How to Create Groups & Group Activities

1. Open the course where you would like to create groups of students.
2. In the Control Panel, click Users and Group and select Groups.

3. You have the choice to create a single group or group set.
   a. Group sets give you a faster way to create several consistent groups for a project or task or to use throughout a semester. This is probably the route that most instructors would want to use.
   b. Create a single group set when uniformity of groups is NOT important and multiple group sessions during the semester are NOT necessary.
   c. For both choices, you have the option to have the students enroll themselves into groups or you can manually enroll students. If you choose to create a group set then the computer can randomly enroll students.

4. For this example, we are choosing Create Group Set with Manual Enroll.
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5. In Section #1 **Group Information**, type a name for your groups. When the groups are created, there will be 1, 2, 3, etc. after each group name. So, in this example the groups name will be Group 1, Group 2, Group 3, etc. The Description is optional.

6. Section #2 **Tool Availability**, is where you can decide which tools you would like available to your groups and whether this will be graded or not.
   a. **Discussion Boards can be graded** even though it does not look like this is an option here. When you create a New Thread in the discussion board, you have the option of it being graded or not.
   b. You can always change the tool availability throughout the semester if needed.
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7. In Section #3 **Module Personalization Setting** you can allow the students to personalize their group space.

8. In Section #4 **Group Set Options** is where you must state how many groups you plan to have.
   a. You can change this number later if needed.

9. Click **Submit**.

10. On the next page, you will see the group name and description, if you added one. You have the option to show course roles, such as instructor. You can also have students who are placed in a group removed from the list as you are building the groups.

11. Since I chose manual enroll, this is the part where I place students into either Group 1, 2 or 3. You can move one student at a time or hold down the Ctrl button and select multiple students then click the arrow to move the selected students into a group.
   a. You also have the option to change each group name.
   b. At the bottom there is a button to add an additional group.

12. Click **Submit** when you are finished.
13. You will see a green bar at the top of the screen indicating that your group setup was successful. A list of the groups you created will be visible along with what Group Set it is a part of, whether it was self-enroll or not, and if the group is available.
   a. The drop down link next to each group gives you the options to Open, Edit, Email or Delete the group.

14. When you click on a group name, or click Open, you will see the group’s page. There is a group description, list of group members, list of tools available to the group, and any group assignments that have been assigned. The instructor can add a course module or group module by clicking on the appropriate button on the top.
   a. If the instructor wanted to create a discussion board just for the group, click on Group Discussion Board and click the Create Forum button.
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15. Instructors can create an assignment and release it to a specific group or groups.
   a. To do this, leave the group area and go to the area in Course Content where you want to add the assignment.
   b. Click on the Assessments drop down link and select Assignment.
   c. On the Create Assignment page, provide all of the necessary information as normal.
   d. In Section #6 Recipients, click Groups of Students and you will see a list of groups that you have created. Select 1 or more groups and click the arrow to bring the group(s) over to the right side.
   e. Click Submit.