1. Enter a Course.
2. Select Users and Groups, located in the Control Panel under Course Management.
4. Select Create Single Groups or Create Group Set.
   a. Create Single Group – only one group is created
      i. Self-Enroll – allows the users to enroll themselves into the group.
      ii. Manual Enroll – the instructor needs to enroll the users.
   b. Create Group Set – the instructor picks up how many groups are created
      i. Self-Enroll – allow the users to enroll themselves into the group of their choosing
      ii. Manual Enroll – the instructor selects the users in each group created
      iii. Random Enroll – the system randomly enrolls the users into a group
5. Provide the Group Information by entering a name and a description for the group. If you are creating a group set the system will append the name provided by the instructor with a number.

6. Select the tools you wish to make available to the groups.

7. Make any additional changes to the options.

8. Select Submit.