing page and point to Create Group Set on the action bar to access the drop-down list. Select Manual Enroll.

For Manual enroll Group Set Options section, type the Number of Groups to create. Click Submit.

[Creating a Group](#) (Flash movie | 3m 39s)

[Creating Group Sets](#) (Flash movie | 2m 28s)