Overview: In some courses, you may be expected to participate in group work. Your instructor may require you to complete group projects, or place you into groups for the purpose of discussion.

Objectives: Upon reading this reference guide you should be able to...

- Access Your Groups
- Enroll Yourself into a Group

Access Your Groups:

1. Click the “Other Tools” link on the Nav bar and choose “Groups”

2. You will be redirected to the “Groups” page, where all of the groups you are currently enrolled in will be listed. In addition to having groups that your instructor has enrolled you in, you may also see an option for a group that you can enroll yourself in. In order for you to see “self-enrollment” groups, your instructor must have set this up previously.
3. In order to see the members of the group your instructor has enrolled you in, click the number located in the “Members” column. You can send an email to your group by clicking the “envelope” icon in the “Email” column.

4. You will then see a pop-up window listing all members of your group.
Enroll Yourself in a Group:

1. There may be times when your instructor asks you to sign up for your own group. If this is the case, your instructor will have already set this as an option. After navigating to the “Groups” page, you will see a prompt allowing you to choose the group you’d like to be in.

2. After clicking the link, you will be given the opportunity to select one of the groups that are listed for you. You will also see the number of members that have already enrolled themselves in each group. Select the radio button next to the group you choose.

3. Click “Select”.

4. Your new group will then be added to any existing groups you have. In addition, any group tools that have been set up to correspond to these groups will also show.

Note: To view any group discussion topics, will need to select the “Discussion” link from the Nav bar.

5. Your instructor may give you a “locker”, which can serve as a place for your group to share files. If your instructor has set this up, you can access it by clicking the “Group Files” under the “Locker” column.
6. Clicking on the “Locker” link allows you to upload files, view files that other group members have uploaded, create new folders, and email your group members.