

Enroll Students in Groups

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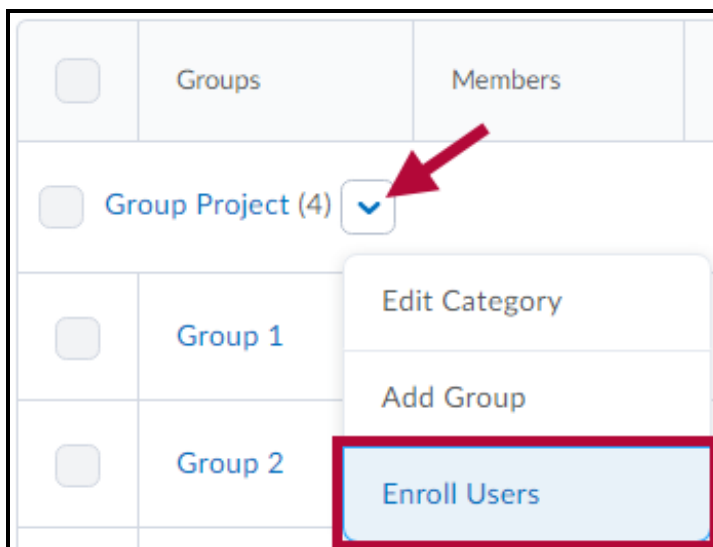
Enrolling students in groups

Students are enrolled in groups based on the enrollment options selected on the New Category page. See directions for how to use the New Category to create groups in the article [Create Groups](https://vtac.lonestar.edu/help/a062) (<https://vtac.lonestar.edu/help/a062>). You will use the Enroll Users page to:

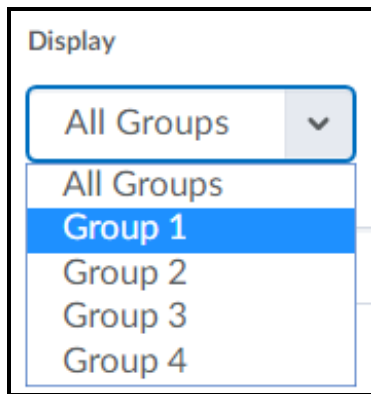
- Manually enroll students in groups if you selected **# of Groups – No Auto Enrollments**.
- Manually change which group a student is enrolled in.
- Add students who enrolled late to a course if **Auto Enroll New Users** is not selected.
- Search for students who have not been assigned to a group.

Modify or add enrollment

1. On the Manage Groups page, click **Enroll Users** from the context menu of the category that contains the group (or groups) you want to enroll a student in.



2. Select the group you want from the **Display** drop-down list.



3. Enter information in the **Search For** field to find a specific student. You can do an empty **Search** to find all students.

TIP: Select the **Not Enrolled** search option to find students that still need to be added to a group. If already selected, uncheck the Enrolled search option and Search again to list only those students who are not enrolled in a group.

4. Select the check boxes beside students' names to add them to groups. Clear check boxes to unenroll students from groups.
5. Click **Save**.

TIP: Manually enrolling students allows you to exceed the enrollment limit for a group.

Setting up self-enrollment in groups

Self-enrollment allows students to enroll in groups on their own. Use this option when you want students to have the freedom to choose their own group members or to be a part of a group on a topic that interests them.

Students can self-enroll in groups by clicking **Collaboration** on the navbar and choosing **Groups**, then clicking the **View Available Groups** button. They can then click the **Join Group** link next to the groups they would like to join.

Available Groups

Join an available group from each category listed.

Groups	Description	Members	Actions
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Group Project

Group 1	0	Join Group
Group 2	0	Join Group
Group 3	0	Join Group
Group 4	0	Join Group

TIP: Clicking on the total listed in the **Members** column opens the Group Members pop-up containing a list of current group members.

Set up self-enrollment groups

1. On the Manage Groups page, click **New Category**.
 2. Enter a **Category Name** and **Description**.
 3. Select "Groups of # - Self Enrollment", "# of Groups – Self Enrollment", or "# of Groups, Capacity of # – Self Enrollment" from the **Enrollment Type** drop-down list.
 4. Depending on the chosen Enrollment Type, enter the **Number of Groups** to create, or the **Number of Users** per group.
 - Select **Set Up Discussion Areas** if you want to associate discussion areas with the groups in the category.
 - Lockers have been disabled for our environment.
 - Select **Set Up Assignment Submission Folders** if you want to associate an assignment folder with the groups in the category.
 5. Click **Save**.
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