Step by Step: Creating A Single Group

1. On the Control Panel, click the Users and Groups link and then Groups.

2. On the Groups page, point to Create Single Group on the Action Bar to access the drop-down list.

3. Click the Manual Enroll link.

4. On the Create Group page, enter a Name and an optional Description.
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5. Click to check No or Yes to make the Group Available.

6. Under Tool Availability, click the checkboxes to select tools that will be available to the group. Note: you have the option to grade group work in Blogs, Journals, and Wikis.

7. In the Module Personalization Setting, click the checkbox to Allow Personalization. This lets individual Group members add personal modules to their group’s page.

8. In the Membership section, all students in the course are listed. Click on the name in the left box, then click the right arrow to move it to the right box.
9. Click the **Submit** button.

10. On the **Groups** page, the new group is listed.

**Note:** Be sure there is a Groups link on the Course Menu. When students click on this link, they will go to the Groups page where they access their group home page like the one pictured at right.