Enrolling Users in Groups

Access the Groups Tool
To access the Manage Groups Tool in your BOLT course:

On your Course Home Page,

- Use the Course Administration widget to
- Select Groups in the list of course administration tools.

Enrolling Users in Groups
Users are enrolled in groups based on the enrollment options selected on the New Category page. Use the Enroll Users page to:

- Manually enroll users in groups if you selected # of Groups – No Auto Enrollments.
- Manually change which group a user is enrolled in.
- Add users who enrolled late to a group if Auto Enroll New Users is not selected.
- Search for users who have not been assigned to a group.

Modify or Add Enrollment for a Category
1. From the Manage Groups page, click the Enroll Users icon for a category.

   **Note:** To modify enrollment in a particular group, click the link to open the group, and click the Enroll Users icon near the top of the page. Continue with these remaining steps.

2. Select whether you want to Display ‘All Groups’ or a specific group for this category.
3. Enter information in the Search For field to search for a specific user.

   **Tip:** Use the Not Enrolled search option to find users who still need to be added to a group.

4. Enroll users or adjust enrollment using the check boxes in the Enroll Users grid.

   **Tip:** If you do not see all users on one page, change the ‘per page’ drop-down number. It is set to display only 20 users by default.

5. Click Save when you are finished.

   **Tip:** Manually enrolling users allows you to exceed the enrollment limit for a group.

What Happens When You Move a User to a New Group?
Discussion messages remain in the old group and do not count towards a user’s grade if the forum or topic is associated with a grade item. The user must satisfy the discussion message requirements in the new section. You can override a grade using the Grades tool.

Locker files remain in the old group. Users must add any files they want to keep to the new locker area themselves.

Dropbox files submitted for the old group remain with the old group. The user receives the grade achieved by the new group on any group assignments. You can change the user’s grade back to the original group’s mark in the Grades tool.
Deleting a User From a Group
When a user is deleted from a group, all of their files remain in the system, including: discussion messages, dropbox folders, and locker files.

To Delete A User From a Group
1. From the Enroll Users page, clear the check box for the group beside the user's name.
2. Click Save.

Setting Up Self-Enrollment in Groups
Self-enrollment allows users to enroll in groups on their own. Use this option when you want users to have the freedom to choose their own group members or to be a part of a group on a topic that interests them.

Users can self enroll in groups by clicking the Choose Group link beside the name of a group category set up for self enrollment. The link displays at the top of the user's Groups page when self-enrollment is available.

Note: Users can only enroll in 1 Group within a Category. If a group is full, the total listed in the Members column appears in red with the word 'Full' beside it.

Tip: Clicking on the total listed in the Members column opens the Group Members pop-up containing a list of current group members.

To Set Up Self Enrollment:
1. Create a Category from the Manage Groups page.
2. Select 'Groups of # - Self Enrollment' or '# of Groups – Self Enrollment' from the Enrollment Type drop-down list.

What Users See in the Groups Tool

<table>
<thead>
<tr>
<th>Groups</th>
<th>Members</th>
<th>Dropbox</th>
<th>Discussions</th>
<th>Locker</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Projects</td>
<td>2 Group 1</td>
<td>Group 1 Topic</td>
<td>Group Files</td>
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