Access the Groups Tool

1. From the Course Home page, click on the Groups link in the Course Administration widget.

Creating Groups

1. From the Manage Groups page, click the New Category icon.
2. Enter a Category Name.
3. Enter a Description of the category. (optional)
4. Select an Enrollment Type.
5. Specify the Number of Groups to create or the Number of Users per group depending on the Enrollment Type you chose.
6. Select Auto-Enroll New Users if you want users to be enrolled in groups automatically.
7. Select Randomize users in groups if you want users to be placed in groups randomly. If this option is not chosen, users are placed alphabetically based on the classlist.
8. Select Setup Discussion Areas if you want to associate discussion areas with the groups in the category.
9. Select Setup Locker if you want to associate locker areas with the groups in the category.
10. Select Setup Dropbox if you want to associate dropbox folders with the groups in the category.

NOTE: For more information about each item, click the .

SEE SCREEN SHOT ON NEXT PAGE
NOTE: Items with a * are required.

NOTE: For more information about each item, click the ?.
11. Click the **Create** button when finished selecting options.

12. Click **Category List** to return to the **Manage Groups** page.

13. The **Manage Groups** page will show you the Category and Groups that belong to that Category.