Create a Single Group & Manually Enroll Members

1. On the “Control Panel” menu, click Users and Groups and then click Groups.
2. Click Create Single Group, then click Manual Enroll.
3. In section 1, “Group Information,” enter a group “Name.”
4. Enter a “Description” if you desire.
5. Click Yes or No to make the group “Available” or “Unavailable.”
6. In section 2, “Tool Availability,” each tool is pre-selected to be available in the group spaces you are creating. To remove a tool, click on the checkmark to de-select.
7. In section 3, “Module Personalization Setting,” click the checkmark to remove students’ ability to add their own modules, such as “Alerts,” “Calendar,” or “Tasks,” to the group page.
8. In section 4, “Membership,” assign group members by selecting the student(s) on the left and clicking the right-facing arrow to move them to the right.

Note: To select multiple students, hold the Shift key + click for PC users or Command + click for Mac users.

9. Scroll down and click Submit.
10. You will see the group you have just created. To see the members in a group, click the Group Name.