

Create and Manage Groups

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How do I Create and Manage Groups

There is sufficient research to indicate that group work can improve critical thinking and problem solving skills through discussion, clarification and evaluation of others' ideas. In the Learning Management System, the Group Manager tool allows you to create, edit and manage groups to allow students to work collaboratively and cooperatively on projects.

With the Group Manager tool, you can:

- create groups where students are individually chosen or randomly assigned
- create groups with sign-up sheets that allow students to sign up for groups or projects
- send mail messages to all members of one or more groups
- create discussion topics and chat rooms for groups to facilitate group communication

To Create a Custom Group

1. From the **Teach Tab** select **Group Manager** in the **Instructor Tools** menu, then choose **Create Groups**.

Your location: **Group Manager**

Create Groups

How would you like to add members to the groups?

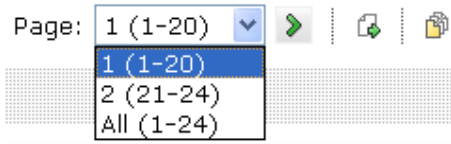
- Create custom group
(Create a single group and choose the members you want to add to it.)
- Create multiple groups
(Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)
- Create groups with sign-up sheets
(Allow Students to select the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

Continue

Cancel

2. Select Create Custom Group and choose Continue. You will be prompted to type in a group name and description and then to choose the membership of the group.

3. A list of all students, designers and instructors in the unit will be displayed and you can select the members of the group by checking the checkbox to the left of the name and



the, at the bottom of the screen, choose **Add Selected**. NOTE: You may need to change the page sizing to display the names of all those involved in the unit.

4. Click the **Add Selected** button.

To Create Multiple Groups

- From the **Teach Tab** select **Group Manager**, in the **Instructor Tools** menu then choose **Create Groups**. Select **Create Multiple Groups**, then choose **Continue**.
- Type in the word or phrase that all the group names will start with and then a **Default Description** that will apply to all the groups.
- You will then need to choose how the groups are to be created. Either create a specified number of empty groups to which the members can be added later or create full groups and randomly distribute the students within the groups. If you choose the latter option, you'll need to specify if you want the groups created by a number of groups or by the number of students to be distributed in the groups.

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 **22** 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.

Create Multiple Groups

4. Select **Continue**. At the next screen you will have the opportunity to edit group names and descriptions and to move group members between the groups. NOTE: If a group contains more than ten members you will need to select **View all Members** to see the details of all the members of the group. Click **Save**.

To Create Multiple Groups with Sign-Up Sheets

1. From the **Teach Tab** select **Group Manager**, then choose **Create Groups**. Select **Create groups with sign-up sheets**, then choose **Continue**.
2. Type in the **Number of groups**, the **Word or phrase** all group names will begin with and the **description** which will be applied to all groups. You will also be prompted to select a maximum number of 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.

Sign-Up Sheet Settings

Students join a group by clicking a sign-up sheet, which is placed in a folder.

*Sign-up sheet title:

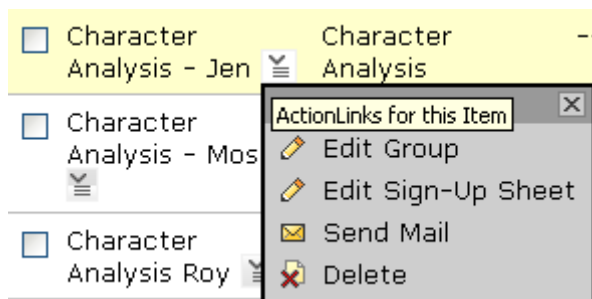
Sign-up sheet instructions:

Place the sign-up sheet link on:

This is where the Students will go to choose the group they want to join.

3. If you wish students who have not yet signed up for a group to see the names of group members on the sign-up sheet, click the checkbox to the left of the text - **Allow students who have not yet joined a group to see the names of group members on the sign-up sheet**.
4. Type in the **Sign-up sheet title** and **instructions** and from the **Place the sign-up sheet link on:** drop-down list, select the folder where you wish to place the sign-up sheet.
5. Click **Continue**, then choose **Save**.

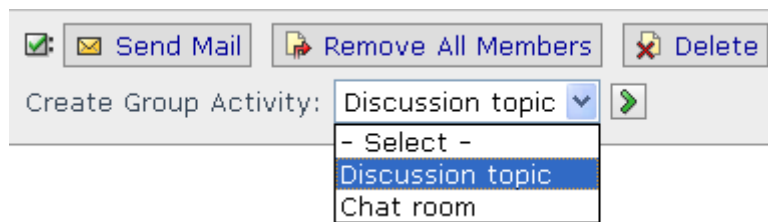
To Edit a Group



1. From the **Teach Tab** select **Group Manager**, then choose the ActionLinks menu for the Group you have selected. From this menu you can Edit the group, edit the Sign-Up Sheet– this includes creating extra groups with Sign-Up sheets, - send mail or delete the group.

To Create Discussion Topics for Groups

1. From the **Teach Tab** select **Group Manager** from the Instructor Tools menu. Check the checkbox to the left of the name of the group for which you want to create a Discussion topic.



Create Group Activity Screen

From the **Create Group Activity** drop-down list at the bottom of the window, select **Discussion topic** and click the **Go** button.

2. You will then be taken to the **Discussions** tool where you can create a discussion topic for the group. For further information, refer to 'How Do I? Create a Discussion Topic'.

To Create Discussion Topics for Groups

1. From the **Teach Tab** select **Group Manager** from the Instructor Tools menu. Select the ActionLinks menu for the relevant group, then choose **Edit Group**. Do one of the following:
 - o To add members, under **Membership Information**, click on **Add Members**, click on the **box** next to each member you wish to add and then click **Add Selected**.
 - o To remove members, click on the **box** next to each member to be removed and click **Remove Selected**.
2. Choose **Save**.