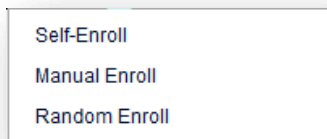
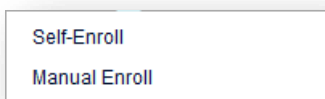
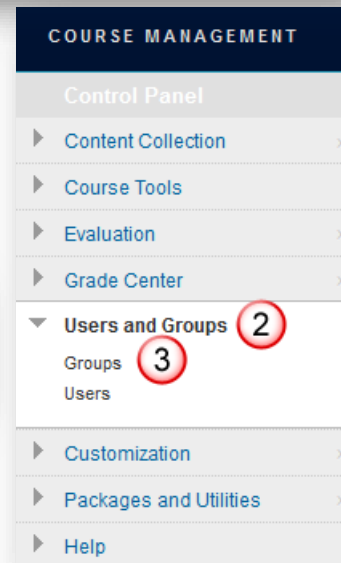
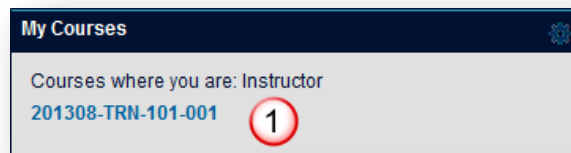
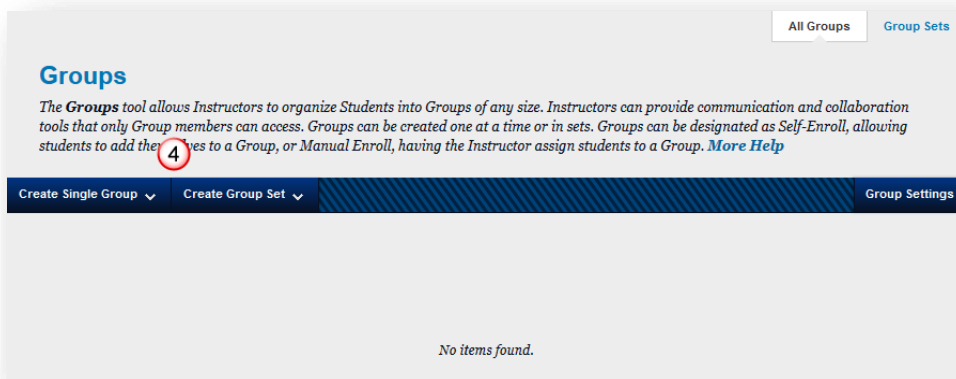


1. Enter a Course.
2. Select Users and Groups, located in the Control Panel under Course Management.
3. Select Groups.
4. Select Create Single Groups or Create Group Set.
 - a. Create Single Group – only one group is created
 - i. Self-Enroll – allows the users to enroll themselves into the group.
 - 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.

1. Group Information

* Name

5 Description

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, and HTML/CSS.

Path: p Words: 0

* Group Available No Yes

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

2. Tool Availability

6

- Blogs
 - No grading
 - Grade : Points possible :
- Calendar
- Discussion Board
- Email
- File Exchange
- Journals
 - No grading
 - Grade : Points possible :
- Tasks
- Wikis
 - No grading
 - Grade : Points possible :

7. Make any additional changes to the options.

5. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit 7

8. Select Submit.