## Contents

<table>
<thead>
<tr>
<th>How to access groups</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to create groups</td>
<td>4</td>
</tr>
<tr>
<td>Create a group category</td>
<td>4</td>
</tr>
<tr>
<td>Group Enrollment Types</td>
<td></td>
</tr>
<tr>
<td>Manual Enrollment: # of Groups – No Auto Enrollments</td>
<td>5</td>
</tr>
<tr>
<td>Automatic Enrollment: Groups of #</td>
<td>5</td>
</tr>
<tr>
<td>Automatic Enrollment: # of Groups</td>
<td>6</td>
</tr>
<tr>
<td>Groups of # - Self Enrollment</td>
<td>6</td>
</tr>
<tr>
<td># of Groups – Self Enrollment</td>
<td>6</td>
</tr>
<tr>
<td># of Groups of # - Self Enrollment</td>
<td>6</td>
</tr>
<tr>
<td>Setting up Self Enrollment in Groups</td>
<td>7</td>
</tr>
<tr>
<td>Advanced Properties – Group Options (for Auto Enrollments Only)</td>
<td>7</td>
</tr>
<tr>
<td>Additional Options</td>
<td>8</td>
</tr>
<tr>
<td>Creating Group restricted Discussion areas</td>
<td>8</td>
</tr>
<tr>
<td>Creating Group restricted Dropbox folders</td>
<td>8</td>
</tr>
<tr>
<td>Editing Groups and Group Categories</td>
<td>8</td>
</tr>
<tr>
<td>Deleting Groups and Group Categories</td>
<td>9</td>
</tr>
<tr>
<td>What happens when you move a student to a new group?</td>
<td>9</td>
</tr>
<tr>
<td>What happens when you delete a group?</td>
<td>9</td>
</tr>
<tr>
<td>What happens when you delete a group category?</td>
<td>9</td>
</tr>
<tr>
<td>Editing group enrollment in restricted discussion areas</td>
<td>10</td>
</tr>
<tr>
<td>Modifying or adding group enrollment</td>
<td>10</td>
</tr>
<tr>
<td>Delete student from a group</td>
<td>11</td>
</tr>
</tbody>
</table>
GROUPS

Create group work areas for students with the Groups tool. You can use groups to organize students’ work on projects and assignments, or you can create special work areas for students with different learning needs.

Students can belong to multiple groups within the same course. For example, each student can simultaneously belong to a group for class projects, a group for special interest discussions, and a group for advanced students. Each group can have its own discussion forums, dropbox folders and online rooms. You can grade members of groups individually or as a team.

Before setting up groups, you should know:

- How you want to enroll students (automatic, manual or self-enrollment)
- The number of groups

HOW TO ACCESS GROUPS

Do one of the following:

1. In the course navigation bar, **Edit Course**.
   - Under Learner Management, click on **Groups**.

2. On the course navigation bar, select **Groups** from the Collaboration dropdown menu.

You will come to the **Manage Groups page**.
HOW TO CREATE GROUPS

The first step is to create a group category. Groups reside within a group category.

CREATING A GROUP CATEGORY

Use categories to organize and manage related groups. For example, you can have a category for Assignment 1, Assignment 2, Seminars, Remedial Help, and Book Reviews, etc.

If you want to create a new set of groups, you need to set up a category and create restricted work areas for the groups first.

2. Enter a Category Name and Description.
3. Chose an Enrollment Type from the drop-down list.
4. Select Randomize students in groups to randomly place students in groups. If you do not choose this option, students are placed alphabetically based on the classlist.
5. **Additional Options**:
   1. Select Set up discussion areas if you want to associate discussion areas with the groups in the category.
   2. Select Set up lockers if you want to associate locker areas with the groups in the category.
   3. Select Set up dropbox folders if you want to associate assignments with the groups in the category.
6. Click Save.
GROUP ENROLLMENT TYPES

The following descriptions explain the enrollment type options available when creating a new category and provide conceptual information on when they should be used.

Manual Enrollment

# of Groups – No Auto Enrollments: Selecting this option creates a specified number of groups, which you can manually add any number of students to through the Enroll Students page.

Use this enrollment type when you know how many groups you want to create and which students you want in each group. Select this option when you have a teaching model that divides course participants into specific learning levels or when you want to divide students by skill or interests.

Automatic Enrollment

Groups of #: Selecting this option creates the minimum number of groups needed to place students in groups of a specified maximum size. More groups are created when they are needed to accommodate students.

