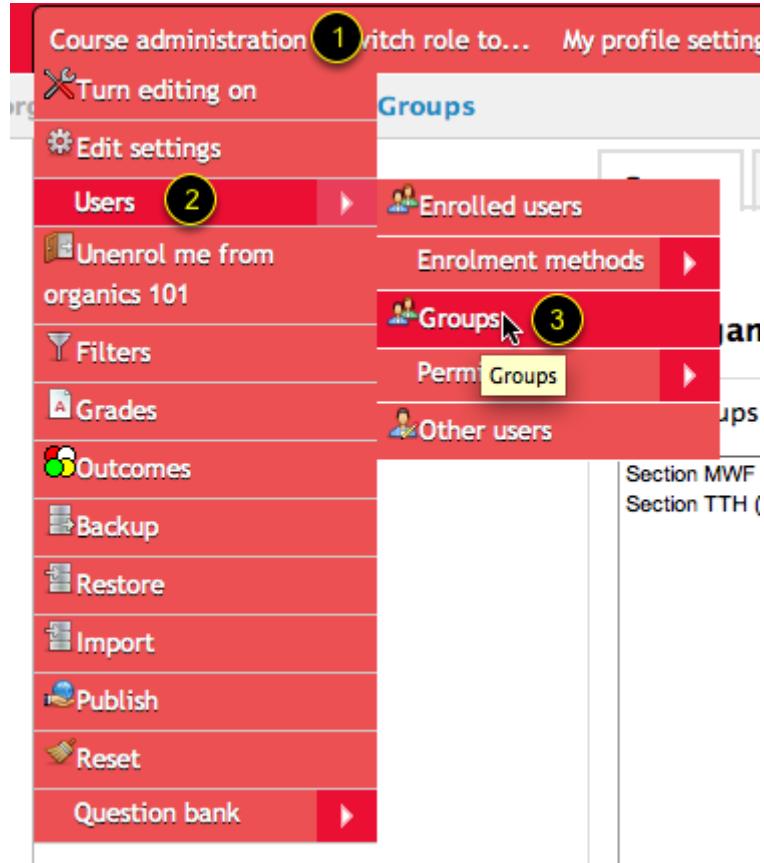


How to create sections (groups) for a single course

This details how to add several sections or groups under a single course.

Step 1. Add groups



Open your course. 1) click Course administration 2) click Users 3) click Groups

Step 2. Create group/section names

Groups:

- Section MWF (1)
- Section TTH (0)

Members of: Section TTH (0)

Add/remove users

[Edit group settings](#)

[Delete selected group](#)

[Create group](#)

[Auto-create groups](#)

[Import groups](#)

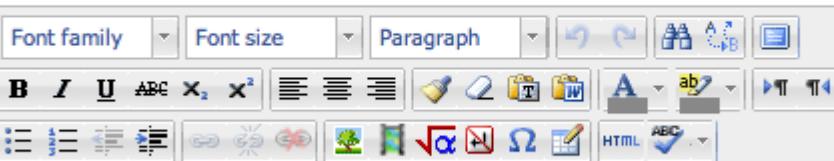
To start creating groups or sections, click on the Create group button

Step 3. Section details

1) Enter the name of your class section next to Group name 2) enter Enrolment key 3) Save changes

Group name* **Organics TThS**

Group description



Path: [p](#)

Enrolment key [?](#) Unmask

Hide picture [?](#)

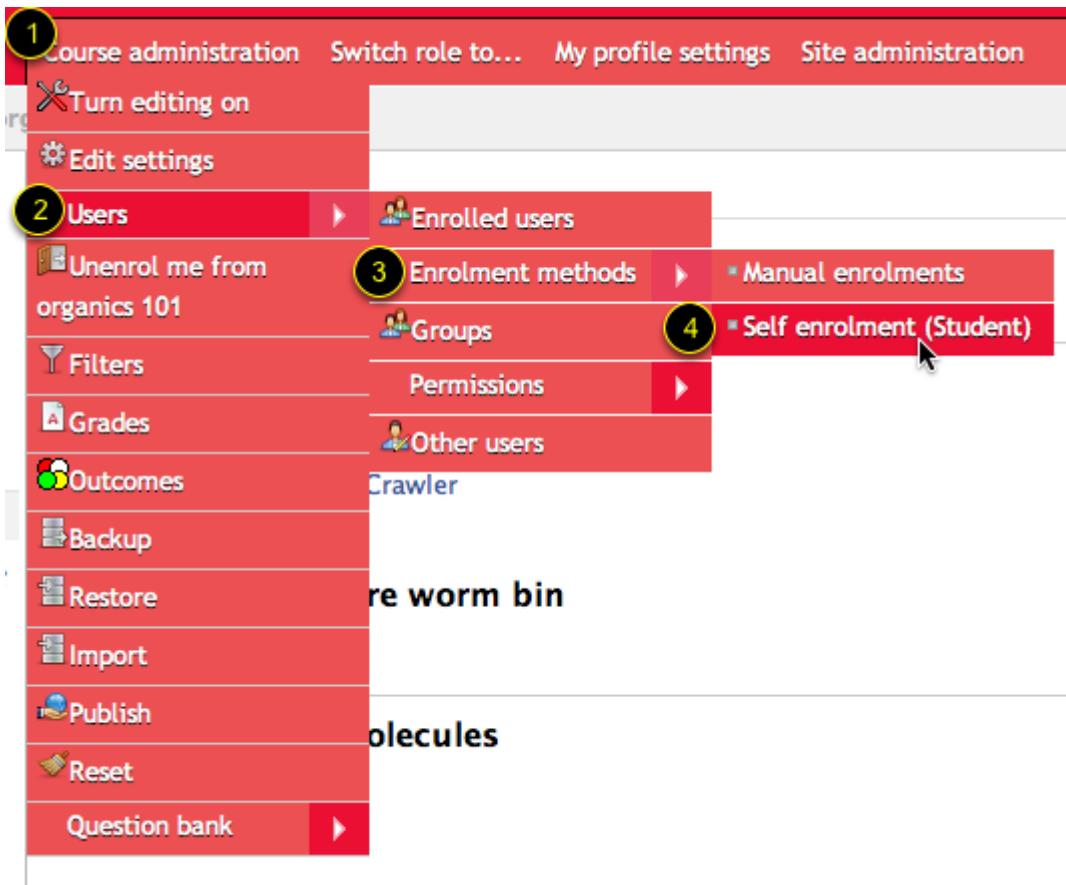
New picture [?](#)

No files attached

[Save changes](#) [Cancel](#)

There a

Step 4. Enroll students to specific section/group



After creating your groups/sections, 1) click Course administration 2) Users 3) Enrolment methods 4) Self enrolment

Step 5. Group enrolment keys

Self enrolment

Custom instance name

Allow self enrolments Yes No

Enrolment key organixMWF Unmask

Use group enrolment keys Yes No

Default assigned role Student

Enrolment duration 0 days Enable

Start date 13 June 2012 Enable

End date 13 June 2012 Enable

Unenrol inactive after Never

Max enrolled users 0

Send course welcome message

Custom welcome message

Save changes **Cancel**

Under self enrolment make sure you set Use group enrolment keys to YES. And set Unenrol inactive after to NEVER. Save changes.

Step 6. Group enrolment key

Group name* Organics TThS

Group description

Font family Font size Paragraph

B *I* U ABC x₂ x²                        <img alt="Image icon" data-bbox="16868 2

IMPORTANT: Students must enrol using **group enrolment keys** assigned for each section or group.