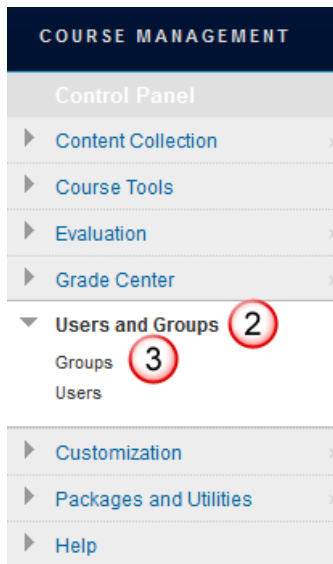


1. Enter a Course.

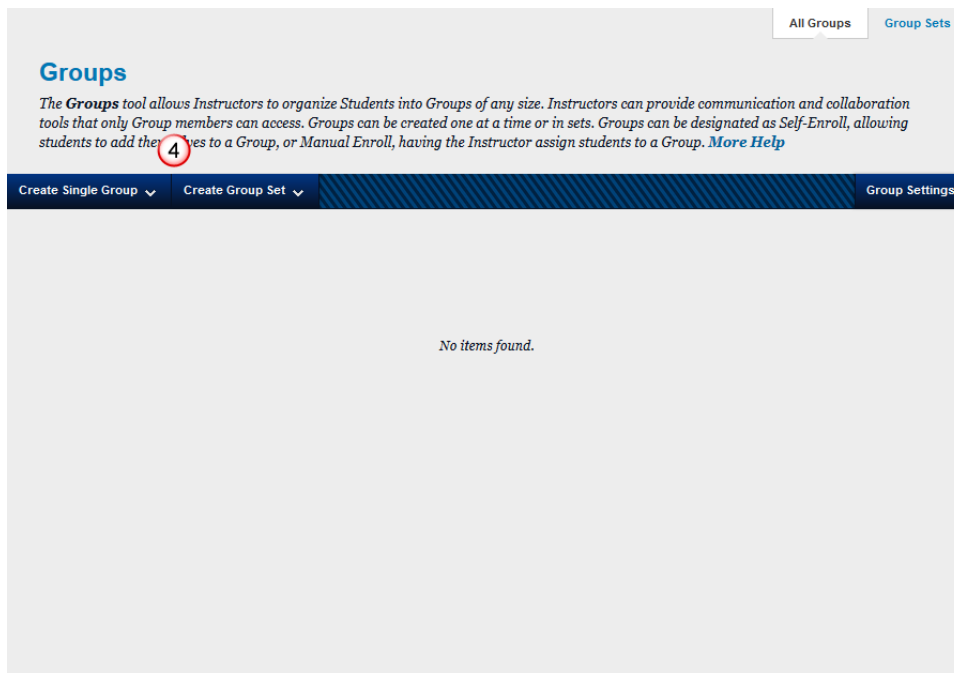


2. Select **Users and Groups**, located in the Control Panel under Course Management.

3. Select **Groups**.



4. Select **Create Single Groups** or **Create Group Set**.



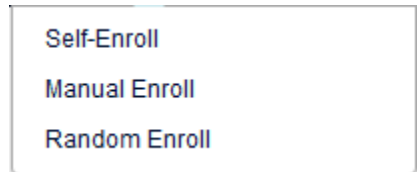
a. Create Single Group – only one group is created

- Self-Enroll – allows the users to enroll themselves into the group.
- Manual Enroll – the instructor needs to enroll the users



b. Create Group Set – the instructor picks up how many groups are created

- Self-Enroll – allow the users to enroll themselves into the group of their choosing
- Manual Enroll – the instructor selects the users in each group created
- 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**.

5. **Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel **Submit** 7

You now have a group(s).