Groups
Overview

Group Enrollment		Single Group	Group Set
	Self-enroll	• 1 group • Students sign up	• More than 1 groups • Students sign up
	Manual enroll	• 1 group • Assign by instructor	• More than 1 group • Assign by instructor
	Random enroll	• Not Available	• More than 1 group • Assign by system

Group Tools:	
	• <u>Blogs:</u> In the Group area, all members of a Group can create entries for the same Blog, building upon one another. Any Course member can read and comment on a Group Blog, but cannot make Entries if they are not a member of the Group. Instructors can select the grade option for Group Blogs.
	• <u>Collaboration:</u> Users within the Group can create and attend Chat sessions and Virtual Classroom sessions.
	• <u>Discussion Board:</u> Users within the Group can create and manage their own Forums. The Group Discussion Board is available only to group members, not to the entire course.
	• <u>Email:</u> Users within the Group can email individual members or the entire Group.
	• File Exchange: Group members and the Instructor can share files in this area. All members, as well as the Instructor, can add files. They can also delete files, regardless of who added them.
	• <u>Journals:</u> When used in the Group area, all members of a Group can view each other's Entries, but the Group Journal can only be viewed by the Group and the Instructor. Instructors can select the grade option for Journals.
	• <u>Tasks:</u> Users within the Group can create Tasks that are distributed to all Group members.
	• <u>Wikis:</u> Users within the Group can edit their Group Wiki. All Students within the Course can view a Group Wiki. The Instructor can view and edit a Group Wiki and can select the grade option for Group Wikis.

Groups
Creating a Group Set (Manual Enroll)
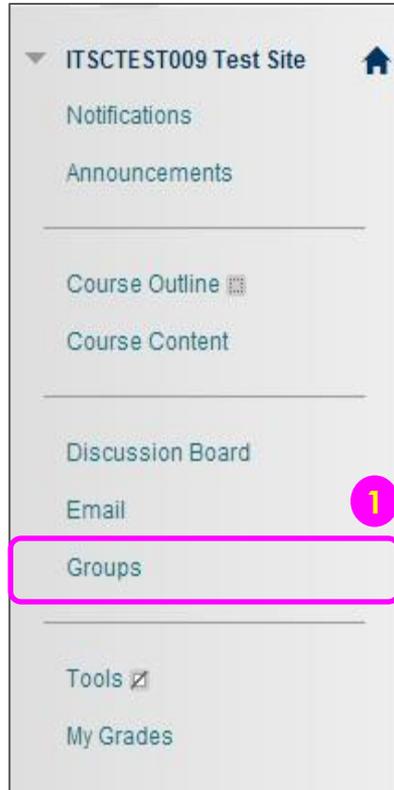
1) Access **Groups**.

2) Point to **Create** on the action bar to access the drop-down list. Select **Manual Enroll**.

2
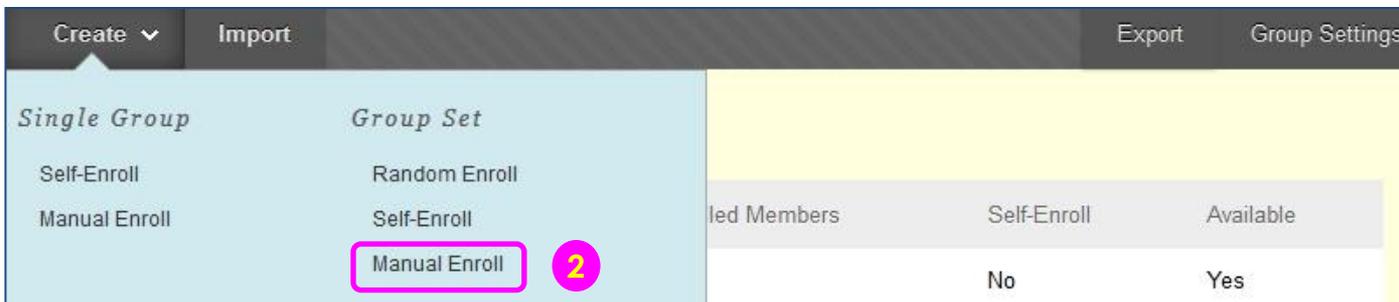
Groups
Creating a Group Set (Manual Enroll)

GROUP INFORMATION

Name Group ③

Description

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Path: p   Words:0

Group is visible to students ○ No ● Yes ④

GROUP SET OPTIONS

Number of Groups 2 ⑤

☑ Create smart view for each group in set. ⑥

Cancel   **Submit** ⑦

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3) Type a **Name** and optional **Description**.

4) Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.

5) Type the **Number of Groups** to create.

6) You can also **create smart view for each group in set**.

7) Click **Submit**.

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Notes:
A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

Groups
Creating a Group Set (Manual Enroll)

GROUP SET ENROLLMENTS

Filter Available Members ☑ Hide members already in another group in this set ⑧

Randomize Enrollments | Collapse All

⊟ **Group 1**

★ Name Group 1

Add Users ⑨

No users have been added.

Delete Group

⊟ **Group 2**

★ Name Group 2

Add Users

No users have been added.

Delete Group

Add Group

Add Users

Search: Any ▾ | Not Blank ▾ | [____] | Go | ☐ Show all users regardless of role

	Username	First Name	Last Name	Role
☐				
☑	👤 student01	demo	student01	Student
☑	👤 student02	demo	student02	Student
☐	👤 student03	demo	student03	Student
☐	👤 student04	demo	student04	Student

Add Users 2 ☐ | Cancel | **Submit**

⑩ Cancel | **Submit**

8) You may uncheck the box **"Hide members already in another group in this set"**.

9) In the pop-up window, click **Add Users**, select the students and click **Submit**.

10) Click **Submit.**

4

Groups
Creating a Group Set (Self-Enroll)
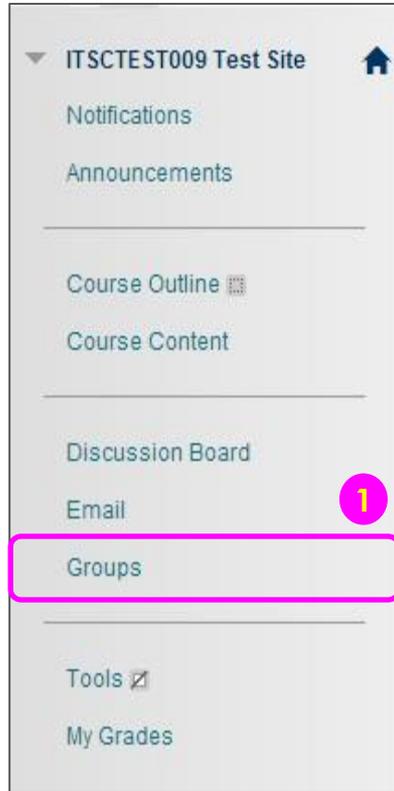
1) Access **Groups.**

2) Point to **Create** on the action bar to access the drop-down list. Select **Self-Enroll**.

Groups
Creating a Group Set (Self-Enroll)

3) Type a **Name** and optional **Description**.

4) For self-enroll **Sign-up options**, type the **Name of Sign-up Sheet**.

Groups
Creating a Group Set (Self-Enroll)

5) Type the **Maximum Number of Members**.

6) Check the box **"Show Members"**.

7) Type the **Number of Groups.** You can also **create smart view for each group in set**.

