Step by Step: Manually Creating Group Sets

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

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

3. Click the Manual Enroll link.

4. On the Create Group Set page, type 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 groups. 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 the Group’s Homepage.

8. In the Group Set Options section for Manual Enroll, enter the Number of Groups to create.

9. Click the Submit button.

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10. On the Groups page, the three groups are listed. To assign members, click on the group’s action link and click the Edit link.

11. On the Edit Group page, scroll down to section 4. Membership. 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.

12. When all the group members are in the right box, click the Submit button.

Back on the Groups page, repeat the steps to edit each group’s membership.

Note: A student can be added to more than one group.