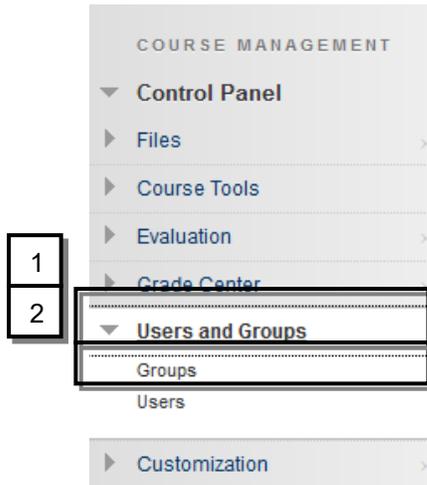


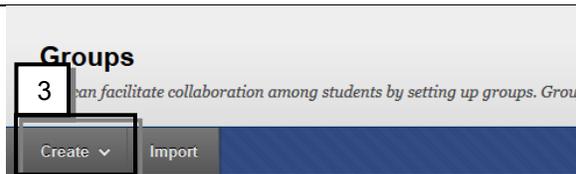
Create Single Groups

Single Groups are used when an instructor wants to create only one group of students that will collaborate throughout the semester. The instructor may create several single groups of students that can collaborate at different times.

Self-Enroll



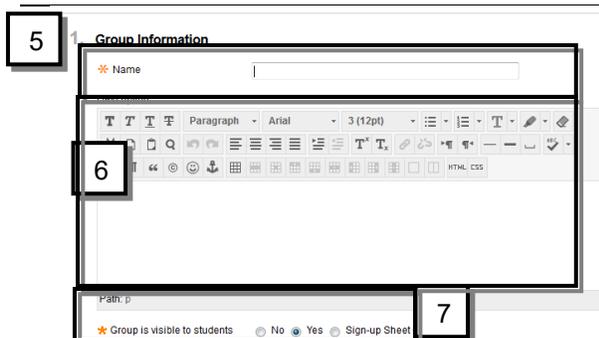
1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.



3. Click **Create**



4. Click **Self-Enroll**.



5. The **Create Self-Enrollment Group page** opens. **Name the Group.** (*) means required field).
6. Enter a **Group Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check **Yes** to make the **Group visible**.

2. Tool Availability

Blogs
 No grading
 Grade: Points possible:

Calendar

Collaboration **8**

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

Campus Pack Blog

Campus Pack Podcast

Campus Pack Wiki

Commercial Content Tools

Course Materials

Wikis
 No grading
 Grade: Points possible:

8. *Uncheck* the **checkboxes** to de-select the Tools available to the Group. Click **Allow Personalization.** Allowing individual group members to personalize group space modules is a great tool for engaging students.

3. Module Personalization Setting

Allow individual group members to personalize group modules.

Allow Personalization **9**

4. Sign-up options

10

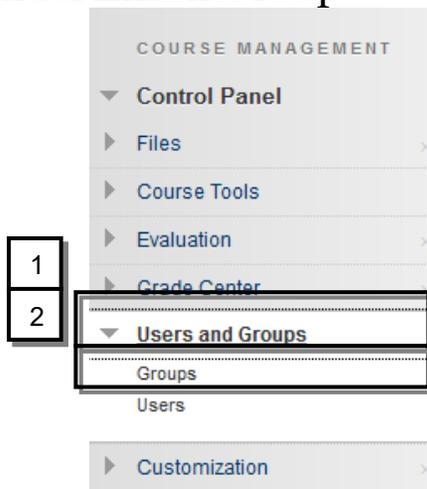
11

Rich text editor for Sign-up Sheet Instructions

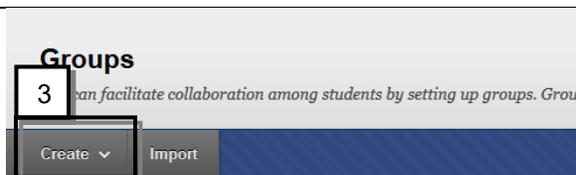
12

9. **Name** the sign-up sheet.
10. Add **Signup Sheet Instructions.**
11. Set the **Maximum Number of Group Members.**
12. Click **Submit.**

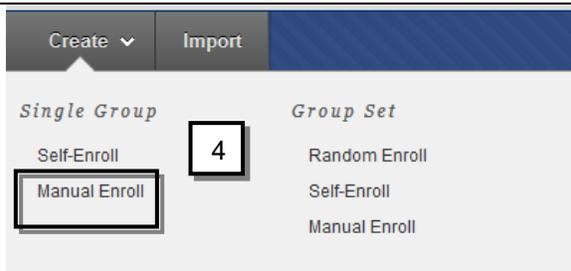
Manual Enroll Group



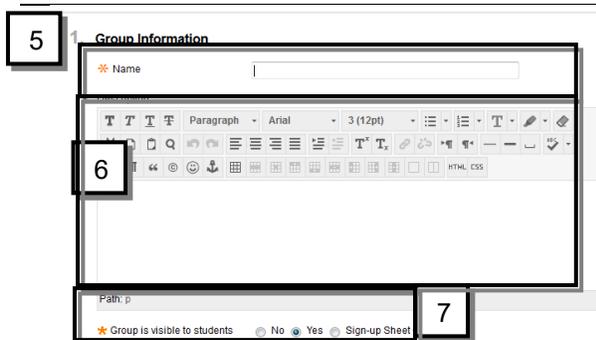
1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.



3. Click **Create**



4. Click **Manual Enroll**.



5. The **Create Manual Enrollment Group** page opens. **Name the Group.** (*) means required field).
6. Enter a Group **Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check **Yes** to make the **Group visible**.

2. Tool Availability

Blogs
 No grading
 Grade: Points possible:

Calendar

Collaboration 8

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

Campus Pack Blog

Campus Pack Podcast

Campus Pack Wiki

Commercial Content Tools

Course Materials

Wikis
 No grading
 Grade: Points possible:

8. Uncheck the **checkboxes** to de-select the Tools available to the Group. Click **Allow Personalization.** Allowing individual group members to personalize group space modules is a great tool for engaging students.

3. Module Personalization Setting

Allow individual group members to personalize group modules.

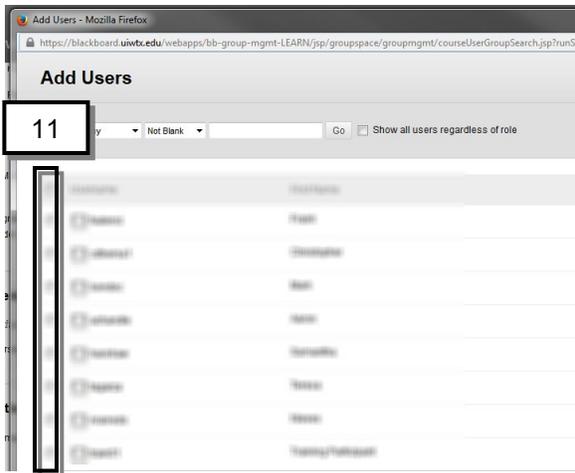
9 Allow Personalization

5. Membership

10

No users have been added.

9. Click **Add Users** to add users to the group.



10. The Add Users page opens. Select users by clicking the **checkboxes**.

11. Click **Submit**. **Submit**