Create a Single Group

1. Access the Groups listing page and point to Create Single Group on the action bar to access the drop-down list.
2. Select Self-Enroll or Manual Enroll.

Self-Enroll Group

1. On Create Self-Enrollment Group page, type a Name and optional Description.

2. Select Yes for Group is visible to students. If you do not want the group to be available at this time, select No.

3. Select the check boxes for the course tools you want to make available to the group. Select the Grade option and type Points possible for Blogs, Journals, and Wikis, if you want to grade student submissions.
4. Select the check box for **Allow Personalization** to allow students to add personal modules to the group homepage.

5. Type the **Name of Sign-up Sheet** under **Sign-up Optins**. Type the **Maximum Number of Members**.

6. Click **Submit**

**Manual Enroll Group**

1. On **Create Group** page, type a **Name** and optional **Description**.

2. Select **Yes** for **Group is visible to students**. If you do not want the group to be available at this time, select **No**.
3. Select the check boxes for the course tools you want to make available to the group. Select the Grade option and type Points possible for Blogs, Journals, and Wikis, if you want to grade student submissions.

4. Select the check box for Allow Personalization to allow students to add personal modules to the group homepage. Select Group Options check box to Create smart view for this group.

5. Click Add Users under Membership. On Add Users page select the students by checking the checkbox and click Submit.

The newly created group appears on the Groups listing page.