

Groups

Groups are used for group work. Groups are used to organize users' work on projects and assignments. Users can belong to multiple groups within the same course. Each group can have its own discussion forums, assignment folders, and locker area to work in. Grades can be given as an individually or as a team.

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Navigating Groups

1. Access the group's page by clicking on the Groups link under the drop down menu in the Communication tab.



2. Use the Groups page to view a list of groups that you are enrolled in: Assignments, Discussion, and Lockers.
3. To see who all is in your groups click on the number under the heading Members.
4. You are able to email your group members by clicking on the envelope under the email heading.
5. Notice that you must click on the Assignments link under Communication in the Navigation bar to access and upload a group Assignment submission. You are able to view assignment submissions that have already been submitted using the link under Assignment Submission Folder.

The screenshot shows the 'My Groups' page with a table of group information. A blue button at the top left says 'View Available Groups'. The table has the following columns: Groups, Members, Assignment Submission Folder, Discussions, Locker, Email, and Actions. Below the table header, it says '# of groups - capacity of - self enrollment tes'. The table contains two rows: 'Group 1' and 'Group 2'. In the 'Members' column, '1/2' is circled in red with an arrow pointing to it. In the 'Locker' column, 'Group Files' is circled in red with an arrow pointing to it. In the 'Email' column, an envelope icon is circled in red with an arrow pointing to it.

Groups	Members	Assignment Submission Folder	Discussions	Locker	Email	Actions
# of groups - capacity of - self enrollment tes						
Group 1	1/2			Group Files		
Group 2	0/2			Group Files		

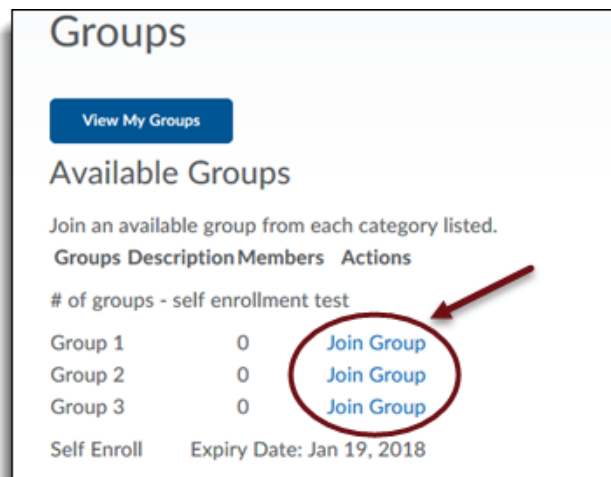
Group Self-Enrollment

Self enrollment allows you to enroll in groups on your own. Your instructor may allow you to choose your own group members or to be part of a topic that interests you.

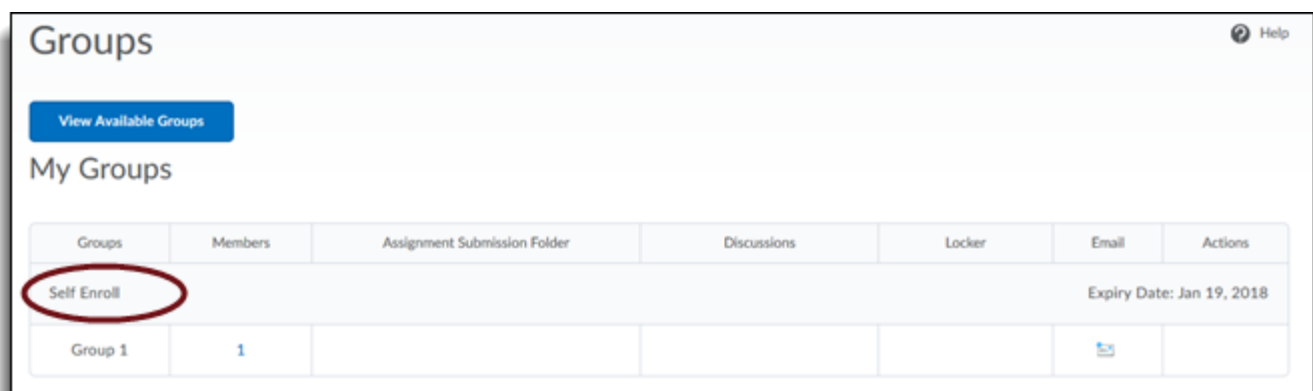
1. On the Groups page, click View Available Groups



2. Click Join Group



3. The self-enrollment group will now display in your My Groups list.

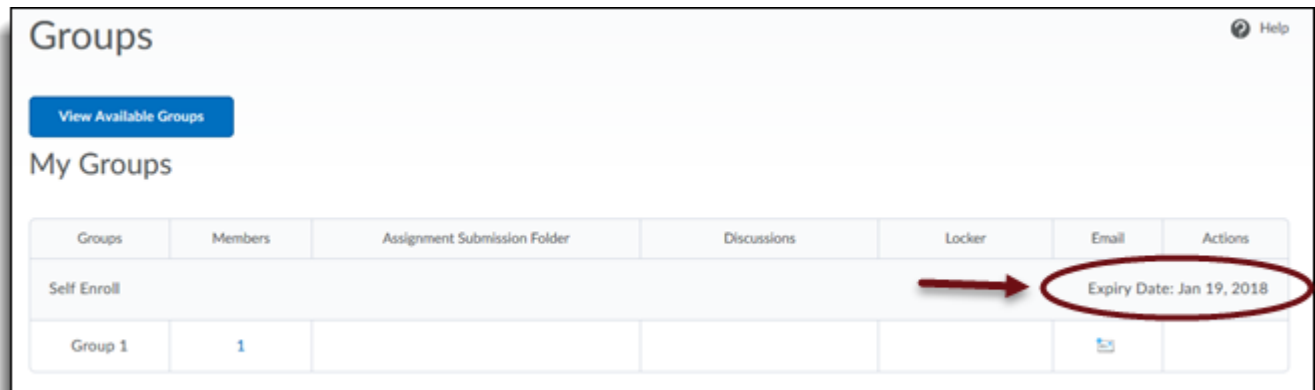


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FAQs

Question: why is there an Expiry Date on my self-enrollment group?

A: A self-enrollment group may have an expiry date. This is like a due date for when you can self-enroll in a group. After the date listed, you will not be able to join or leave groups, and you may be automatically assigned a group if you do not self-enroll in one by the expiry date.



The screenshot shows a web interface titled "Groups" with a "Help" icon in the top right. Below the title is a blue button labeled "View Available Groups". Underneath is the heading "My Groups" and a table with the following structure:

Groups	Members	Assignment Submission Folder	Discussions	Locker	Email	Actions
Self Enroll						Expiry Date: Jan 19, 2018
Group 1	1					

A red arrow points from the "Locker" column to the "Expiry Date: Jan 19, 2018" text, which is circled in red.

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