

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](#), where students essentially self-enroll for a group.

Instructions

Group enrollment methods

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

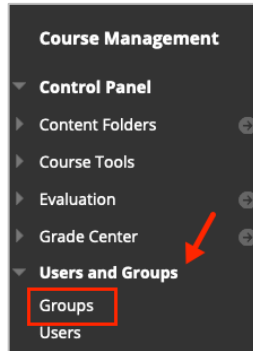
- [Manual Enroll](#) allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.
- [Random Enroll](#) is available for group sets only. Random enrollment automatically distributes students into groups based on your settings for maximum 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)

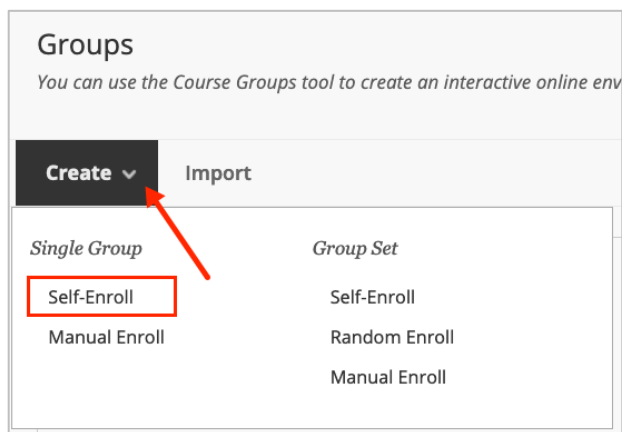
If you need a group for students to sign up for to work on a special project in ulearn, you can create a single self-enroll group. If creating more than one group see section below for [self-enroll group set](#). Students must be made aware that they must self-enroll in the group. If a student accidentally signs up for the wrong group (especially if there's more than one group to select) you will have to make changes and remove the student from a group so they can select a group again.

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

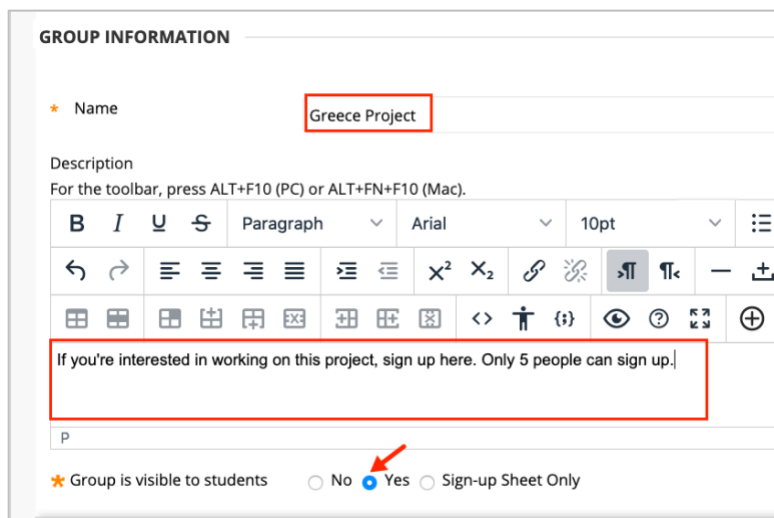
CREATE SELF-ENROLL GROUPS



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



3. On the Create Self-Enroll Group page, enter a **Name** for the group. Provide instructions for the students. Ensure that "Yes" is selected for "Group is visible to students".



The "GROUP INFORMATION" form. The "Name" field contains "Greece Project" and is highlighted with a red box. Below it is a "Description" field with a rich text editor toolbar. The description text is "If you're interested in working on this project, sign up here. Only 5 people can sign up." and is highlighted with a red box. At the bottom, the "Group is visible to students" section has three radio buttons: "No", "Yes" (which is selected and highlighted with a red arrow), and "Sign-up Sheet Only".

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- In the Tool Availability section of the page, select the tools you want the group to be able to use.

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

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.

- In the Sign-Up options area, enter the **name of the group**. Enter **Maximum Number of Members** for the group. Enable the option to **Show Members** to students if preferred.

