LEARNING MANAGEMENT SYSTEM USER GUIDE: SELF-ENROL GROUPS

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

If you just want the steps you should read the short guide, otherwise read on for the full detail.

If a self-enrol group is available and a student signs up, they will get instant access to group pages and resources. 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 the signup group, or creating multiple single-enrol groups.

Note: The StudentOne Class Registration tool is used for the management of tutorials groups, not the Groups tools within an LMS subject.

Single group (self-enrol)

Use this to create a single group where students can choose to become member.

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click **Create >> Single Group >> Self-Enrol**.

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 you want to be available to students.
   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. Choose whether 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. Click the check box if you would like a Grade Centre *Smart View* to be created for this group.

13. Click **Submit**.

14. Go to **Get Students to Sign-up** (see page 2).

Multiple groups (self-enrol)

Use this to create multiple groups (a group set) where students may choose to become a member of one group.

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click **Create >> Group Set >> Self-Enrol**.

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 will be available to the students.
   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 number of students that will be able to sign-up to each group.

10. Click **Show Members** if you want students to be able to see group member names.

11. Ensure **Allow Students to sign-up from the Groups listing page** is selected if you intend to make the link available via the groups page (see below). If you will be manually adding a link for students to self-enrol on a content page, this is not needed.

12. 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**.

15. Go to **Get students to sign-up** (below).

Get students to sign up

When a student is a member of a group they are able to access their group pages via a link that automatically appears below the subject menu. For more information see *Email*

Instructions below describe how to email a single group or a group set. If you need to email multiple groups (regardless of set) at the one time, you should investigate the **Send Email** function (**Control Panel >> Subject Tools**).

To email a group, that group must be available. If you attempt to email a group that is not available, an error message will be displayed: There must be at least one valid recipient email.

Email a group

All members in a single group will receive the email.

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click the down arrow next to the title of the group and select **Email Group**.

4. Select the members of the group to receive the email.

5. Enter the subject, message and attach a file if desired.

6. Click **Submit**.

Email a group set

All members of any group in the set will receive the email.

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click **Groups Sets** (top right corner below *Edit Mode*).

4. Click the down arrow next to the title of the group set and select **Email Group Set**.

5. Select the members of the group to receive the email.

6. Enter the subject, message and attach a file if desired.

What group members see on page **5**.

In the case of sign up groups, before students can see the group pages they will first need the ability to join the group. The facility to sign up to groups is only available from a Groups tool page or from a link to the signup list created on a content page.

Note: The nature of signup 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 the signup group, or creating multiple single enrol groups.

Create a group tools page (subject menu)

This page will appear under the subject menu. All groups will be displayed. Self-enrol groups will have an option to allow students to join.

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**.

8. All available groups with descriptions and enrolment status will be listed. Students can enrol in self-enrol groups using the **Sign up** button.
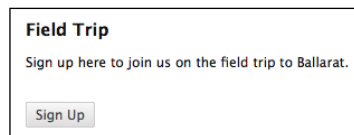
Create link to signup list (content page)

This link will appear on a content page. Just the one link to a group / group set will be displayed. Self-enrol groups will have an option to allow students to join.

1. Ensure *Edit Mode* is **ON**.

2. Go to a subject content page where you want the link to 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. Select other options as desired (available, track views and date restrictions).

9. Click **Submit**.

10. The link appears on the content page.

Essay topic selection

Don't forget to nominate your essay topic by joining a group.

11. Students click the link to be taken to a signup page for that group / group set.

12. More information is displayed, including the number of group members allowed and a list of current members (if this option was selected for the group).
If places are still available in the group and they are not already in another group (if a set) the student will be able to join the group by clicking the **Sign Up** button.

Essay topic 1 Darwin

This is the place where you nominate the essay topic you will be submitting.

Group Members : Simon Rodriguez
Max Members Allowed : 2
Sign Up

13. After successfully joining the group, a message appears at the top of the screen. If the group is available, the student will instantly get access. If the group is not available, the message will inform them of this.

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

Notes: The nature of self-enrol sets means that students will only be able to enrol in one group within a set. If you want students to belong to more than one self-enrol group this can be done by manually adding them to the group, or creating multiple single self-enrol groups.
If students attempt to click the link of a self-enrol 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.
Testing of self-enrol sets is best done when the group is available and Edit Mode is OFF. Staff will not see a true representation of the tool if the group is not available, or if Edit Mode is ON.

If group availability was set to Yes: After successfully joining the group, the student will be automatically redirected to the group space. Plus the group will be listed at the left of screen underneath the subject menu.

Modify

Once created, groups may be modified to change name, description, visibility to students, tool availability, personalisation options and membership. This may be done for a single group, or for all groups within a set.

Note: Group membership may also be changed via the **All Users** option. For details see the Groups guide: http://lms.unimelb.edu.au/user_guides/groups_guide.pdf

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click the down arrow next to the title of the group and select **Edit**.

4. Change name (see note below), description, availability, tools or membership as required.

5. Click **Submit**.

Notes: If you have group blog, wiki or podcasts and these are already available to students you should not change the group name, else your students may experience access issues.
Changing a group name will not change the group code (created when a group is created). Group codes can be displayed via **Groups >> View Options >> Show Group Code** or by exporting the group data.

Modify a group set

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click **Groups Sets** (top right corner below *Edit Mode*).

4. Only sets are now visible and selections made apply to all groups in a set.

5. Click the down arrow next to the title of the set:
   Select **Edit Set Properties** to change tools or availability
   Select **Edit Group Set Memberships** to change individual group names, membership or delete select groups.

