Creating Groups (Self-Enrollment)

*e*Learning

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.

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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."

Group students Self-	-enrollment	Number of groups: 3	
Enrollment start date		Description	
mm/dd/yy	hh:mm	© T ¶- =	5
Enrollment end date			
mm/dd/yy	hh:mm	O	
Maximum members p	er group		
3			
Hide enrolled mem	bers		
Enter your search term			

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

Group students Sel	-enrollment	•	Number of groups: 3
Advanced options			
Enroliment start date			Description
9/4/24	1:04 PM	O	T P - 5
Enroliment end date			
9/11/24	1:04 PM	O	
Auto-enroll memb	ers at the end of the enrollment pe	riod	
Maximum members p	er group		

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.

			•	Number of groups: 3
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Enrollment star	t date			Description
9/4/24	Ē	4:04 PM	0	T ¶- ∽
Enrollment end	date			Please join a group to work on your cla
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- 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

×	Student Carlos Vallarta carlosvallarta				
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-	<u>Team 7</u>	/			
			Ø Add a group description		
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			🖉 Add a group description		
				Cancel	Save

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



Student Carlos Vallarta	
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New Group 1	۲
New Group 2	

9. Click "Save" to save settings.

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

	Number of students	
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tations I: Wed, 4:04 PM up to work on your class presentations.	0/9	^
1	0 / 3 (max)	Join
2	0 / 3 (max)	Join
3	0 / 3 (max)	Join

For more support, contact the eLearning Team: Email: elearning@tamiu.edu Call: 956-326-2792 Visit: CWT 208, Monday to Friday, 8 AM to 6 PM