Using the Group Manager

The Group Manager allows you to create the following:

**Create custom group**  Creates one group in which you select the section members to add

**Create multiple groups**  Either:

- creates one or more empty groups to which you add section members later
- creates one or more full groups in which students are randomly distributed

**Create groups with sign-up sheets**  Creates one or more empty groups that students sign up for by using a sign-up sheet that they access from the Course Content Tool (homepage) or a folder

Once the groups are created, you can do the following:

- add and remove group members.
- create discussion topics for groups, in which group members can read and post messages.
- create chat or whiteboard rooms for groups, in which group members can communicate in real-time.
- send mail messages to all members of one or more groups.
- edit group settings, such as group name and description.
- edit sign-up sheet settings, such as sign-up sheet title, instructions, and location.
- delete groups.
- create assignments that can be assigned to groups, allowing students to work collaboratively.
- set selective release criteria based on membership within a group.
To Access the Grade Book

1. From the Teach tab, on the Instructor Tools Menu, click **Group Manager**.

To Create Custom Learning Groups

1. From the Group Manager screen, click the **Create Groups button**.

**Create Groups**
How would you like to add members to the groups?

- Create custom group
  (Create a single group and choose the members you want to add to it.)
- Create multiple groups
  (Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)
- Create groups with sign-up sheets
  (Allow Students to select the groups they want to join by using sign-up sheets.)

2. From the Create Groups screen, select the **Create custom group radio button**, then click the **Continue button**.

**Create Custom Group**

**Settings**

- **Group name:**

  Group description:

**Membership Information**

Add Members

This group is currently empty. To add members to this group, click **Add Members**.

Save Cancel Save and Create Another Group

* Required field

3. In the Group name box enter a name for the group. i.e. Group A If you wish, enter a description of the group.
4. Click the **Add Members button**.
5. Select the check box next to each member that should be placed in the group. Then click the Add Selected button.
6. Click Save.

To Create Multiple Learning Groups

1. From the Group Manager screen, click the Create Groups button.

Create Groups

How would you like to add members to the groups?

- Create custom group
  (Create a single group and choose the members you want to add to it.)

- Create multiple groups
  (Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)

- Create groups with sign-up sheets
  (Allow Students to select the groups they want to join by using sign-up sheets.)

2. From the Create Groups screen, select the Create multiple groups radio button, then click the Continue button.
Create Multiple Groups

Group Information
All group names will start with the same word or phrase, followed by a unique number. Enter the word or phrase that will be used in all group names in the text box below. For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

"Word or phrase all group names start with:" 

Default description:

3. In the Word or phrase all group names start with: box enter a prefix for your groups. i.e. HW Group

How Should the Groups Be Created?
• Create empty groups, and add members later
  Number of groups: __________

• Create full groups, and randomly distribute Students

Students
There are 2 Students currently enrolled in this class, including the demo Students.
☐ Include the demo Student in one of the groups

(Including the demo Student allows the Section instructor to experience the full course by using the Student View tab.)

Set Up Groups
• By number of groups: __________
• By number of Students per group: __________

What Should Be Done with Any Extra Members?
• Distribute extra members among the groups.
• Put extra members in their own group.
• Leave extra members to be added manually to groups.

4. Select the appropriate radio button for how groups are generated.
   a. Review the options for having students randomly distributed. Be sure to pay attention to whether the demo student should be included.
   b. Choose the appropriate radio button for handling extra members.

5. Click the Continue button.

6. Review your group settings, click the Shuffle Members button if you do not like the way students have been distributed.

7. Then click Save.

Training 4 March 25, 2009
To Create Groups with Sign-up Sheets

1. From the Group Manager screen, click the **Create Groups button**.

   **Create Groups**
   
   How would you like to add members to the groups?
   
   - Create custom group
     (Create a single group and choose the members you want to add to it.)
   
   - Create multiple groups
     (Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)
   
   - Create groups with sign-up sheets
     (Allow Students to select the groups they want to join by using sign-up sheets.)

   ![Continue Cancel button](image)

2. From the Create Groups screen, select the **Create groups with sign-up sheets radio button**, then click the **Continue button**.

   **Create Groups with Sign-Up Sheets**

   **Group Settings**

   All group names will start with the same word or phrase, followed by a unique number.
   Enter the word or phrase that will be used in all group names in the text box below.
   For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

   - **Number of groups:** 
   
   - **Word or phrase all group names start with:** 
   
   - **Default description:**

   ![Default description box](image)

   - **Maximum Students per group:** 
   
   - **Student view:**
     - Allow Students who have not yet joined a group to see the names of group members. After Students join a group, they will see a list of group members.

3. Complete the Group Setting section of the screen.
   
   a. In the Number of groups box, **enter how many total groups you want to create.**
   
   b. In the Word or phrase all group names start with: box **enter a prefix for your groups.** i.e. Project Group
   
   c. In the Maximum Students per group box, **enter the max number** of students you will allow to sign up for each group.
   
   d. If necessary, check the **Allow Students who have not yet joined a group to see the names of group members.** After Students join a group, they will see a list of group members check box.

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Training 5 March 25, 2009
4. Complete the Sign-up Sheet Settings section of the screen.
   a. In the Sign-up sheet title box, enter a title for the icon/link student’s click on to sign up for group membership.
   b. In the Sign-up sheet instructions box, enter instructions for how to sign up.
   c. Click the Place the sign-up sheet link on drop down list, and then select the Home Page or other folder.
5. Click the Continue button.
6. Review groups and add any special descriptions for each individual group in the Description box.
7. Then click the Save button.

**NOTE:** It is possible to add a link to the sign up sheet to a learning module.
1. You must first add the sign up sheet to the Home Page.
2. Then from the Build tab, click the Action Links button next to the sign up sheet icon.
3. Click Customize Link.
4. Click the Open in a new browser window check box. Then Save.
5. Click the Student View tab.
6. Click the sign up sheet icon. It will open in a new browser window or new tab.
7. Highlight and copy the address of the page.
8. Then you can use that to create a Web Link. Web Links can be incorporated into learning modules. You might also then want to delete the sign up sheet icon from the Home Page.
To Edit a Sign-up Sheet

1. From the Group Manager screen, next to the group name, click the **Action Links button**.
2. Then click the **Edit Sign-Up Sheet button**.
3. *Make necessary changes.*
4. Click the **Save button**.

To Edit a Group

1. From the Group Manager screen, next to the group name, click the **Action Links button**.
2. Then click the **Edit Group button**.
3. *Make necessary changes.*
4. Click the **Save button**.

To Send a Group Mail

1. From the Group Manager screen, next to the group name, click the **Action Links button**.
2. Then click the **Send Mail button**.
3. Complete mail as normal.

To Delete a Group

1. From the Group Manager screen, next to the group name, click the **Action Links button**.
2. Click the **Delete button**.
3. Click **OK** to confirm the deletion.