

Unit Topic: Groups

Introduction

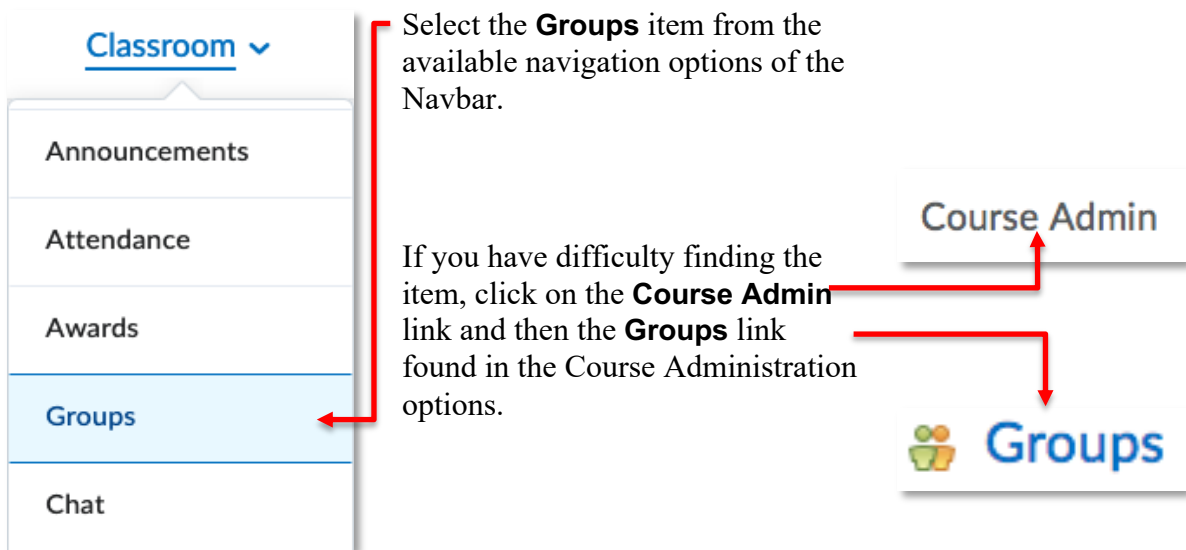
The Groups tool is used to organize students within your DC Connect course. Each group can have its own discussion topics and assignment submission folders. Students can belong to any number of groups in the same course and members of groups can be graded as a team or individually.

Content

This document covers the following topics:

- How to Access the Groups Tool
- Managing your Groups
 - Creating a Group Category
 - Adding or Editing Groups in an Existing Category
 - Enrolling and Unenrolling Students in/from Groups
 - Deleting Groups and Categories
- What Students See in the Groups Tool (when they can self-enroll)

How to Access the Groups Tool



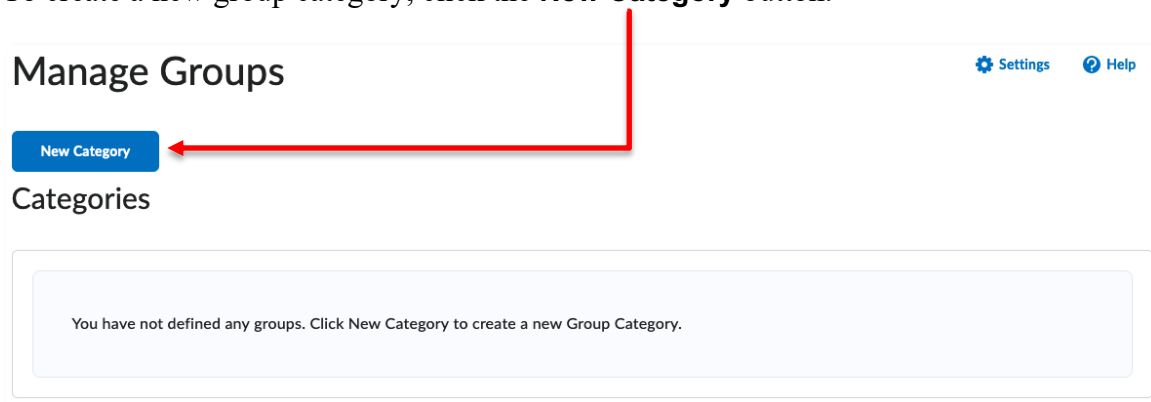
Managing your Groups

Creating a Group Category

NOTE: In most cases it is better to set up groups *after* the majority of students are enrolled in your course. This gives you a better idea of how many students you are organizing and how many groups you need. Setting up groups after enrollment can also ensure better distribution of students between groups.

