

GROUPS: RANDOM ENROLL

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 random enroll groups.

Instructions

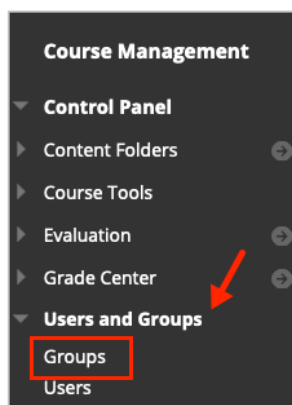
Group enrollment methods

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 (this guide) 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.

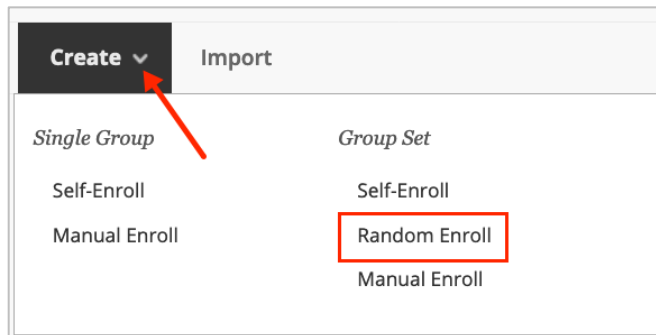
RANDOM ENROLL GROUPS

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

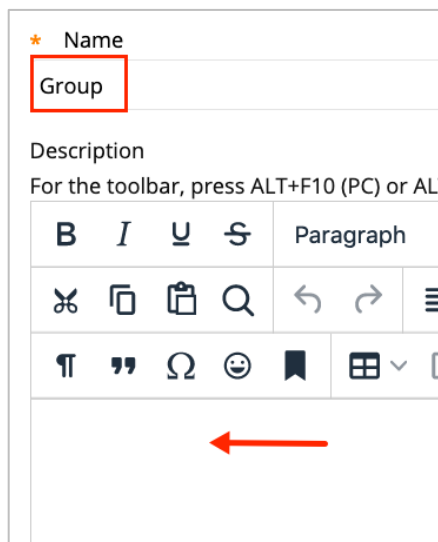


2. Click the **Create** button and from the Group Set menu, select **Random Enroll**.

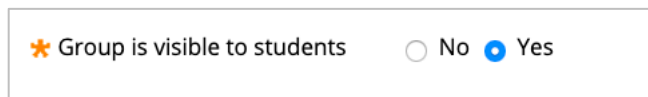
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3. In the Name field, provide a **name** for the group (i.e., use something singular like ‘Group’, the numbers will be automatically added to the “Group” name in a later step). A description is optional but can be added to the text box.



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.

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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, **determine either the number of students per group or the number of groups** (pick only one). **Select** the option to “Distribute the remaining members amongst the groups” (most common option). Click **Submit** when done.

MEMBERSHIP

Automatic distribution applies only to students who are current.

★ 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.

*Click **Submit** to proceed.*

Cancel

7. The student enrollments per group has been randomized. Click a group if you wish to see the membership.

NAME	GROUP SET	ENROLLED MEMBERS
Group 1	Group	3
Group 2	Group	3
Group 3	Group	3