Create Single Groups

Single Groups are used when an instructor wants to create only one group of students that will collaborate throughout the semester. The instructor may create several single groups of students that can collaborate at different times.

Self-Enroll

1. In the Control Panel, click Users and Groups.
2. Click Groups.
3. Click Create
4. Click Self-Enroll.
5. The Create Self-Enrollment Group page opens. Name the Group. (*) means required field.
6. Enter a Group Description. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check Yes to make the Group visible.
2. **Tool Availability**

- Blogs
  - No grading
  - Grade: Points possible: 
- Calendar
- Collaboration
- Discussion Board
  - Allow any group members to create forums.
  - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
  - No grading
  - Grade: Points possible: 
- Tasks
- Campus Pack Blog
- Campus Pack Podcast
- Campus Pack Wiki
- Commercial Content Tools
- Course Materials
- Wiki
  - No grading
  - Grade: Points possible: 

8. **Uncheck** the checkboxes ☑️ to deselect the Tools available to the Group. Click **Allow Personalization** ☑️. Allowing individual group members to personalize group space modules is a great tool for engaging students.

3. **Module Personalization Setting**

   ✅ Allow Personalization

9. **Name** the signup sheet.
10. Add **Signup Sheet Instructions**.
11. Set the **Maximum Number of Group Members**.
12. Click **Submit**.
1. In the **Control Panel**, click **Users and Groups**.
2. Click **Groups**.

3. Click **Create**

4. Click **Manual Enroll**.

5. The **Create Manual Enrollment Group** page opens. Name the **Group**. (*) means required field).
6. Enter a Group **Description**. Include details about the group, and determine who will manage the group. Provide clear parameters, directions and a timeline.
7. Check **Yes** to make the **Group visible**.
8. **Uncheck** the checkboxes to deselect the Tools available to the Group. Click **Allow Personalization.**  
Allowing individual group members to personalize group space modules is a great tool for engaging students.

9. **Click Add Users** to add users to the group.
10. The Add Users page opens. Select users by clicking the checkboxes.
11. Click **Submit**.