Categories are used to organize and manage related groups.

To create a new group category, click the **New Category** button.



Type in an appropriate name for the category (e.g. the name of the project/assignment) in the **Category Name** field.

New Category

Category Information

Category Name *

Description

Paragraph **B** *I* U ~~A~~

Enter a description of the category in the **Description** field.

Select an **Enrolment Type** from the pull-down menu.

Enrolment Type

- ✓ # of Groups - Manual Enrolment
- Groups of # - Auto Enrolment
- # of Groups - Auto Enrolment
- Groups of # - Self Enrolment
- # of Groups - Self Enrolment
- (DO NOT USE) # of Groups of # - Self Enrolment

of Groups – Manual Enrolment: A specified number of groups are created, which you can add any number of students to through the Enrol Users page.

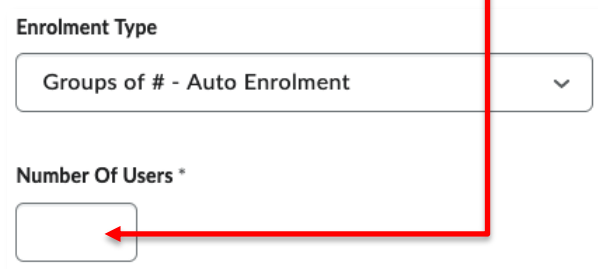
Enrolment Type

of Groups - Manual Enrolment

Number of Groups *

Use this enrollment type when you know how many groups you want to create, and which students will be in each group.

Groups of # - Auto Enrolment: The minimum number of groups needed to place students in groups of a specified maximum size are created. More groups are created when they are needed to accommodate new students.



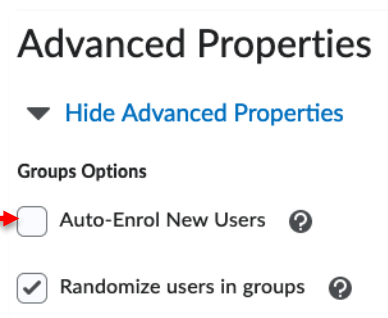
Enrolment Type

Groups of # - Auto Enrolment ▼

Number Of Users *

Use this enrollment type when you know the maximum number of students you want in each group.

Be sure to select the **Auto-Enrol New Users** property so that new students, who enroll in the course after groups are set up, become members of a group. They will be automatically added to the group with the fewest students.



Advanced Properties

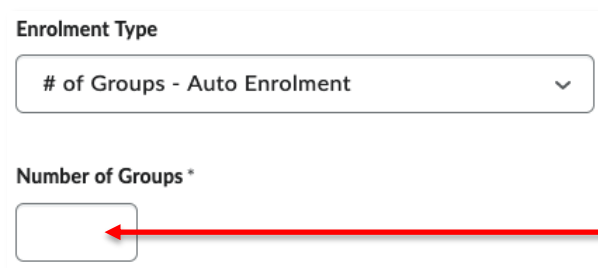
▼ Hide Advanced Properties

Groups Options

☐ Auto-Enrol New Users ?

☒ Randomize users in groups ?

of Groups - Auto Enrolment: A specified number of groups are created.



Enrolment Type

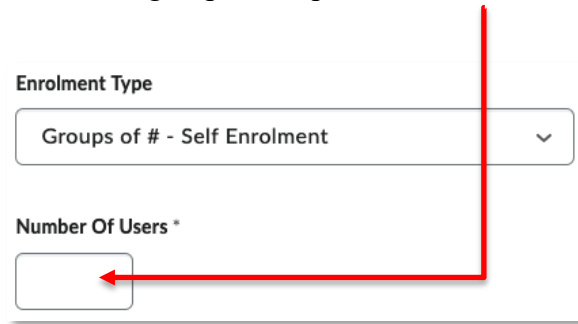
of Groups - Auto Enrolment ▼

Number of Groups *

Use this enrollment type when you know how many groups you want to create but want the system to place students in groups for you.

As with Groups of # - Auto Enrolment, be sure to select the **Auto-Enrol New Users** property so that new students, who enroll in the course after groups are set up, become members of a group. They will be automatically added to the group with the fewest students.

