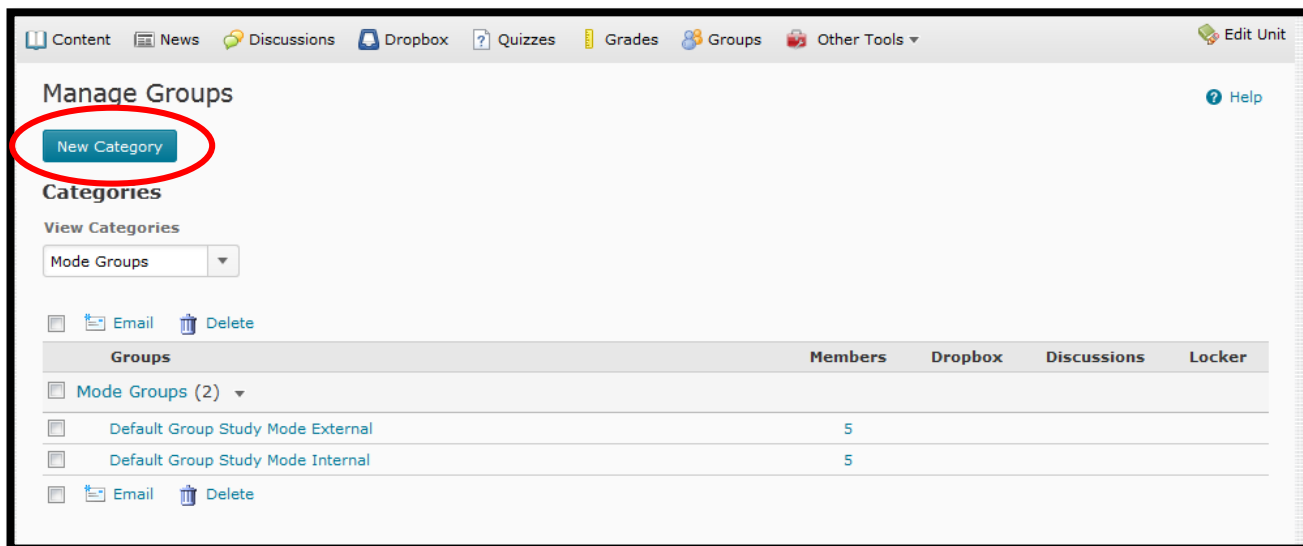


## Creating Self Enrolment Groups

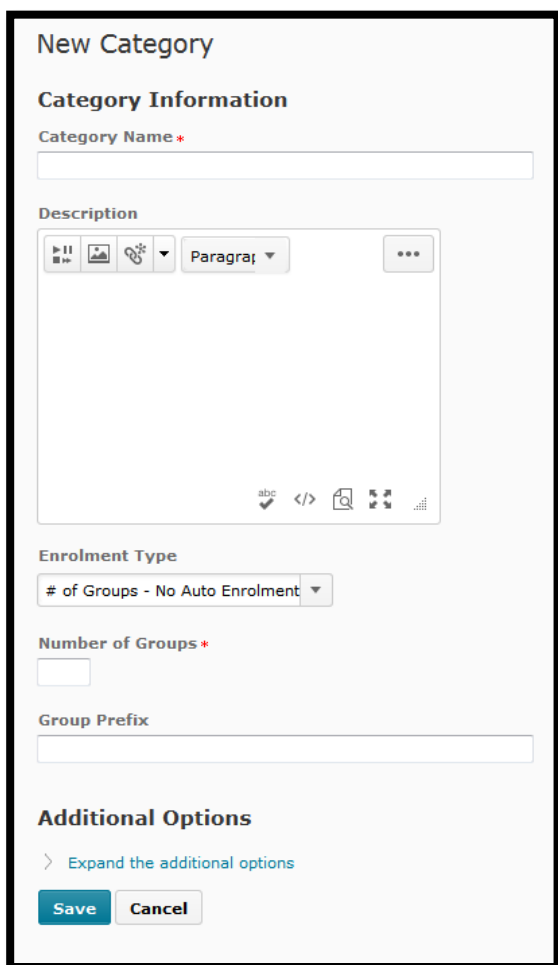
**Please note:** Self Enrolment requires students to select a group to join from the list of groups you create for that category. They are also able to leave a group and re-join any other up until the date you specify in the settings. **Sign up area is available to all students from creation – there is no way to restrict to time or cohort.**

To create groups first head to the Groups tool in the MyLO toolbar.

