



How do I let students self-enroll into groups?

Self-enrollment allows users to enroll in groups on their own. Use this option when you want users to choose their own group members or to be a part of a group on a topic that interests them.

Users can self-enroll in groups by clicking the Choose Group link beside the name of a group category set up for self-enrollment. A link displays at the top of the user's Groups page when self-enrollment is available.

If a group is full, the Members column displays the total number of group members in red with "(Full)" beside it. If a learner wants to leave a group that they self-enrolled in before the date specified by the Set Self Enrollment Expiry Date option (if selected), on the My Groups page, learners can click Leave Group if the option is configured.

Clicking the capacity marker or the total listed in the Members column opens the Group Members pop-up, which contains a list of current group members. You cannot click empty groups.

Login to Brightspace, access the course and go to the Managed Groups page.

1) On the **Manage Groups** page, from the **View Categories** drop-down list, select the category you want to add the group to.

New Category

Category Information

Category Name *

New Group

Description

Rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Font Family, Size, Background Color, Table, Link, Unlink, and more. The text area contains "New Group".

Enrollment Type

Groups of # - Self Enrollment



2) Enter a Category Name and Description.

3) Select one of the following options from the Enrollment Type drop-down list:

Groups of # - Self Enrollment

of Groups - Self Enrollment

of Groups, Capacity of # - Self Enrollment

4) Click Save.