Groups of # - Self Enrolment: The minimum number of groups needed to accommodate students in groups of a specified maximum size are created automatically.

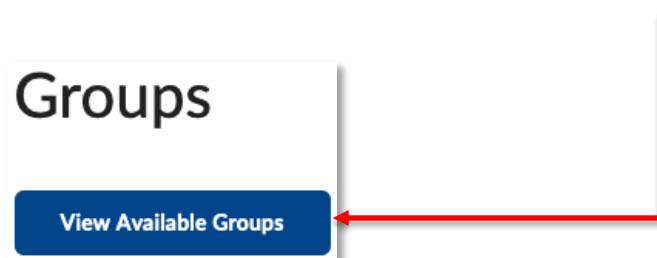


Enrolment Type

Groups of # - Self Enrolment

Number Of Users *

Use this enrollment type when you know how many students you want in each group, but you want to allow students to choose their own groups. Students join the group they want to enroll in from the **Groups** page after clicking the **View Available Groups** button.



You may wish to set a date range in which students are required to self-select their groups.

You can also set the groups to automatically enroll outstanding students after this date.

Advanced Properties

▼ Hide Advanced Properties

Groups Options

☐ Set Self Enrollment Start Date ?

11/3/2022 12:00 AM

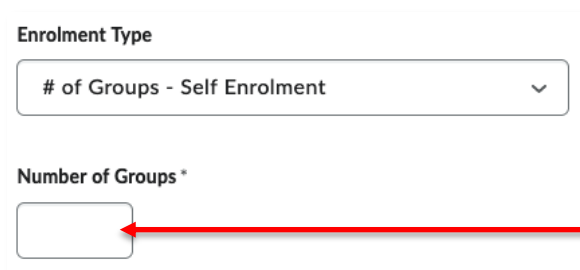
☐ Set Self Enrollment Expiry Date ?

11/4/2022 12:00 AM

☐ Allocate unenrolled users after Self Enrollment Expiry Date ?

NOTE: If students are not already enrolled in your course, then only one group is initially created. You can use the **Manage Groups** page to add additional groups. See the **Adding or Editing Groups in an Existing Category** section of this handout for how to do so. You might want to add additional groups even if students are already enrolled to ensure all students have options when forming groups.

of Groups – Self Enrolment: A specified number of groups are created.



The screenshot shows a form with two fields. The first field is labeled 'Enrolment Type' and contains a dropdown menu with the selected option '# of Groups - Self Enrolment'. The second field is labeled 'Number of Groups *' and is an empty text input box. A red arrow originates from the text '# of Groups – Self Enrolment:' and points directly to the 'Number of Groups *' input field.

Use this enrollment type when you want to make a specific number of groups available for students to join.

NOTE: When enrolment type is used it is possible for all students to join a single group. To prevent this, it is best to use the Groups of # - Self Enrolment type instead and add additional groups as required.

(DO NOT USE) # of Groups of # – Self Enrollment: DO NOT USE THIS ENROLMENT TYPE (please). Doing so *will* create errors at midterm and final grade submission.

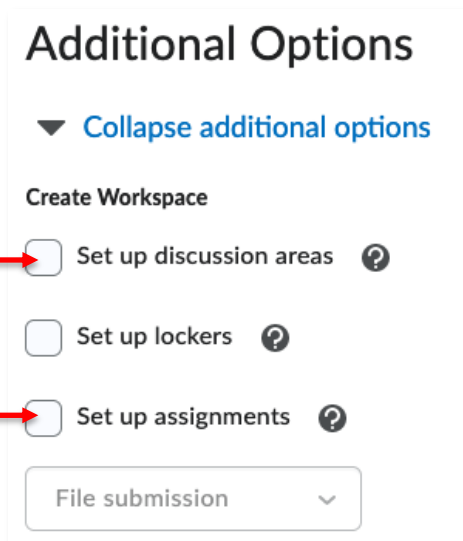
After you have selected the appropriate Enrolment Type and set the desired properties, it is possible to create workspaces for your students that are automatically group restricted. That is to say that only members of each group can see the contributions of their fellow group members.

Select **Set up discussion areas** if you want to associate discussion areas with the groups in the category.

Select **Set up lockers** if you want to associate locker areas with the groups in the category.

NOTE: The **Locker** is *not* a very efficient file storage tool, and we encourage professors to use other options for sharing files among group members.