You will then need to click on the blue “New Category” button as circled below.



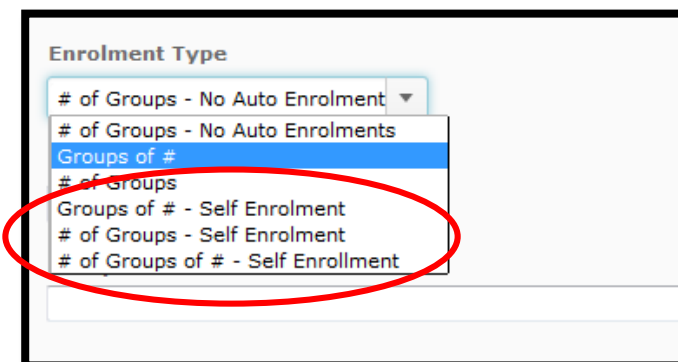
When you click the button you will see a new window as shown below.



The first item is the Category Name – this is the name of the SET of groups you are creating, this is the name that appears in the dropdown of the groups tool. Call it something specific and relevant to the set of groups you are about to create, for tutorials you should add the campus to the title.

The description field is optional.

The important thing is the dropdown for ‘Enrolment Type’. The three options you want to look at for creating groups that have self enrolment are shown below:



The three options for creating groups for self enrolment are as circled above. For tutorial signup you will want the third option.

When allocating members to groups the MyLO does not let you filter per cohort or mode, it will always calculate from the **entire** classlist such that:

- The **'Groups of #'** option will create as many groups as needed to allow the entire classlist to sign up. For example if you have 30 students in your classlist and you specify you want groups of 10 it will create 3 groups.
- The **'# of Groups'** option will create the number of groups specified but with maximum enrolment in each group calculated from evenly dividing the classlist by the number of groups. For example if you have 30 students in your classlist and you specify you want 3 groups it will allocate 10 per group.

The third option **'# of groups of #'** will allow you to choose both the number of groups to create and the maximum number per group. This is the best option for tutorial groups as you are able to control exactly how many of both groups and members.

When you click one of the above options you will then see space to enter either how many group, how many members or both. Below is a screenshot showing the third option.

The screenshot shows a form titled "Enrolment Type". It has a dropdown menu set to "# of Groups of # - Self Enroller". Below it are two input fields: "Number Of Users" and "Number of Groups", both with red asterisks indicating they are required. At the bottom is a text input field for "Group Prefix".

You can see that you can now specify how many users (ie, how many each group will allow) and how many groups to create.

The 'Group Prefix' is the default name of each group – enter something generic here, you are able to change the names of groups later.

When you are creating signup groups such as these for tutorials it is always good to specify campus in both the Category name and the Group names, as you are not able to restrict them.

When creating signup groups you can also specify a date after which no student can sign-up AND after which no student can swap/leave a group. The option appears in the 'advanced properties' area – click to reveal the following:

The screenshot shows the "Advanced Properties" section. It has a "Hide Advanced Properties" link. Under "Groups Options", there are two checkboxes: "Set Self Enrollment Expiry Date" (checked) and "Allocate unenrolled users after Self Enrollment Expiry Date" (unchecked). A date input field shows "20/03/2015".

You will need to check the box for the option and then enter a date (sadly no option to choose a time as well).

NOTE – the option below will randomly allocate to these groups users who have not yet signed up to a group – do **not** click this option if you are making tutorial groups in units with more than one campus!

When you are done click "Save" at the bottom of the page (there is another document that goes into the 'Additional Options'). You will then see your list of sign-up groups and you can click on each group to change the name.

To enrol in a group your students go to the 'Groups' tool and choose 'Join Group' for the desired group.

The screenshot shows a table titled "Available Groups". It has a sub-header "Join an available group from each category listed." and a table with the following data:

Groups	Description	Members	Actions
Tutorials			
Group 1		0	<a href="#">Join Group</a>
Group 2		0	<a href="#">Join Group</a>
Group 3		0	<a href="#">Join Group</a>