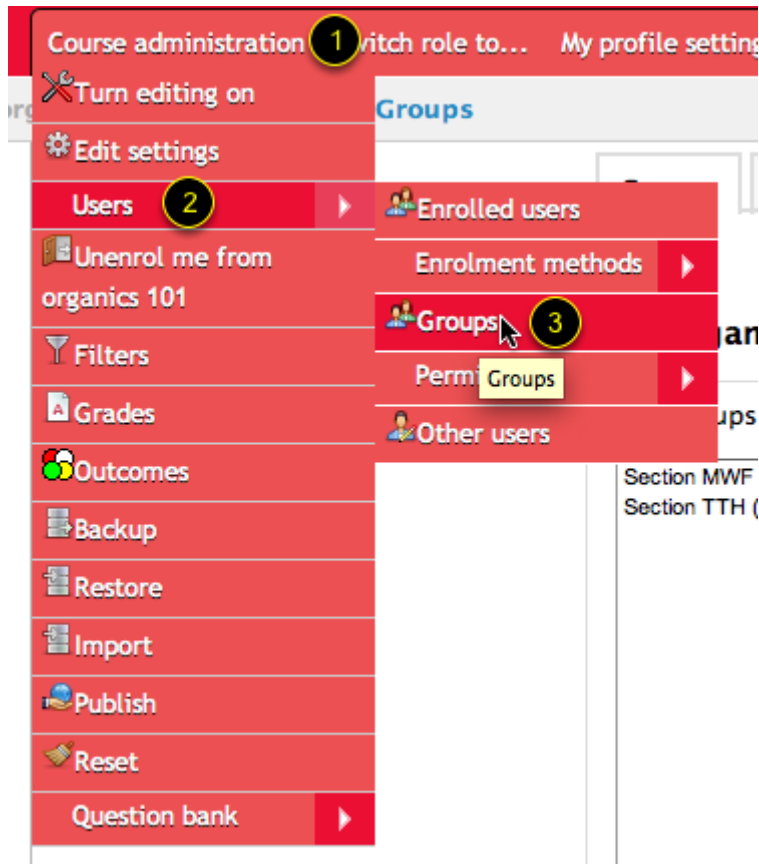


How to create sections (groups) for a single course

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

Organics 101 Groups

Groups:	Members of: Section TTH (0)
<div>Section MWF (1) Section TTH (0)</div>	<div></div>
<div>Edit group settings</div>	<div>Add/remove users</div>
<div>Delete selected group</div>	
<div>Create group</div>	
<div>Auto-create groups</div>	
<div>Import groups</div>	

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

Step 3. Section details

1 Group name* Organics TThS

Group description

Font family Font size Paragraph

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Path: p

2 Enrolment key ? iloveorganix ☒ Unmask

Hide picture No [dropdown arrow]

New picture ? Choose a file...

No files attached

3 Save changes Cancel

There a

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

Organics TThS

Group description

Enrolment key ☒ Unmask

Hide picture

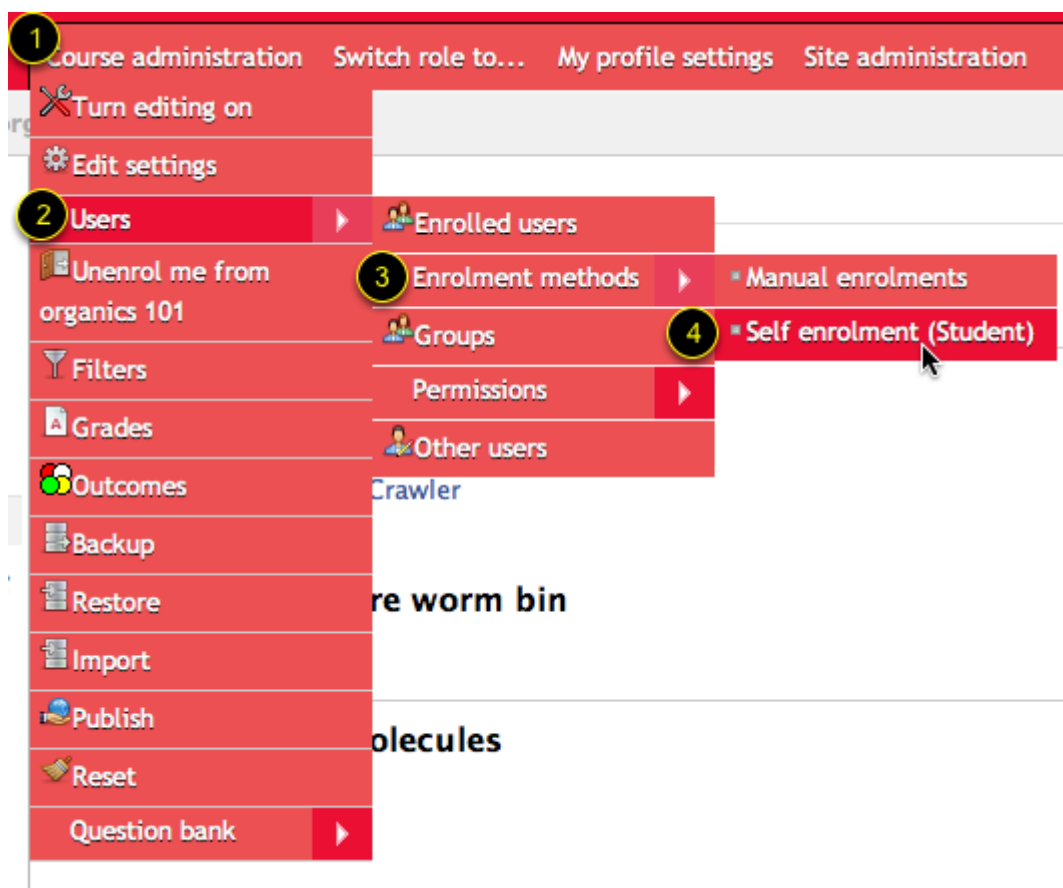
New picture

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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 


Enrolment key  organixMWF ☐ Unmask

Use group enrolment keys  Yes 


Default assigned role 

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

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

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Enrolment key ? iloveorganix ☒ Unmask

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