Select **Set up assignments** if you want to associate assignment submission folders with the groups in the category.



Additional Options

▼ [Collapse additional options](#)

Create Workspace

☐ Set up discussion areas ?

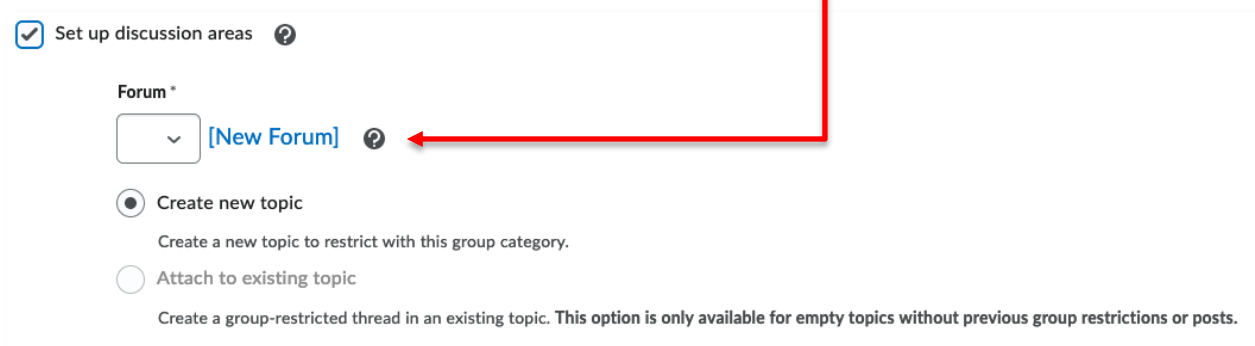
☐ Set up lockers ?

☐ Set up assignments ?

File submission ▼

Click the **Save** button to complete the process of creating groups.

If you select **Set up discussion areas**, you will need to select or create a new forum in which the group discussion topics will be created.



☒ Set up discussion areas ?

Forum *

▼ [New Forum] ?

☒ Create new topic
Create a new topic to restrict with this group category.

☐ Attach to existing topic
Create a group-restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.

After clicking the **Save** button, you will be automatically taken to a **Create Restricted Topics** page. On this page you can select how you will view the group discussion topics.

NOTE: Students will only see their own group topic regardless of the setting you select.

Input an appropriate title...

...and provide the prompt for your students to follow.

Click the **Create and Next** button to continue...

...or the **Add Another** button to create additional group restricted topics.

Create Restricted Topics

Category Name

Presentation Groups

- ☐ Create one topic per group
Each group has a separate, restricted topic.
- ☒ Create one topic with threads separated by group
Groups share one group-restricted thread in a single topic.

Title

Presentation Groups - Group Discussion

Description

Paragraph **B** *I* U ~~A~~

Create and Next

Add Another

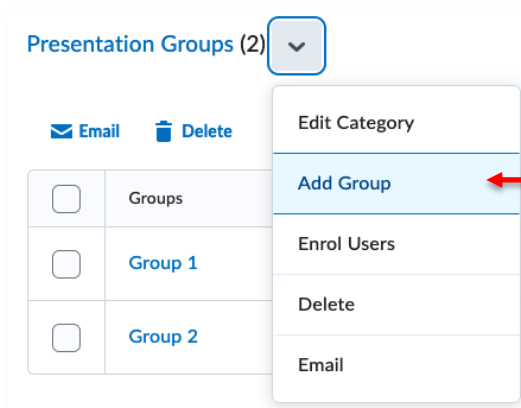
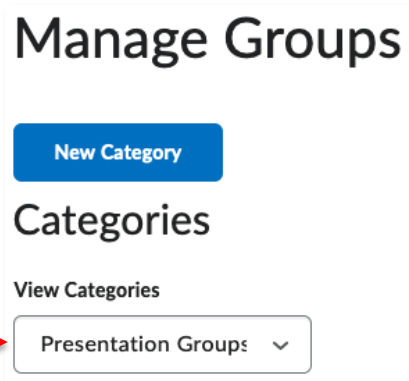
Skip

If you select the **Set up assignments** option, you are automatically taken to a **Create Assignments** page. Creating an assignment from this page creates a group restricted assignment submission folder.

See the **Assignments** document, located on the CTL website, for a comprehensive description of the Assignment creation process.

Adding or Editing Groups in an Existing Category

You may find that you need to subsequently add a group to an existing category. Navigate to the **Manage Groups** page and select the appropriate group category from the **View Categories** pull-down menu.