8) Click **Submit.**

Notes:
A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

Groups
Viewing and Editing Group
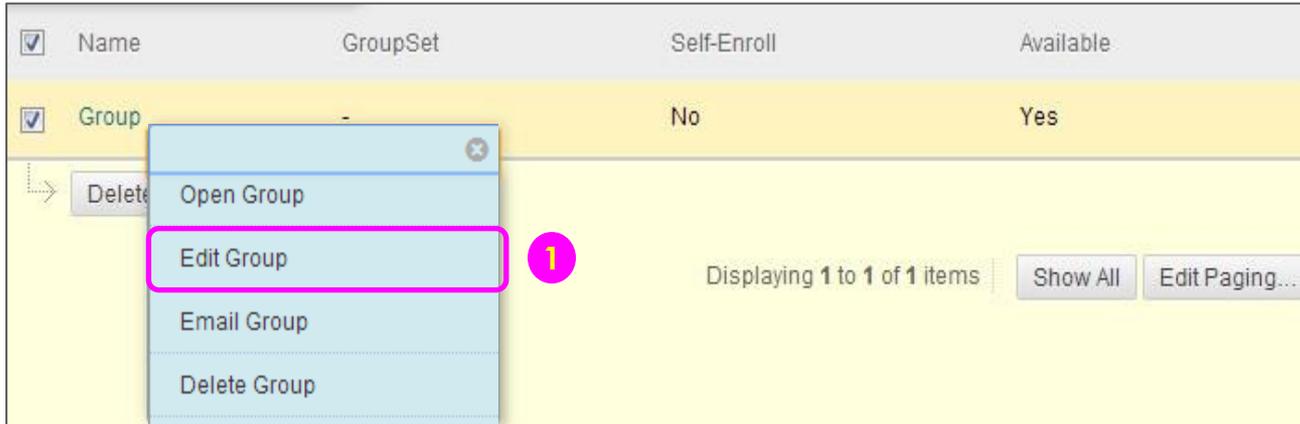
Name	GroupSet	Self-Enroll	Available
Group	-	No	Yes

Open Group

Edit Group ①

Email Group

Delete Group

Displaying **1** to **1** of **1** items | Show All | Edit Paging...
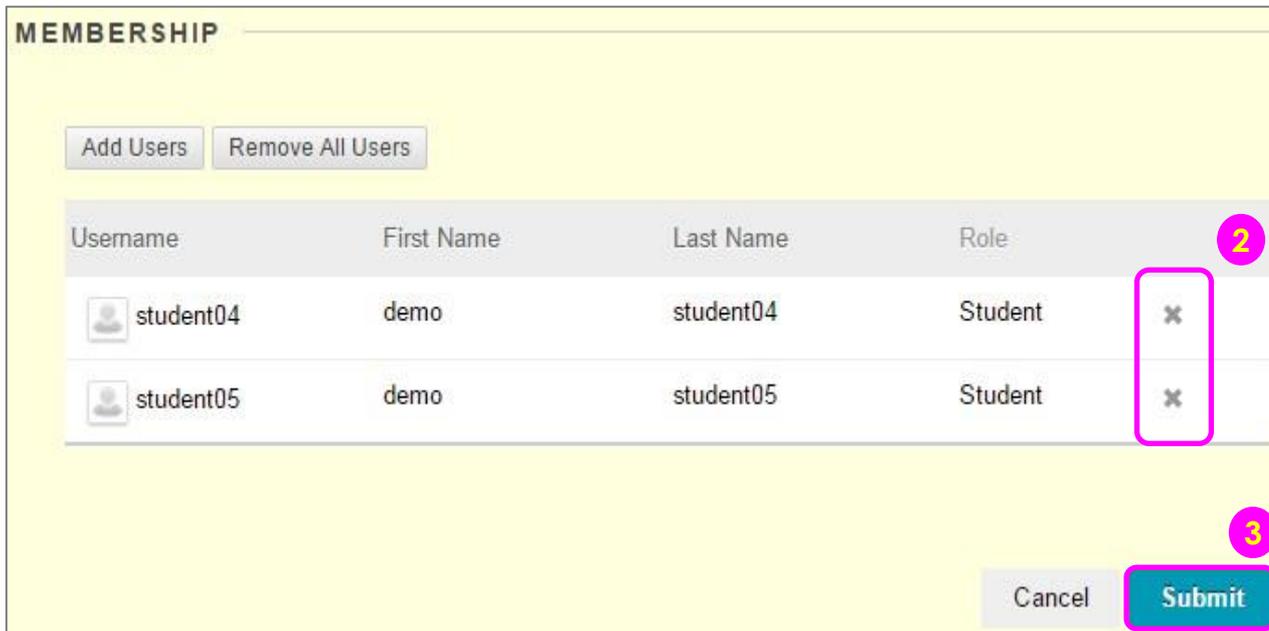
MEMBERSHIP

Add Users | Remove All Users

Username	First Name	Last Name	Role	②
student04	demo	student04	Student	✕
student05	demo	student05	Student	✕

③ Cancel | **Submit**

1) On the **Groups** page, access the group's contextual menu. Select **Edit Group**.

2) On the **Edit Group** page, you may go to **Membership** and delete the members.

3) Click **Submit**.