- If students are enrolled before groups are set up and Can be auto enrolled into groups is enabled, students are added using a brick laying algorithm. For example, if a maximum group size of 5 students is chosen for a class of 23, than 5 groups are created. The first user is added to Group 1, the second to Group 2, etc. The sixth user returns the enrollment sequence to Group 1. Groups 1, 2 and 3 have 5 students and Groups 4 and 5 have 4 students. If a new user enrolls later, they are put in Group 4.
- Note: If you also enable Auto-enroll new students and all of the existing groups reach their maximum size, new students are added to a new group. Because there is no way to know how many new students will join, all new students are added to the same group until it is full. This is called a bucket-filling algorithm because the limits of one group must be met before creating another group.
- If students are enrolled after groups are set up, students are added to groups using a bucket-filling algorithm because there is no way for the system to determine how many groups in total are needed. For example, if a maximum group size of 5 students is chosen for a class in which 23 students eventually enroll, the first five students are added to Group 1, the sixth through tenth user to Group 2, etc. After 23 students are enrolled, groups 1-4 have 5 students and Group 5 has 3 students.
- If Can be auto enrolled into groups is not enabled, the minimum number of groups needed to create groups under the specified size are created with no students enrolled in them. If no students are enrolled in the course, one group is created. You can enroll students using the Enroll Students page.

Use this enrollment type when you know how many students you want in each group. Select this option when you have assignments that require work to be divided between a specific number of students, or when you can only accommodate a set number of students in a lab or work area at one time.
# of Groups: Selecting this option creates a specified number of groups.

- If Can be auto enrolled into groups is enabled, students are added using a brick laying algorithm, regardless of whether they enrolled before or after the groups were created. For example, if a class has 23 students and 5 groups, the first user is added to Group 1, the second to Group 2, etc. The sixth user returns the enrollment sequence to Group 1. Groups 1, 2, and 3 have 5 students and Groups 4 and 5 have 4 students. If a new user enrolls later, they are put in Group 4.
- If Can be auto enrolled into groups is not enabled, the specified number of groups are created with no students enrolled in them. You can enroll students using the Enroll Students page.

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. Select this option when you want group membership to be indiscriminate, or when classroom, resource, or teaching assistant availability restricts the number of groups you can have.

Self Enrollment

Groups of # – Self Enrollment: Selecting this option creates the minimum number of groups needed to accommodate students in groups of a specified maximum size automatically. Students choose the group they want to enroll in from the Groups page.

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. Select this option when you want students to choose their groups based on friendship, learning style, schedules, or geographic location.

Note: If there are no students enrolled in your course at the time of creation, then only one group is initially created. You can use the Edit Category page to add additional groups. Add additional groups if you want to ensure all students have options when forming groups.

# of Groups – Self Enrollment: Selecting this option creates a specified number of groups, which students enroll in from the Groups page.

Use this enrollment type when you want to make a specific number of groups available for students to join. Select this option when you want to organize groups on specific topics, which students can join based on interest, or for creating groups that are responsible for specific aspects of a larger project, which students can join based on knowledge or task preferences.

# of Groups of # – Self Enrollment: Selecting this option creates a specified number of groups with a specified number of enrollments per group. Students choose the group they want to enroll in from the Groups page.

Use this enrollment type when you know how many students you want in each group, you want to allow students to choose their own groups, and you want each group to have a maximum number of students. Select this option when you want students to choose their groups based on areas of interest or responsibility in larger projects, but you want to limit membership in each group to a certain number of students.
SETTING UP SELF-ENROLLMENT IN GROUPS

Self-enrollment allows students to enroll in groups on their own. Use this option when you want students to have the freedom to choose their own group members or to be a part of a group on a topic that interests them.

Students can self enroll in groups by clicking the Choose Group link beside the name of a group category set up for self enrollment. The link displays at the top of the user’s Groups page when self-enrollment is available.

Note: If a group is full, the Members column will display the total number of group members in red with "(Full)" beside it.

Tip: Clicking on the total listed in the Members column opens the Group Members pop-up, which contains a list of current group members. You cannot click on full groups.

2. Enter a Category Name and Description.
3. Select one of the following options from the Enrollment Type drop-down list:
   o Groups of # - Self Enrollment
   o # of Groups - Self Enrollment
   o # of Groups of # - Self Enrollment
4. Depending on the chosen Enrollment Type, enter the Number of Groups to create, the Number of Students per group, or both.
5. Select Set up discussion areas to associate discussion areas with the groups in the category.
6. Select Set up lockers to associate locker areas with the groups in the category.
7. Select Set up dropbox folders to associate dropbox folders with the groups in the category.
8. Click Save.

ADVANCED PROPERTIES – GROUP OPTIONS (for Auto Enrollments Only)

Auto-enroll new students: New students are automatically added to the group with the least students, or to a new group if the maximum size of all existing groups has been met.

Use this option when you don’t want to manually add new students to groups.

Note: If you choose the enrollment type Groups of # you might end up with a group that has only one or a few students in it. You can manually change group enrollment, including adding students to full groups, using the Enroll Students page.

