

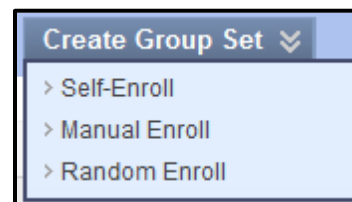
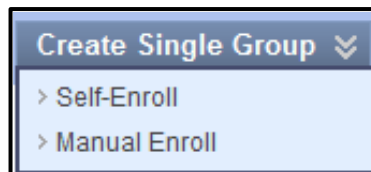


## How to Create Groups & Group Activities

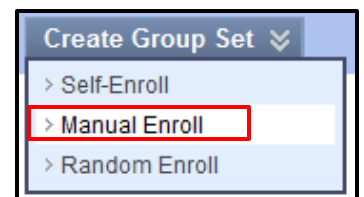
1. Open the course where you would like to create groups of students.
2. In the **Control Panel**, click **Users and Group** and select **Groups**.



3. You have the choice to create a single group or group set.
  - a. Group sets give you a faster way to create several consistent groups for a project or task or to use throughout a semester. This is probably the route that most instructors would want to use.
  - b. Create a single group set when uniformity of groups is NOT important and multiple group sessions during the semester are NOT necessary.
  - c. For both choices, you have the option to have the students enroll themselves into groups or you can manually enroll students. If you choose to create a group set then the computer can randomly enroll students.

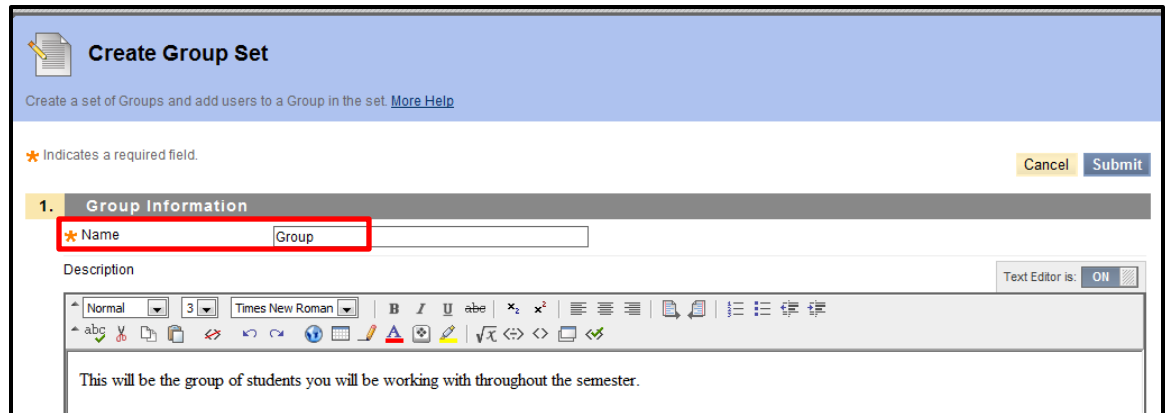


4. For this example, we are choosing Create Group Set with Manual Enroll.



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5. In Section #1 **Group Information**, type a name for your groups. When the groups are created, there will be 1, 2, 3, etc. after each group name. So, in this example the groups name will be Group 1, Group 2, Group 3, etc. The Description is optional.



**Create Group Set**  
Create a set of Groups and add users to a Group in the set. [More Help](#)

\* Indicates a required field. Cancel Submit

**1. Group Information**

\* Name

Description Text Editor is: ON

This will be the group of students you will be working with throughout the semester.

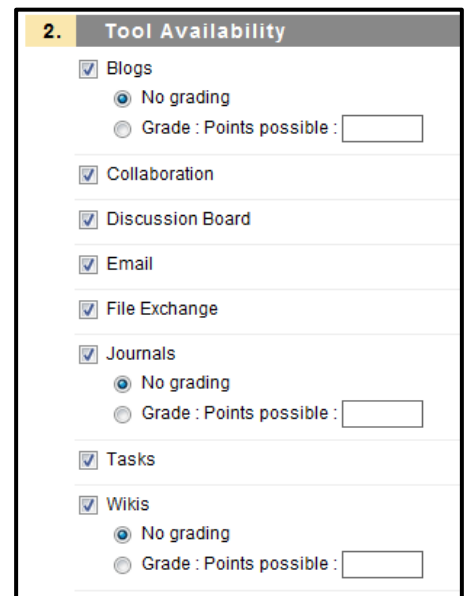
- a. At the bottom, you have the option to make the group available or not.



