ACADEMIC TECHNOLOGIES (ITS)

PACE UNIVERSITY
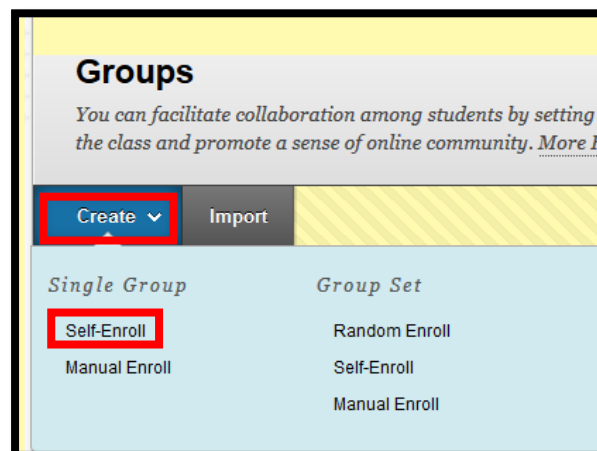*Work toward greatness.*

TUTORIAL

SELF ENROLL-GROUPS

Self-enrollment Groups allows students to use a sign-up sheet in order to join a Group themselves. If the number of enrolled students reaches the maximum number allowed, the sign-up sheet will be closed.

1. In your **Course Management** area, click **Users and Groups.** Click **Groups**.

2. Click **Create** and then click **Self-Enroll.**

3. Name your group and add a maximum number of members if desired. Be sure to click **Submit** when finished.