Randomize students in groups Students are added to groups based on a random order. If this option is not selected, students are added to groups alphabetically based on their order in the roster.
ADDITIONAL OPTIONS

**Set up discussion areas**: Allows you to select or create group specific discussion forums and topics. Use this option when you want students to share ideas, ask questions, and discuss material using the Discussions tool.

**Set up Lockers**: Creates a shared locker for each group.

**Set up dropbox folders**: Allows you to create dropbox folders for each group. A group can have multiple dropbox folders belonging to different categories. Use this option when you want each group to have its own dropbox folder submissions area. This could be helpful if different students are responsible for grading different groups.

CREATING GROUP RESTRICTED DISCUSSION AREAS

When you create a new category with Set up discussion areas selected, you are automatically taken to the Create Restricted Discussion Areas page. On this page, you can create a separate topic for each group within an existing or new forum.

1. Do one of the following:
   - Select an existing Forum from the drop-down list.
   - Click the New Forum link to create a new forum for the category.
2. Click Add Another if you want to add more than one discussion forum, then repeat step 1.
3. Click Create and Next when finished.

Note: Click Skip to go to the next page in the groups setup process without creating any restricted discussion areas.

CREATING GROUP RESTRICTED DROPBOX FOLDERS

When you create a new category with Set up dropbox folders selected, you are automatically taken to the Create Dropbox Folders page. Creating a dropbox folder from this page creates a folder for each of the groups in the category.

Note: Click Skip to go to the next page in the groups setup process without creating any shared folders.

EDITING GROUPS AND GROUP CATEGORIES

1. On the Manage Groups page, select the category you want to edit from the View Categories drop-down list.
2. Click on the group or category you want to edit and make your changes.
DELETING GROUPS AND GROUP CATEGORIES

1. On the Manage Groups page, select the category that contains the groups you want to delete from the View Categories drop-down list.
2. Select the check box beside each group you want to delete from the category, or select the check box beside the category to delete the category and all of it's groups.
3. Click Delete.

WHAT HAPPENS WHEN YOU MOVE A STUDENT TO A NEW GROUP?

- Discussion posts remain in the old group and do not count towards a student’s grade if the forum or topic is associated with a grade item. The user must satisfy the discussion post requirements in the new section. You can override a grade using the Grades tool.
- Dropbox submissions submitted for the old group remain with the old group. The student receives the grade achieved by the new group on any group dropbox folders. You can change the student’s grade back to the original group’s mark in Grades.

WHAT HAPPENS WHEN YOU DELETE A GROUP?

- If you've selected Auto-Enroll New Students, students are automatically distributed in the remaining groups.
- If groups are set up for manual enrollment, you must add students to the remaining groups using the Enroll Students page.
- Group discussion forums remain available for reference. You can delete them in Discussions.
- Group locker areas and the files they contain are deleted.
- Group dropbox folders and the files they contain are deleted.

WHAT HAPPENS WHEN YOU DELETE A CATEGORY?

- Students are no longer enrolled in groups because they do not exist.
- Group discussion forums remain available for reference. You can delete them in Discussions.
- Group locker areas and the files they contain are deleted.
- Group dropbox folders and the files they contain are deleted.
EDITING GROUP ENROLLMENT IN RESTRICTED DISCUSSION AREAS

You can edit group enrollment in restricted discussion forums and topics in the Groups tool. You can add, edit, or delete forums or topics restricted by group in the Discussions tool.

1. On the Manage Groups page, select the category that contains the discussion forum you want to edit from the View Categories drop-down list.
2. Select Edit Category from the context menu of the category.
3. On the Edit Category page, click the Edit Discussion Restrictions link.
4. Select the forum you want to make changes to in the Forum drop-down list or select "All Forums" to edit multiple forums at once.
5. Select and clear the check boxes in the Edit Restrictions grid to modify group enrollment in discussion forums and topics.
6. Select Automatically create restricted topics if you want to add topics to the forums.
7. Click Save.

MODIFYING OR ADDING GROUP ENROLLMENT

On the Manage Groups page, select the category that contains the group or groups you want to modify or add enrollments to from the View Categories drop-down list.

1. Click Enroll Students from the dropdown menu of the category.
2. Select the group you want from the Display drop-down list or select "All Groups" to see all groups.
3. Enter information in the Search For field to find a specific user, or click the Search icon to find all students.
4. Select the check boxes beside each user's name to add them to groups. Clear check boxes to unenroll students from groups.
5. Click Save.

Tip: Manually enrolling students allow you to exceed the enrollment limit for a group.
DELETE A USER FROM A GROUP

When you delete a user from a group, all of their files remain in the system, including discussion posts, dropbox submissions, and locker files.

1. On the Manage Groups page, select the category containing the groups with students you want to delete from the View Categories drop-down list.
2. Click Enroll Students from the context menu of the category.
3. On the Enroll Students page, beside the user's name, clear the check box for each group you want to remove the user from.
4. Click Save.