Create a Single Group & Set Up Self-Enroll

If you would like to create a group and have students sign up for it, you can do so. This might be particularly helpful if you are asking for a few volunteers for a particular course activity. To set up this type of group:

1. On the “Control Panel” menu, click Users and Groups, and then click Groups.
2. Click Create Single Group, and click Self-Enroll.
3. In section 1,”Group Information,” enter a group “Name.”
4. Enter a “Description” if you desire.
5. Click Yes, No, or Sign-up Sheet Only for the Group Availability.

**Note:** Making the “Sign-up Sheet Only” available will allow students to sign up for their group, but the group space will not be immediately available to them.

6. In section 2, “Tool Availability,” each tool is pre-selected to be available in the group spaces you are about to create. To remove a tool, click 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, “Sign-up Options,” first enter a “Name for Sign-up Sheet.” For example, you might name the sheet “Extra-Credit Sign-Up.”
9. Enter “Sign-up Sheet Instructions” if you desire.
10. Next, set additional parameters for your group and where your sign-up sheet will be available:

11. Scroll down and click Submit.
12. If you chose not to make the sign-up sheet available in the “Groups Area,” you will need to make it available in a “Content” area:
   a. Go to any “Content” area. Click Add Interactive Tool and click Groups.
   b. This will direct you to the Create Link: Group page.
   c. Select Link to a Group or Group Set and then click the desired group to highlight.
d  Click **Next**. This will take you to the **Create Link: Group** page. Here you create the link information. Click **Submit** when finished.

13. Your students will navigate to the area in which you made the sign-up sheet available, and they will see the name of the group and a button for “Sign-Up.” After clicking **Sign-up**, they will see your sign-up sheet name, instructions, and a final “Sign-Up” button. Once they've signed up, they will be part of the group.