How do I automatically create groups in a group set?

In a group set, you can automatically create groups for users to participate in. You can also manually create groups in a group set or create groups by importing a CSV file.

Open People

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In Course Navigation, click the **People** link.

Add Group Set

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Click the **Add Group Set** button.

Create Group Set

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Name your new group by typing in the **Group Set Name** field [1].

To split students into a number of equal groups, select **Split students by [number] of groups** from the drop down menu [2]. To create groups with a certain number of students, select **Split [number] of students per group** from the drop down menu [3]. Then use the arrows or type the number of students per group in the dialog box [4].

To require group members to be in the same section, click the **Require group members to be in the same section** checkbox [5].

Note: If you require group members to be the same section and split the number of students per group, groups may contain varying numbers of students.

Save Group Set

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Click the **Save** button.

Note: Groups will be automatically named based on the group set name.

View Groups

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The number of groups you created display in the group set [1]. Each group shows the number of students added to each group [2].

You can manually reassign students to a different group if necessary.

Manage Group

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To manage a group, click the group **Options** menu [1]. To edit the name of the group, click the **Edit** link [3]. To delete the group, click the **Delete** link [4].

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