

GROUPS – GROUP ENROLLMENT OPTIONS

Select from seven group enrollment types to arrange groups in your course. This tutorial shows the options for enrolling users in groups.

When creating a group, there are seven different types of **Enrollment Type**:

1. Select # of Groups – No Auto Enrollment

- To create a specific number of groups, you select which and how many learners you enroll in each group.
- Use this enrollment type when you know how many groups you will create and which learners you want in each group.

2. Groups of

- To create the minimum number of groups needed to place learners in groups of a specified size.
- In the Group Options section, you can define whether enrollment is automatic or manual and whether learners are randomized or added to groups in alphabetical order.
- If you enable auto-enrollment for new learners and all of the existing groups are at a maximum capacity, the new learners are added to a new group. If you disable this option, the system creates the minimum number of groups needed for the class list, but does not enroll any learners. When you enroll learners after groups are set up, they are added to the same group until it is full.
- Use this enrollment type when you know how many learners you want in each group.

3. # of Groups

- To create a specified number of groups.
- If you enable auto enrollment into groups, learners are added using a brick laying algorithm regardless of whether they enrolled before or after you create the groups. If you disable this option, the specified number of groups are created, but no learners are enrolled.
- Use this enrollment type when you know how many groups you want to create, but want the system to place learners in groups.

4. Groups of # - Self Enrollment

- To automatically create the minimum number of groups needed to accommodate users in groups of a specified size.
- Learners choose the group they want to enroll in from the Groups page.
- Use this enrollment type when you know how many users you want in each group, but you want to allow users to choose their own groups.

5. # of Groups – Self Enrollment

- To create a specified number of groups in which learners can enroll.
- Learners choose the group they want to enroll in from the Groups page.
- Use this enrollment type when you want to make a specific number of groups available for learners to join.

6. # of Groups, Capacity of # - Self Enrollment

- To create a specified number of groups with a specified number of enrollments per group.
- Learners choose the group they want to enroll in from the Groups page.
- Use this enrollment type when you know;
 - Number of groups to create.
 - Number of users you want in each group.
 - Users will choose their own groups.

7. Single user, member-specific groups

- To create a group with a single user where the first name and last name of the user is the name of the group.
- When a new learner is enrolled in the course, a group is automatically created for them.
- Use this enrollment type when you want to create a private journaling space for a single user.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>