Next, select the **Add Group** option from the pull-down menu next to the category name.

Update the **Group Name** if you want it to be different from the one provided.

Add Group - Presentation Groups

Add Group

Category

Presentation Groups

Group Name *

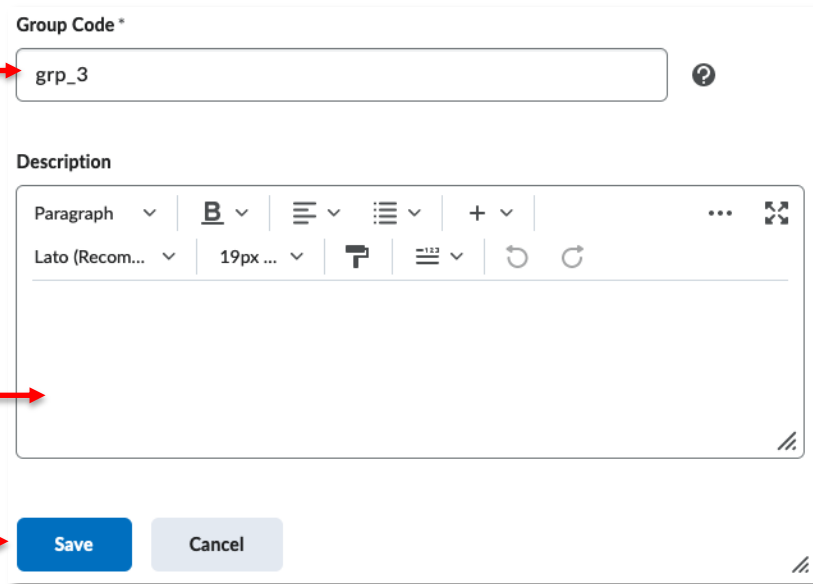
Group 3

Scroll down to see additional properties.

You can change the **Group Code** if desired.

You can also provide a **Description** of the group.

Click the **Save** button to complete the addition of your new group.



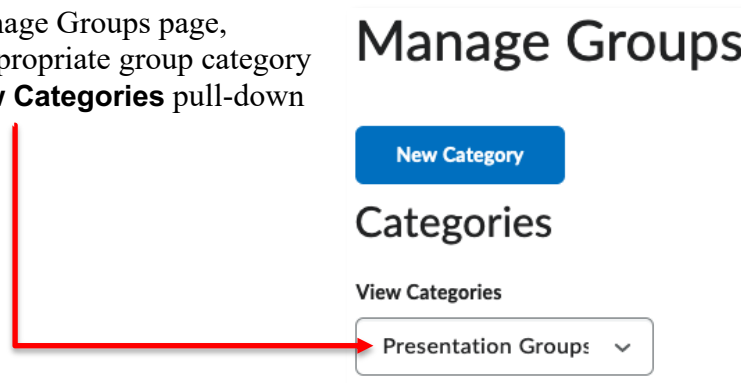
The screenshot shows a form for adding a new group. It has a 'Group Code*' field containing 'grp_3', a 'Description' text area with a rich text editor toolbar, and 'Save' and 'Cancel' buttons at the bottom. Red arrows point from the instructional text to these three elements.

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Group 1	4
<input type="checkbox"/>	Group 2	3
<input type="checkbox"/>	Group 3	0

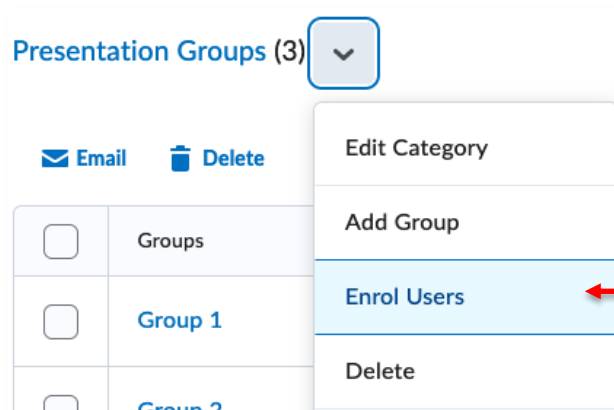
You can edit the properties of existing groups by clicking directly on them in the **Manage Groups** list.