SIGN-UP OPTIONS

* Name of Sign-up Sheet

Greece Project

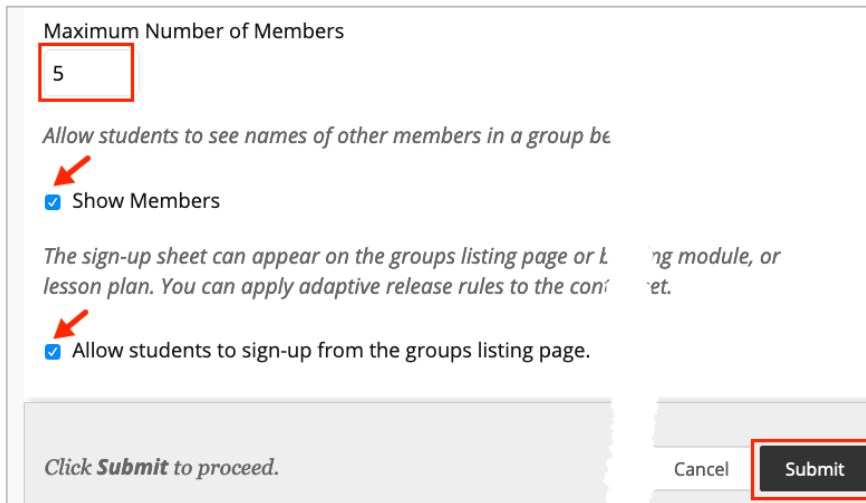
Sign-up Sheet Instructions
 For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

| | | | | | | |
|----------|----------|----------|--------------|-----------|-------|------|
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| | | | | | | |
| | | | | | | |

If you're interested in working on this project, sign up here. Only 5 people can sign up.

CREATE SELF-ENROLL GROUPS

6. Enter the maximum **number** of members in the box. **Check the box** for “Show Members” and “Allow students to sign-up from the groups listing page.” When done, click **Submit**.



Maximum Number of Members

5

Allow students to see names of other members in a group be

Show Members

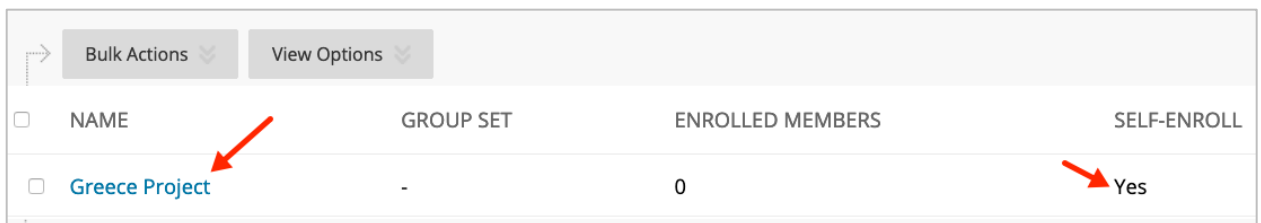
The sign-up sheet can appear on the groups listing page or Learning module, or lesson plan. You can apply adaptive release rules to the content.

Allow students to sign-up from the groups listing page.

Click **Submit** to proceed.

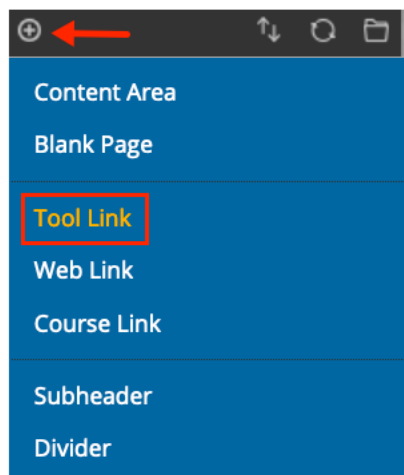
Cancel **Submit**

7. The self-enroll group has been created. Once members enroll, you can click the group to see the members.



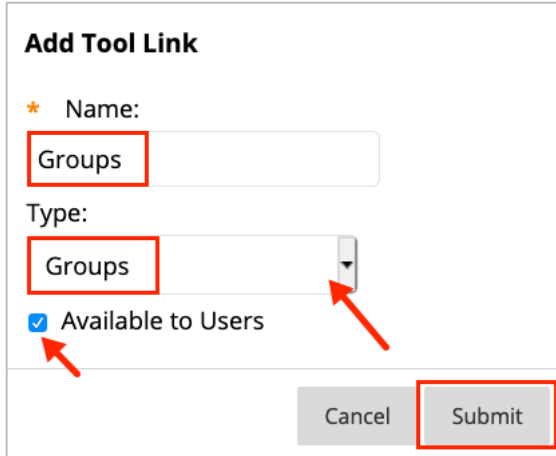
| | NAME | GROUP SET | ENROLLED MEMBERS | SELF-ENROLL |
|--------------------------|----------------|-----------|------------------|-------------|
| <input type="checkbox"/> | Greece Project | - | 0 | Yes |

8. The final step is to add a tool for the group on the left menu. Click on the + icon and select **Tool Link**.



CREATE SELF-ENROLL GROUPS

9. Enter a **name** (call it Groups) From Type select **Groups** from the drop-down menu. Put a **check** in the “Available to Users” box and click **Submit** when done. The area has been created for students to now access the self-enroll group.



