

GROUPS – CREATE A GROUP

Use the Groups tool to design special work areas where learners can discuss, share and submit work as a group. This tutorial shows how to create groups in your course.

The Groups tool allows you to create and edit groups and categories. Categories have a collection of related groups. Groups subdivide the learners. To create a group:

Step 1.

On your **Groups tool**, navigate to **Manage Groups**.

Step 2.

Click **New Category**.

Step 3.

Enter a **name** for the category.

Step 4.

Enter a **description** for the category.

Step 5.

Select from a number of **group enrollment types**, which define how learners are enrolled and how many groups are created.

Step 6.

Enter a **Group Prefix**, which precedes the group number upon creation.

Step 7.

Next, set the **Advanced Properties**. Click **Set Self Enrollment Expiry Date** to set a due date for learners to enroll in a group.

Click the **Allocate unenrolled users after Self Enrollment Expiry Date** to automatically enroll learner who haven't chosen a group by the expiry date.

Step 8.

Select the workspace you want include for the group category, workspaces can include; **discussion areas, lockers and assignment submission folders**.

Step 9.

When you are ready, click **Save**.

Step 10.

You will then be prompted to set up the **workspaces** you have included in your category. **For tutorial on creating a specific type of workspace, refer to its tutorial, for an example of creation of workspaces please refer to the video tutorial.**

Step 11.

Once you are done setting up the required workspaces, you will be taken to the **Workspace Summary**. Review your workspace summary and click **Done**.

Step 12.

Now you will be returned to the **Category creation**. Review the category and when read, click **Save**.

**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/>**