Enrolling and Unenrolling Students in/from Groups

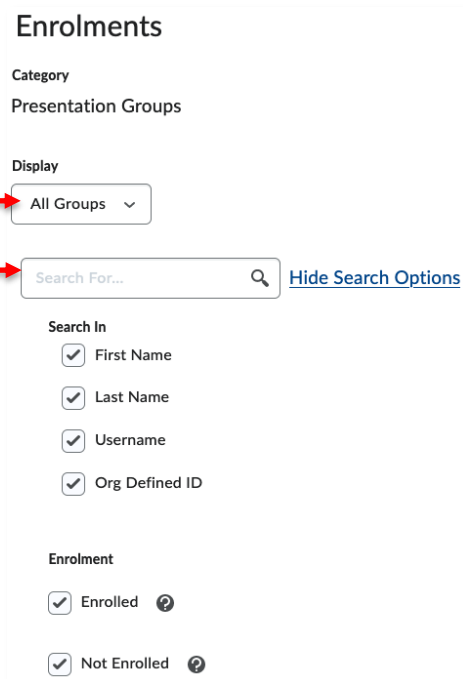
From the Manage Groups page, choose the appropriate group category from the **View Categories** pull-down menu.



Next, select the **Enrol Users** option from the group category pull-down menu.




Select whether you want to **Display All** Groups or a specific group.



Enter information in the **Search For:** field to search for a specific student.

Below the Display options a table displays your class list and the available groups.

First Name ▲, Last Name, Username, Org Defined ID	Group 1 Users: 1	Group 2 Users: 0	Group 3 Users: 0
Taylor, Student, test.student1, test.student1 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

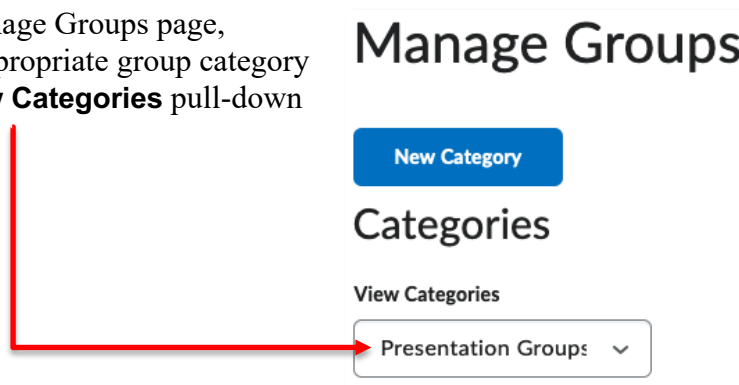
Select the appropriate checkbox to enroll a student in a group. Uncheck the appropriate checkbox to unenroll a student from a group.

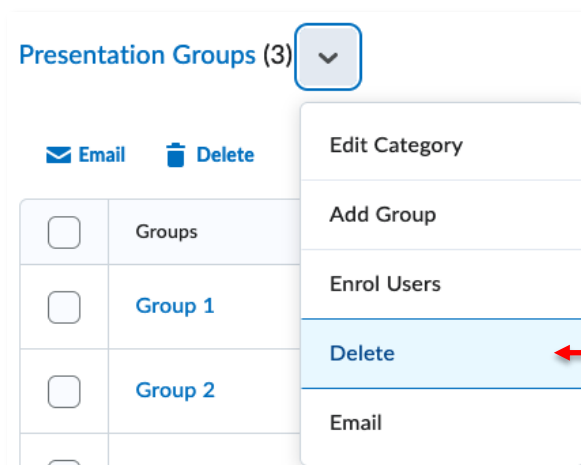
NOTE: When a student is removed from a group, their activity remains in the system (e.g. discussion threads, and submissions to assignment folders).

Click **Save** when you are finished.

Deleting Groups and Categories

From the Manage Groups page, choose the appropriate group category from the **View Categories** pull-down menu.





To delete a Group Category, click the action menu for the category and select the **Delete** option.

To delete groups, select the check box at the top of the list to select all groups...

