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**.

You now have a group(s).