Follow these steps on how to Add and Create Groups

1. Log into your Course. To begin, make sure **edit mode** is on (figure 1)

2. **Add** and make **Groups** in your content area
   - Click on the **Users** and Groups link (figure 2)
   - Click on **Groups** (figure 3)
   - When you click on Groups a window will open showing your group lists (if you have any already created), then **Click on Create button** to make your groups (figure 4)

3. Within the Create options you have **Single Group** and **Group Set**, as well as **Self-Enroll** and **Manual Enroll** and **Random Enroll**.

   **Single Group** allows you to create groups one at a time while **Group Set** generates several groups at one time (recommended for multiple groups)

   Single Group options include:
   - Click on **Self-Enroll** to have students enroll themselves into a group
   - OR Click **Manual Enroll** to enroll the users yourself (figure 5)

   While Group Set options include:
   - Click on **Self-Enroll** to have students enroll themselves into a group
   - Or **Random Enroll** to have the system randomly enroll users into a group
   - Click **Manual Enroll** to enroll the users yourself (figure 5)
4. Once you select the group type you want to create, you have **to Set Up the Group**.
   - **Name** the group and optionally add a **Description** for the group (figure 6)
   - Always select **Yes** to make Group visible to students

   - Check off what **Tools** you want to apply to the group, such as journals, blogs etc. (figure 7)
• If you used **Self-Enrollment** then you need to set up the sign-up directions and how many members can join (Figure 8).
• If you made the group with **Manual Enrollment** then you need to add what users you want to the group using **Add Users** (figure 9)
• Once you have added users to the group click **Submit** (figure 10)
5. Add Group shortcut to the Course Menu page:
   - Click on the “+” to Add and item
   - Click on Tool Link (figure 11)

   * Type Groups in the Name field
   * Choose Groups from the Type dropdown menu
   * Check off Available to Users
   * Click on Submit (figure 12)

   * Your Groups Tool Link will show on the Course Menu (figure 13)