6. Click **Submit**.

Notes: Modifying a group set may also be done from the All Groups page (click the arrow next to the group set name), but we advise using the Group Sets page to simplify the view of the screen.
If you have group blog, wiki or podcasts and these are already available to students you should not change the group name, else your students may experience access issues.
Changing a group name will not change the group code (created when a group is created). Group codes can be displayed via **Groups >> View Options >> Show Group Code** or by exporting the group data.

Delete

In addition to the methods below, Delete is also available for individual groups as an option when creating or modifying group sets.

Delete a group

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click the down arrow next to the title of the group and select **Delete Group**.

4. Click **OK** to confirm the deletion.

Delete multiple groups

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click the check box to the left of each group to be removed.
   Note: Check box at the top of the column may be clicked if all groups to be deleted.

4. Select **Bulk Actions >> Delete Group**.

5. Click **OK** to confirm the deletion.

Note: Even if you remove all groups in a set, the group set may still exist.

Delete a group set

1. Ensure *Edit Mode* is **ON**.

2. From the *Control Panel* select **Users and Groups >> Groups**.

3. Click **Groups Sets** (top right corner below *Edit Mode*).

4. Only sets are now visible and selections made apply to all groups in a set.

5. Click the down arrow next to the title of the group and select **Delete Group Set**.

6. Click **OK** to confirm the deletion of the set and all groups in that set.

Email

Instructions below describe how to email a single group or a group set. If you need to email multiple groups (regardless of set) at the one time, you should investigate the **Send Email** function (**Control Panel >> Subject Tools**).

To email a group, that group must be available. If you attempt to email a group that is not available, an error message will be displayed: There must be at least one valid recipient email.

Email a group

All members in a single group will receive the email.

7. Ensure *Edit Mode* is **ON**.

8. From the *Control Panel* select **Users and Groups >> Groups**.

9. Click the down arrow next to the title of the group and select **Email Group**.

10. Select the members of the group to receive the email.

11. Enter the subject, message and attach a file if desired.

12. Click **Submit**.

Email a group set

All members of any group in the set will receive the email.

13. Ensure *Edit Mode* is **ON**.

14. From the *Control Panel* select **Users and Groups >> Groups**.

15. Click **Groups Sets** (top right corner below *Edit Mode*).

16. Click the down arrow next to the title of the group set and select **Email Group Set**.

17. Select the members of the group to receive the email.

18. Enter the subject, message and attach a file if desired.

What group members see

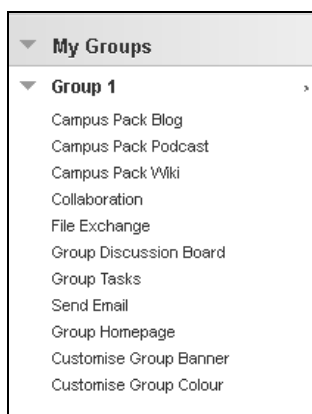## Group option under subject menu

When a person is a member of a group they will see group My Groups listed under their subject menu (left of screen).
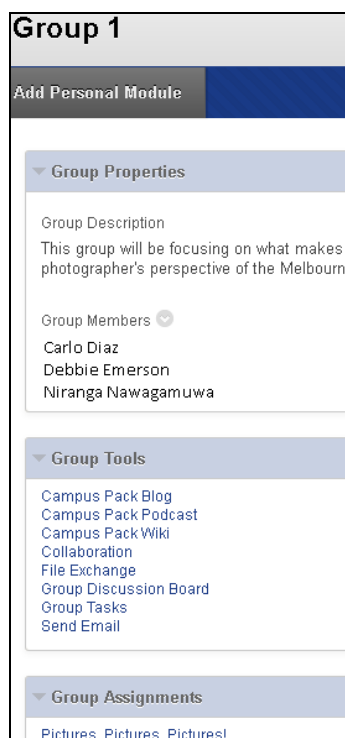
Click the right pointing arrow to display group properties, tools and assignments within the page (right of group name).

Note: A blog, wiki or podcast available in this

Click the downward pointing arrow to the left of the group name to expand the list and show available tools.

way is a 'scratch space' for students in that group, and not suited for assessment.

If assessment is required, create the blog/wiki/journal/podcast and then make it available to groups (for details see: http://lms.unimelb.edu.au/user_guides/bliki_workshop_guide.pdf).

Groups page in subject menu
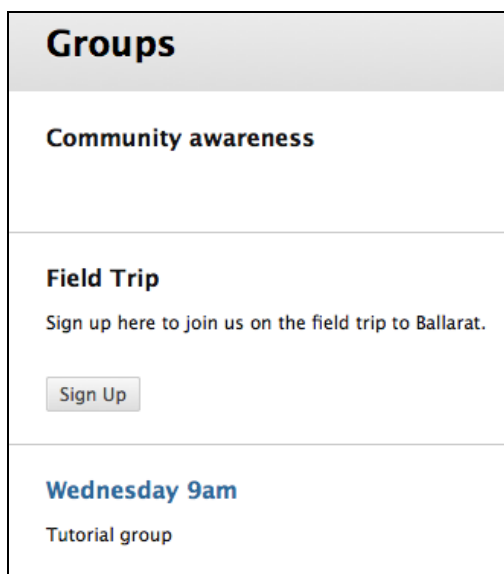
If a groups tool is added to the subject menu students can click it to see options:

Available groups where the student is a member may be clicked to open e.g. Wednesday 9am. When opened the screen displayed is the same as in the Wednesday 9am example above.

Unavailable groups where the student is a member will have a name and description, but may not be accessed e.g. Community Awareness.

Groups that have self-enrol will be listed and students may click to join these e.g. Field trip.

Groups where the student is not a member, and that are not self-enrol, will not be displayed to that student.

Note: Groups and self-enrol lists may also be added as an item to a content page.

Please report any errors or omissions in this guide to
lms-guides@lists.unimelb.edu.au