Or

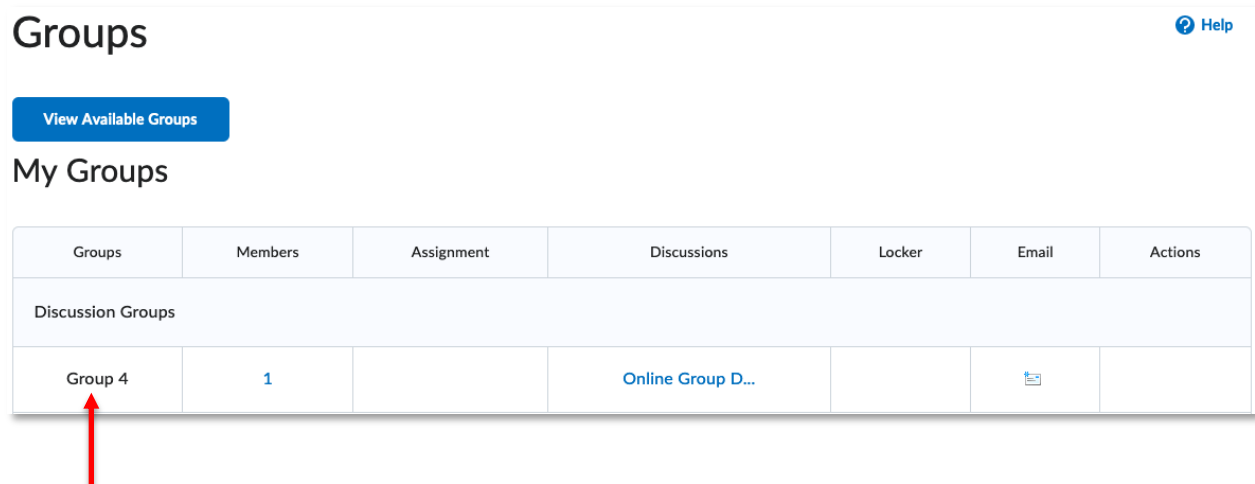
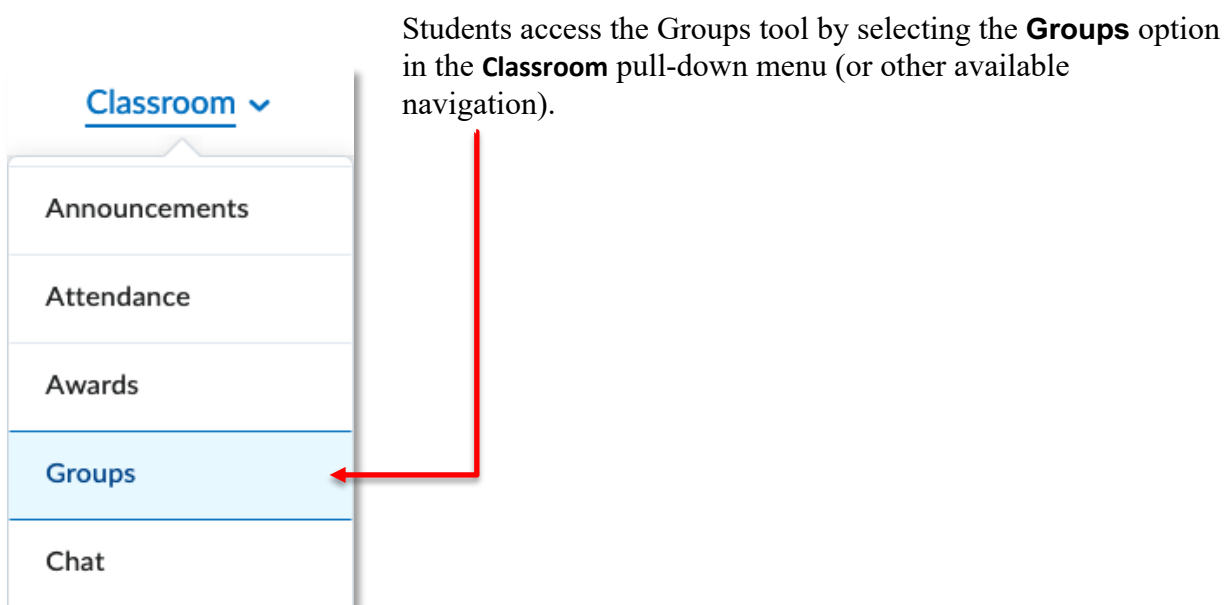
Select the check box beside the specific group you want to delete...

