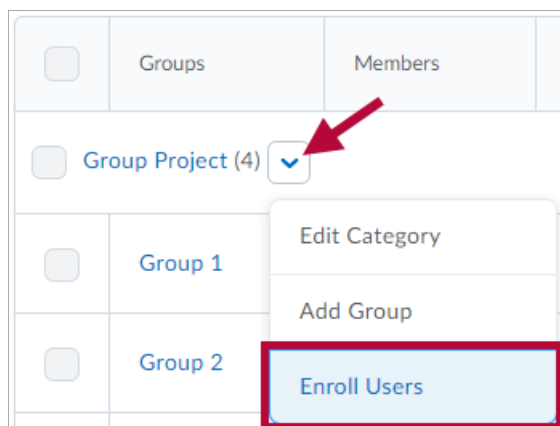# Enroll Students in Groups

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 New Category to create groups in the article Create Groups (https://vtac.lonestar.edu/help/create-groups). 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.
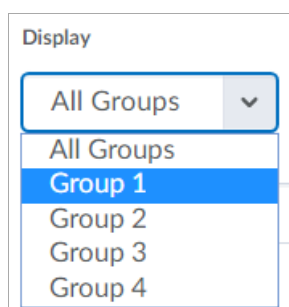
3. Enter information in the **[Search For...]** field to find a specific student. You can do an empty **Search** to find all students.

> **TIP:** Click **[Show Search Options]** and 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 **[Checkboxes]** beside students' names to add them to groups. Clear the **[Checkboxes]** 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.

> **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]**.