A self-enrol group can be added to a subject or community to provide students with a means of signing up online for group work, essay titles, field trips, etc. Subject coordinators may specify how many students can sign-up for a list, and if they can see who else has signed up.

If a self-enrol group is available and a student signs up, they will get instant access to group pages and resources. There is no ‘cooling off’ period so students are not able to remove themselves from a self-enrol group. Staff are able to manually change group membership as required.

Staff can create groups one at a time, or many at a time via Group Sets. The nature of Group Sets means that students will only be able to sign up to one group within a set. If you want students to belong to more than one group this can be done by manually adding them to each group, or creating multiple single enrol groups.

If you would like the detailed version of how to use Self Enrol Groups, take a look at this guide.

Steps to create self enrol group/s

1. Ensure Edit Mode is ON.
2. From the Control Panel select Users and Groups >> Groups.
3. Click Create >> Single Group >> Self Enrol (for a single self-enrol group) OR Click Create >> Group Set >> Self Enrol (for multiple self-enrol groups)
4. Enter a Name and Description (optional).
5. The default is Group is visible to students: Yes. Students will be able to access the group pages if they are a member of the group, plus see group assignments and receive group email. If you select Group is visible to students: No, students will not be able to see the group pages, or sign up. In addition to this you will not be able to email the group or assign them a group assignment.
   If you select Sign-up Sheet Only, students will be able to sign up to the group, but no group pages will be available until you edit the group and choose Group Available: Yes.
6. Select which tools should be available in the group space.
   Note: Visible tools that are not used may be confusing for your students. Do not add a tool unless you know you want your students to use it.
7. Select if group members will be able to personalise the group space.
8. Enter a name and instructions for the sign-up sheet.
9. Select the maximum number of students that will be able to sign-up.
10. Click Show Members if you want students to be able to see current group member names before signing up.
11. Ensure Allow Students to sign up from the Groups listing page is selected if you will be asking students to self-enrol from the groups page. If you will be manually adding a link for students to self-enrol on a content page, this is not needed.
12. If a Group Set was selected in Step 2, under Group Set Options enter the number of groups in the set.
13. Click the check box if you would like a Grade Centre Smart View to be created for this group.
14. Click Submit.
Make sign-up list/s available to students

A link to enrol in a single group or to see group pages (all groups where a student is currently a member, or where the student is eligible to enrol) may be made on a content page. A link to group pages may also appear in the subject menu.

**Via subject menu**

1. Ensure *Edit Mode* is **ON**.
2. Click the plus sign (+) at the top of the subject menu.
3. Select **Tool Link**.
4. Enter a **Name** e.g. Groups.
5. Select **Type > Groups**.
6. Click **Available to Users**.
7. Click **Submit**.

**Via content page**

1. Ensure *Edit Mode* is **ON**.
2. Open the content page where the list should appear.
3. Select **Tools >> Groups**.
4. Select **Link to Group** or **Group Set**.
5. Select a signup list.
6. Click **Next**.
7. Enter a name and text (description or instructions for students).
8. Change availability, restrictions and other options as desired.
9. Click **Submit**.

Get students to sign up

When students open the page where the lists are located, if a place is still available in the list, they will be able to sign up.

When students click **Sign Up**, a page showing the group details will be displayed including name, instructions and current group members (if this was selected).

**If this was created as a sign up list only:** Student will be notified at the top of the page of their successful enrolment and current unavailability of the group page. When the group is made available they will see it under the subject menu below the heading My Groups.

**Success: You have successfully enrolled in the group. The group space is currently unavailable.**

Note: If students attempt to click the link of a group on a content page where they have already enrolled, but where it is not yet available, they will see an error message. Because of this it is recommended that groups be made available as soon as possible.

**If group availability was set to Yes:** After successfully joining the group, the student will be automatically redirected to the group space. The group will also be listed at the bottom of the subject menu on the left of the page.

Please report any errors or omissions in this guide to  
[mailto: lms-guides@lists.unimelb.edu.au](mailto:lms-guides@lists.unimelb.edu.au)

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