The screenshot shows the 'Presentation Groups' interface with a table. At the top, there are two buttons: 'Email' (with an envelope icon) and 'Delete' (with a trash can icon). Below these is a table with columns 'Groups' and 'Members'. The table contains four rows: 'Groups', 'Group 1', 'Group 2', and 'Group 3'. Each row has a checkbox in the first column. A red arrow points from the text 'To delete groups, select the check box at the top of the list to select all groups...' to the checkbox in the first row. Another red arrow points from the text 'Select the check box beside the specific group you want to delete...' to the checkbox in the 'Group 3' row. A third red arrow points from the text 'Then click the click the Delete link/icon.' to the 'Delete' button at the top of the interface.

	Groups	Members
<input type="checkbox"/>	Groups	
<input type="checkbox"/>	Group 1	4
<input type="checkbox"/>	Group 2	3
<input type="checkbox"/>	Group 3	0

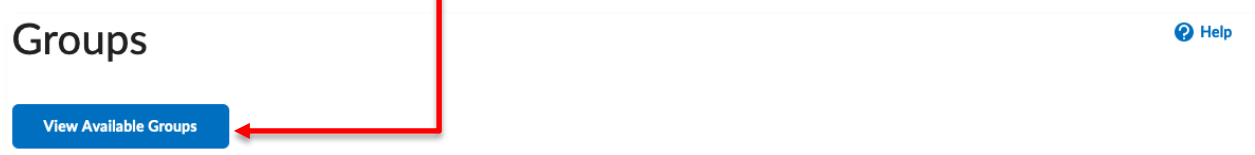
Then click the
click the **Delete**
link/icon.

What Students See in the Groups Tool (when they can self-enroll)

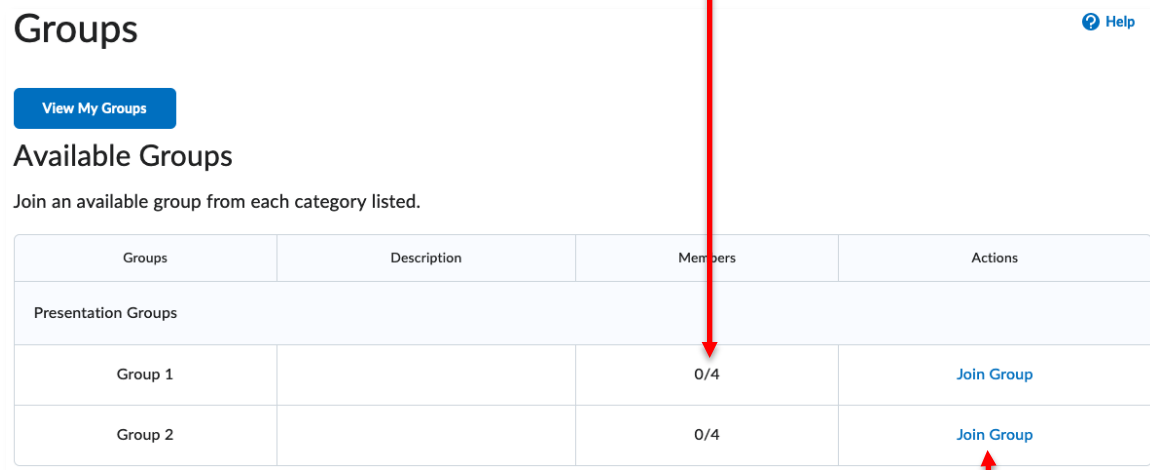


On the **Groups** page students will see which groups they currently belong to.

They can also click the **View Available Groups** button to see what options they have for group self-enrollment.



On the subsequent page, students can click on the number link in the **Members** column to view the Member List for a group.



The screenshot shows a web interface titled "Groups" with a "Help" icon in the top right. Below the title is a blue button labeled "View My Groups". The section is titled "Available Groups" with a subtext "Join an available group from each category listed." Below this is a table with four columns: "Groups", "Description", "Members", and "Actions". The table has a header row and three data rows. The first data row is a section header "Presentation Groups". The second and third data rows list "Group 1" and "Group 2" respectively, both with "0/4" in the "Members" column and a "Join Group" link in the "Actions" column. A red arrow points from the text above to the "0/4" link in the "Members" column of the first data row. Another red arrow points from the text below to the "Join Group" link in the "Actions" column of the second data row.

Groups	Description	Members	Actions
Presentation Groups			
Group 1		0/4	Join Group
Group 2		0/4	Join Group

Click on the **Join Group** link to self-enroll in a group.

NOTE: Once a student is enrolled in a group, they no longer see the list of available options. This view will return if you manually unenroll the student from the group they joined.