Add Tool Link

* Name:
Groups

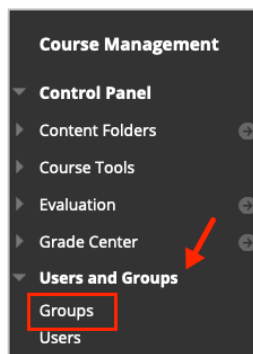
Type:
Groups

Available to Users

Cancel Submit

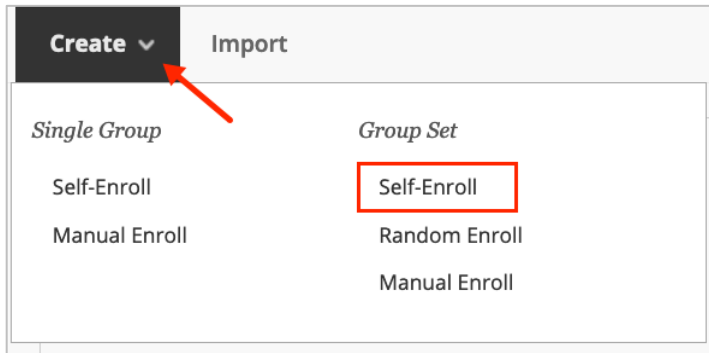
SELF-ENROLL GROUP (GROUP SET)

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

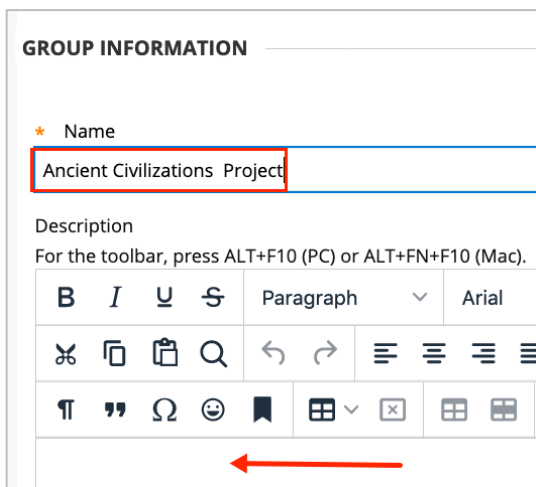


2. Click the **Create** button and select **Self-Enroll** from the Group Set menu.

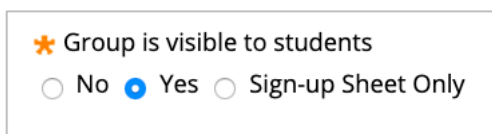
CREATE SELF-ENROLL GROUPS



3. On the Create Self-Enroll Group Set page, enter a **Name** for the group. Provide instructions for the students. It's important to include information that they must choose the group they want to self-enroll in and that they cannot unenroll from the group once they have enrolled.



4. Ensure that the Group is visible to students (Yes).



5. In the Tool Availability section of the page, select the tools you want the group to be able to use.

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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

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.

- In the Sign-Up options area, enter the **name of the group** and enter a description (optional).

GROUP INFORMATION

* Name

Ancient Civilizations Project

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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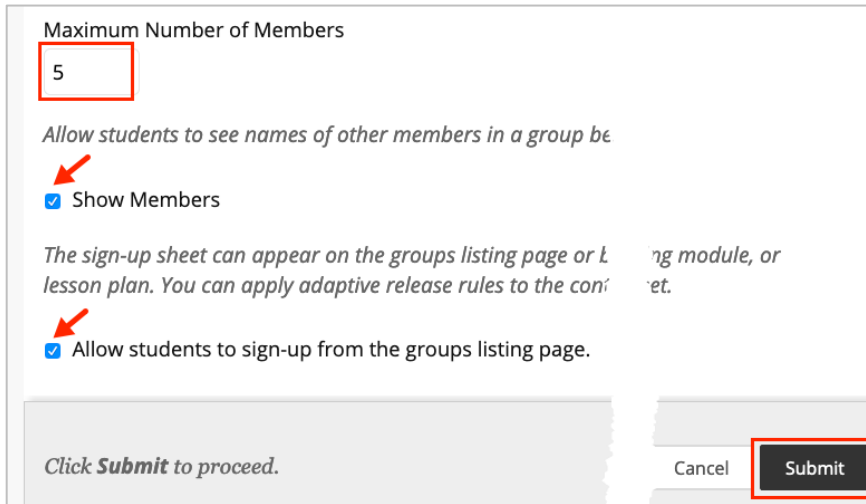
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- Enter the maximum **number** of members per group in the box. **Check the box** for “Show Members” and “Allow students to sign-up from the groups listing page.” When done,