\* Group Available  No  Yes

6. Section #2 **Tool Availability**, is where you can decide which tools you would like available to your groups and whether this will be graded or not.

- a. **Discussion Boards can be graded** even though it does not look like this is an option here. When you create a New Thread in the discussion board, you have the option of it being graded or not.
- b. You can always change the tool availability throughout the semester if needed.



**2. Tool Availability**

Blogs  
 No grading  
 Grade : Points possible :

Collaboration

Discussion Board

Email

File Exchange

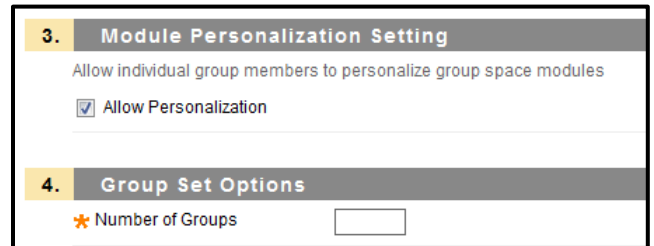
Journals  
 No grading  
 Grade : Points possible :

Tasks

Wikis  
 No grading  
 Grade : Points possible :

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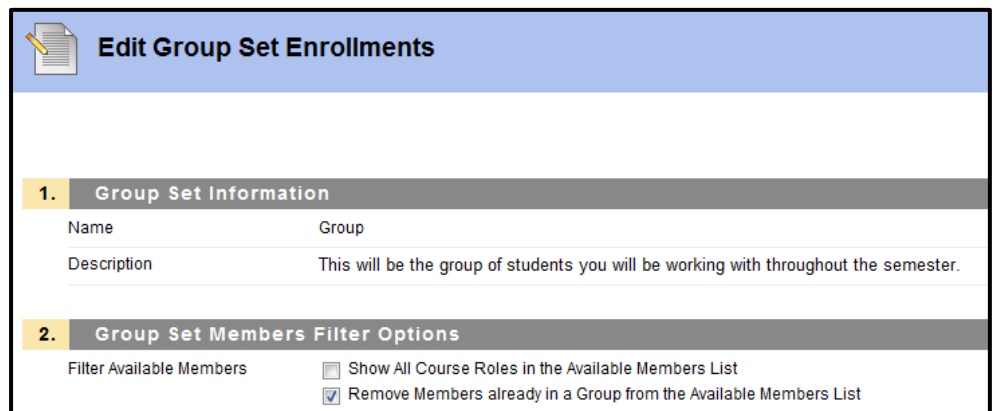
7. In Section #3 **Module Personalization Setting** you can allow the students to personalize their group space.
8. In Section #4 **Group Set Options** is where you must state how many groups you plan to have.
  - a. You can change this number later if needed.
9. Click **Submit**.



**3. Module Personalization Setting**  
Allow individual group members to personalize group space modules  
 Allow Personalization

**4. Group Set Options**  
\* Number of Groups

10. On the next page, you will see the group name and description, if you added one. You have the option to show course roles, such as instructor. You can also have students who are placed in a group removed from the list as you are building the groups.



