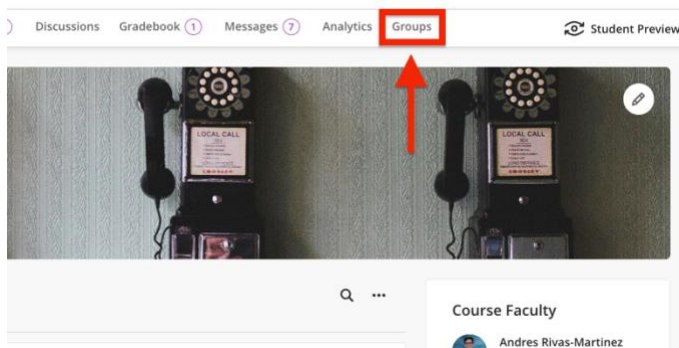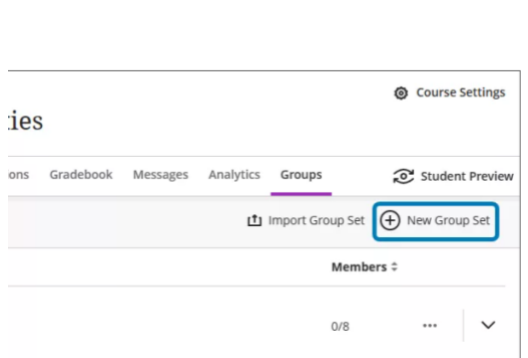Self-enrollment groups allow you to divide your class into groups for presentations, discussions, chapter divisions, etc.

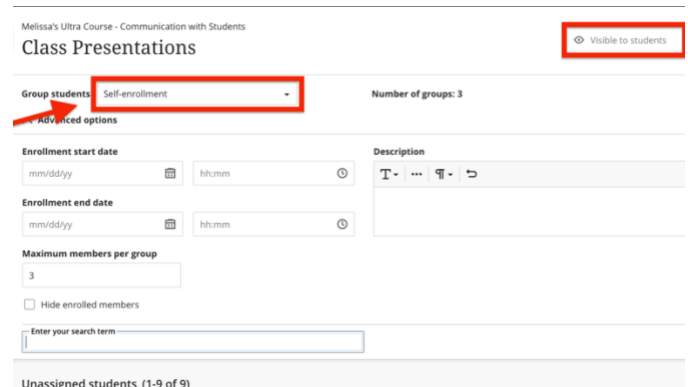1. Navigate to the top navigation bar and go to the "Groups" tab.

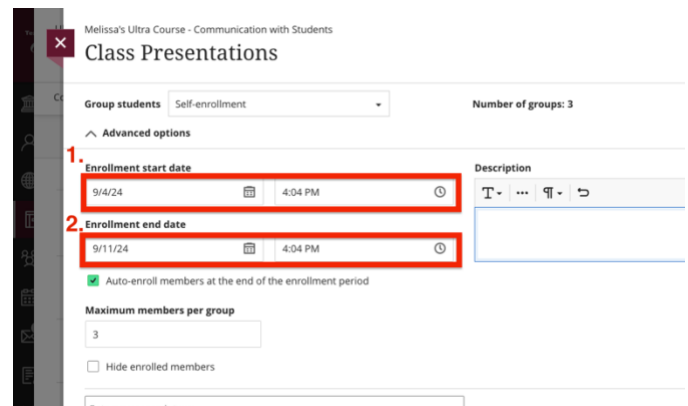2. Click "New Group Set" to create a new group.

3. Name your group.

4. Then, make your group visible for students on the top right drop-down menu. Then, under the "Group Students" menu, select "Self-Enrollment."
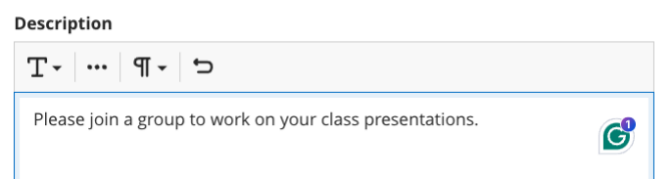

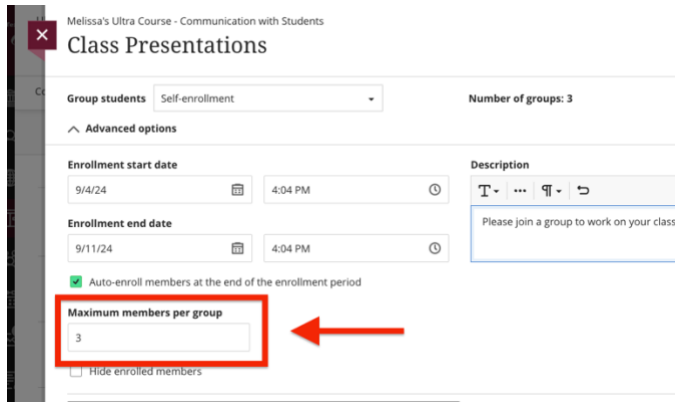5. Enter your enrollment start date/time and enrollment end date/time.

Note: You may enable the "Auto-enroll members at the end of the enrollment period" option for automatic enrollments or leave this turned off so that you can have students request to be added to a group by you.
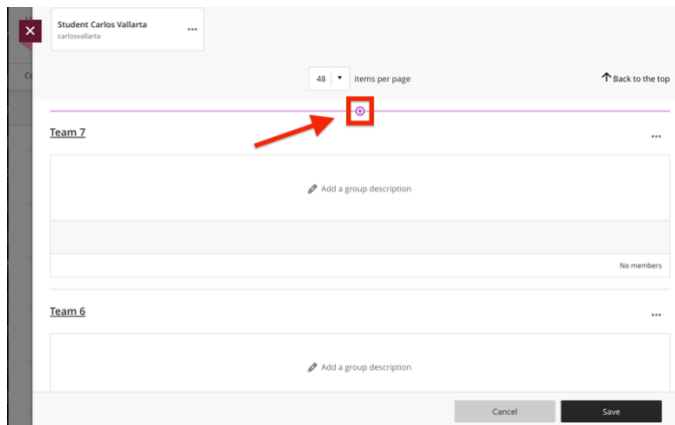
6. Add a description for students to understand the purpose of the group set.
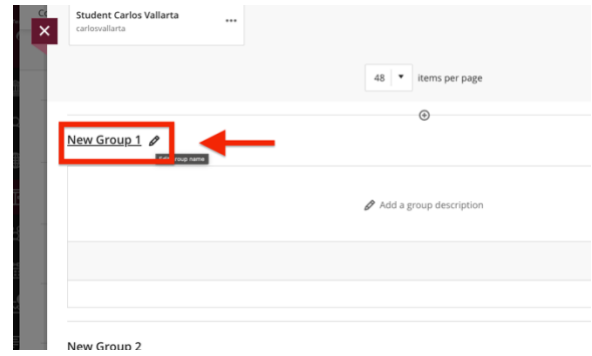
7. Change or clear the **Maximum number of members per group** that appears by default. The optional maximum must be 1 or greater. If you add or delete groups, the maximum number doesn't update.

A) Pay attention to the maximum number of members per group and the number of groups. **Example:** if you lower the maximum number, some students won't be allowed to enroll in a group at the end of the enrollment period. You'll need to create new groups and enroll the students.

B) If more groups are needed, click the "plus" icon to add groups. **Example:** Your class has 24 students, and you want 3 students per group. Create 8 groups to ensure that all

8. Edit each group name if you want to change the default naming.

9. Click "Save" to save settings.

9. **(Student View):** Students will now be able to see the groups they can join and the number of students per group.