CREATE SELF-ENROLL GROUPS

click **Submit**.



Maximum Number of Members

5

Allow students to see names of other members in a group be

Show Members

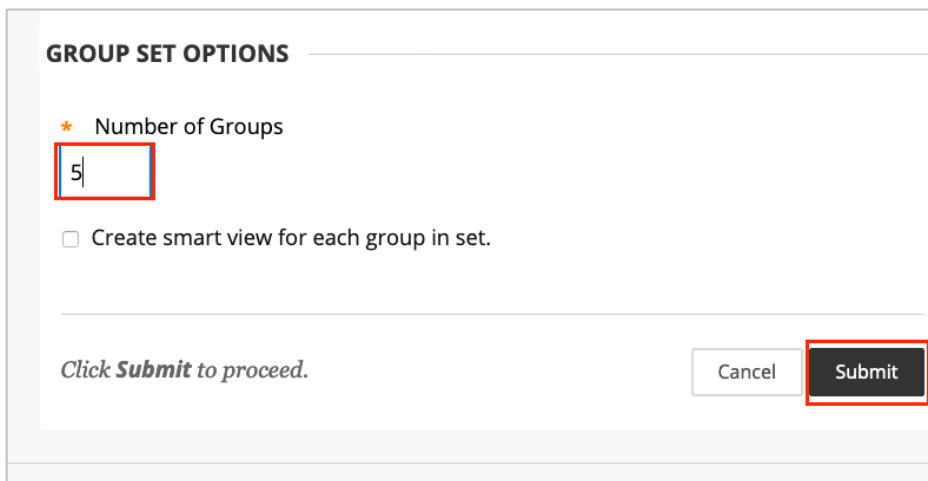
The sign-up sheet can appear on the groups listing page or Learning module, or lesson plan. You can apply adaptive release rules to the content.

Allow students to sign-up from the groups listing page.

Click **Submit** to proceed.

Cancel **Submit**

8. Enter the number of groups in the box. When done, click **Submit**.



GROUP SET OPTIONS

* Number of Groups

5

Create smart view for each group in set.

Click **Submit** to proceed.

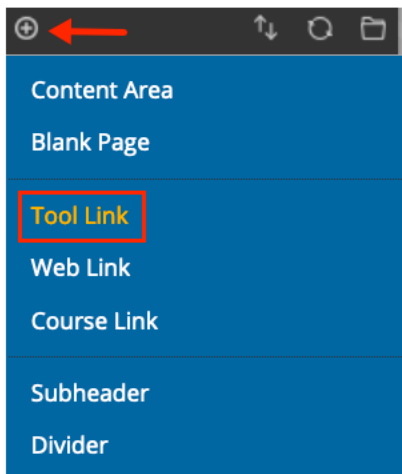
Cancel **Submit**

9. The self-enroll group has been created. Once members self-enroll, you can return to the Groups area and click the group's name to see the members.

CREATE SELF-ENROLL GROUPS

| NAME | GROUP SET | ENROLLED MEMBERS | SELF-ENROLL |
|---------------------------------|-------------------------------|------------------|-------------|
| Ancient Civilizations Project 1 | Ancient Civilizations Project | 0 | Yes |
| Ancient Civilizations Project 2 | Ancient Civilizations Project | 0 | Yes |
| Ancient Civilizations Project 3 | Ancient Civilizations Project | 0 | Yes |
| Ancient Civilizations Project 4 | Ancient Civilizations Project | 0 | Yes |
| Ancient Civilizations Project 5 | Ancient Civilizations Project | 0 | Yes |

10. The final step is to add a tool for the group on the left menu. Click on the + icon and select **Tool Link**.



11. Enter a **name** (call it Groups) From Type select **Groups** from the drop-down menu. Put a **check** in the “Available to Users” box and click **Submit** when done. The area has been created for students to now access the self-enroll group.

