How to Create a Group Set

You can create a set of groups in Webcampus version 9 with the Group Set option. Begin by expanding the Control Panel menu in your Webcampus course (see figure 1).

**Step 1** – Click on the arrow to expand the Control Panel menu. Expand the Users and Groups group menu, then click on the “Groups” option (see figure 1).

![Figure 1: Expanding the Users and Groups, then clicking the “Groups” link](image)

This will take you to the Groups page. Expand the Create Group Set menu and select the Manual Enroll option (see figure 2).

![Figure 2: Selecting the Manual Enroll option](image)
This will take you to the **Create Group Set** page. In the Group Information section enter a name for the Group Set. Then enter a description for the group in the text box (see figure 3).

![Figure 3: Complete the name field and entering a description](image)

By default the group will be set to available. If you don’t want to make the group available at this time, you may change this setting by clicking the **No** button from the **Group Available** option (see figure 4).

![Figure 4: Reviewing the Group Available option](image)
Review the **Tool Availability** settings. Click the check box to unselect any tools you do not want to release to the group (see figure 5).

![Figure 5: Reviewing the Tool Availability group](image)

Review the **Module Personalization Setting**. Decide whether you want to allow students to personalize their group modules. When you enable module personalization students will be able to reorder the row and column in which a module is displayed

If you don’t want to allow students to personalize their group space, unclick the **Allow Personalization** check box (see figure 6).

![Figure 6: Reviewing the Allow Personalization option](image)
Next enter the total number of groups you will be creating in the **Group Set Options** setting. This is a mandatory field and must be filled out. After specifying the number of group sets to be created, click on the **Submit** button (see figure 7).

![Figure 7: Entering in the number of groups followed by selecting the “Submit” button](image)

This will take you to a new screen where you will find the third step, the **Edit Group Set Enrollments** settings. Here you can assign members to the groups that you create. Highlight the names of individuals you want to assign, then click the arrow button located to the right of the **Items to Select** menu. Repeat these steps for each group that you created (see figure 8).

![Figure 8: Selecting individuals to add to the group, then the move button](image)
After you have finished adding members to the groups, click on the **Submit** button in the lower right hand corner (see figure 9).

![Figure 9: Click on the “Submit” button](image)

That will take you back to the group’s page, which will display a message at the top of the screen to confirm that you successfully created the group of groups.