**Edit Group Set Enrollments**

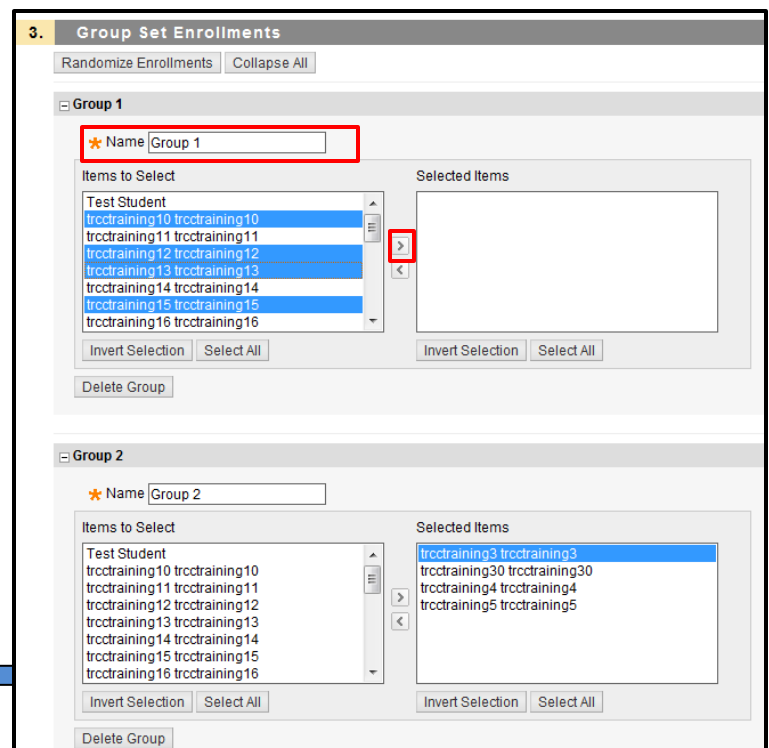
**1. Group Set Information**

Name	Group
Description	This will be the group of students you will be working with throughout the semester.

**2. Group Set Members Filter Options**

Filter Available Members  Show All Course Roles in the Available Members List  
 Remove Members already in a Group from the Available Members List

11. Since I chose manual enroll, this is the part where I place students into either Group 1, 2 or 3. You can move one student at a time or hold down the Ctrl button and select multiple students then click the arrow to move the selected students into a group.
  - a. You also have the option to change each group name.
  - b. At the bottom there is a button to add an additional group.



**3. Group Set Enrollments**  
Randomize Enrollments Collapse All

**Group 1**  
\* Name Group 1

Items to Select  
Test Student  
trctraining10 trctraining10  
trctraining11 trctraining11  
trctraining12 trctraining12  
trctraining13 trctraining13  
trctraining14 trctraining14  
trctraining15 trctraining15  
trctraining16 trctraining16

Selected Items

**Group 2**  
\* Name Group 2

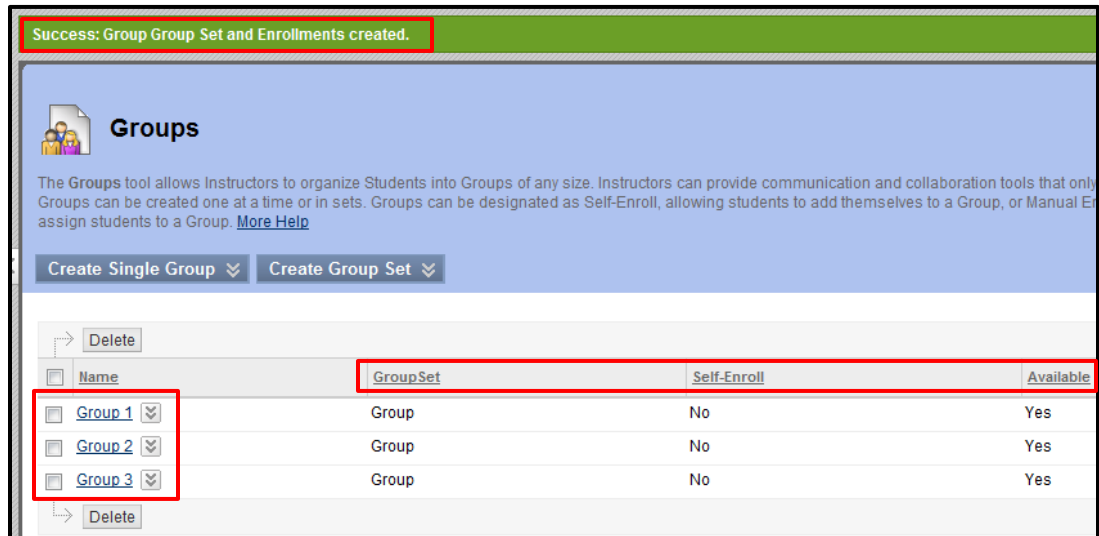
Items to Select  
Test Student  
trctraining10 trctraining10  
trctraining11 trctraining11  
trctraining12 trctraining12  
trctraining13 trctraining13  
trctraining14 trctraining14  
trctraining15 trctraining15  
trctraining16 trctraining16

Selected Items  
trctraining3 trctraining3  
trctraining30 trctraining30  
trctraining4 trctraining4  
trctraining5 trctraining5

12. Click **Submit** when you are finished.

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13. You will see a green bar at the top of the screen indicating that your group set-up was successful. A list of the groups you created will be visible along with what Group Set it is a part of, whether it was self-enroll or not, and if the group is available.



