Create a Group Set with Self-Enroll

1. From the Control Panel, click Users and Groups | Groups.

2. Then Add Group, click on Create Group Set | click Self-Enroll:

3. In Section 1, Fill out the Name and check availability.

4. In Section 2, check the boxes of the tools you want available in the group.
5. In Section 3, check the box if you want users to be able to personalize their group space.

![Module Personalization Setting]

6. In Section 4, set up the Sign-up Options for users.

![Sign-up Options]

(A) **Name of Sign-Up Sheet** - type the name of the sign-up sheet.

(B) **Sign-Up Sheet Instructions** - type optional instructions in this text box.

(C) **Maximum Number of Members** - enter the maximum number of members for the group

(D) **Show Members** - this option allows instructors to show or hide the list of group members already signed up for the group. Hiding the members helps keep the group sign-up more anonymous.

(E) **Allow Students to sign-up from the Groups Area** - this option allows students to access the group through Tools | Groups. If the instructor wishes to control access through a content area or assignment, leave it unchecked. *This means that the instructor will need to add a Tool Link to Groups or a Course Link to a specific group for students within a content area.*

7. In Section 5, enter the desired number of groups | click Submit.
8. For the example above, 5 groups will be created with a limit of 4 students each. It is important to know how many students are in your class so there are enough slots for each student.

9. Click Submit.