Success: Group Group Set and Enrollments created.

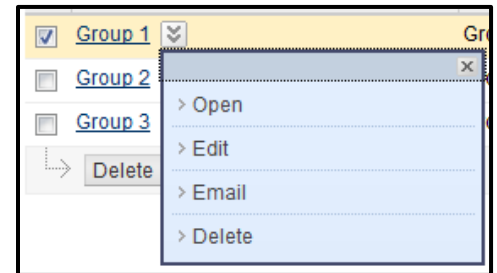
**Groups**

The Groups tool allows Instructors to organize Students into Groups of any size. Instructors can provide communication and collaboration tools that only Groups can be created one at a time or in sets. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, allowing students to be assigned to a Group. [More Help](#)

Create Single Group ▾ Create Group Set ▾

Name	GroupSet	Self-Enroll	Available
Group 1 ▾	Group	No	Yes
Group 2 ▾	Group	No	Yes
Group 3 ▾	Group	No	Yes

a. The drop down link next to each group gives you the options to Open, Edit, Email or Delete the group.

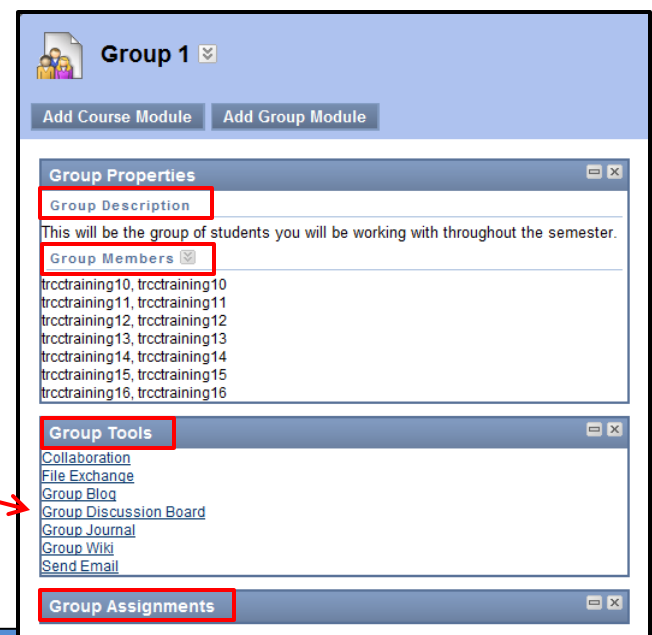


Group 1 ▾

- > Open
- > Edit
- > Email
- > Delete

14. When you click on a group name, or click **Open**, you will see the group's page. There is a group description, list of group members, list of tools available to the group, and any group assignments that have been assigned. The instructor can add a **course module** or **group module** by clicking on the appropriate button on the top.

a. If the instructor wanted to create a discussion board just for the group, click on **Group Discussion Board** and click the **Create Forum** button.



**Group 1** ▾

Add Course Module Add Group Module

**Group Properties**

**Group Description**

This will be the group of students you will be working with throughout the semester.

**Group Members**

trctraining10, trctraining10  
trctraining11, trctraining11  
trctraining12, trctraining12  
trctraining13, trctraining13  
trctraining14, trctraining14  
trctraining15, trctraining15  
trctraining16, trctraining16

**Group Tools**

- Collaboration
- File Exchange
- Group Blog
- Group Discussion Board
- Group Journal
- Group Wiki
- Send Email

**Group Assignments**

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15. Instructors can create an assignment and release it to a specific group or groups.
  - a. To do this, leave the group area and go to the area in **Course Content** where you want to add the assignment.
  - b. Click on the **Assessments** drop down link and select **Assignment**.
  - c. On the **Create Assignment** page, provide all of the necessary information as normal.
  - d. In Section #6 **Recipients**, click **Groups of Students** and you will see a list of groups that you have created. Select 1 or more groups and click the arrow to bring the group(s) over to the right side.
  - e. Click **Submit**.

