



Groups

The Groups tool helps organize students into groups for a specific project or activity. Use the Groups tool to design special work areas where students can discuss, share, and submit work as a group.

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Tutorial Video(s)

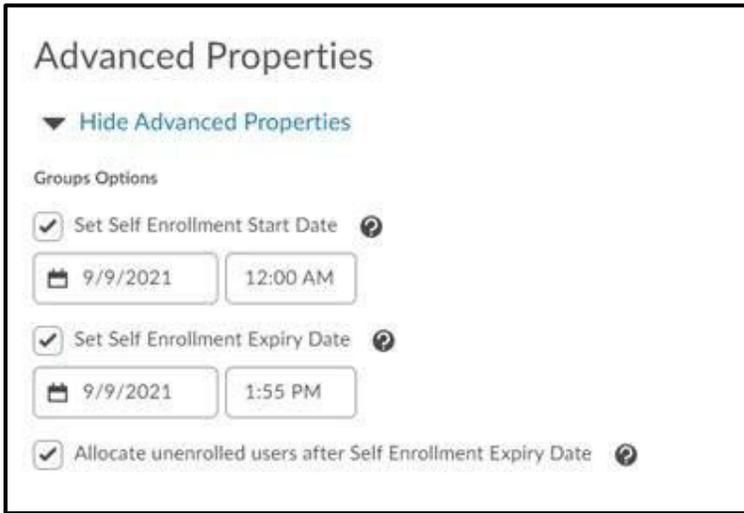
- [Understanding Group Enrollment Options](#)
- [Create a Group](#)
- [Delete a Group or Category](#)
- [Modify Group Enrollment](#)
- [Use Private Discussions for Journaling](#)

Group Enrollment Types

The following descriptions explain the enrollment type options available when creating a new category and provide conceptual information on when you should use them.

- **# of Groups – No Auto Enrollments** Selecting this option creates a specified number of groups, for which you can add any number of users using the Enroll Users page. Use this enrollment type when you know how many groups you want to create and which users you want in each group.
- **Groups of #** Use this enrollment type when you know how many users you want in each group. Select this option when you have assignments that require work to be divided between a specific number of users.
- **# of Groups** Selecting this option creates a specified number of groups. Use this enrollment type when you know how many groups you want to create, but want the system to place users in groups for you.
- **Groups of # – Self Enrollment** Selecting this option creates the minimum number of groups needed. Use this enrollment type when you know how many users you want in each group, but you want to allow users to choose their own groups.
- **# of Groups – Self Enrollment** Selecting this option creates a specified number of groups, which users enroll in from the Groups page. Use this enrollment type when you want to make a specific number of groups available for users to join.
- **# of Groups, Capacity of # – Self Enrollment** Selecting this option creates a specified number of groups with a specified number of enrollments per group. Users choose the group they want to enroll in from the Groups page. Use this enrollment type when you know how many users you want in each group, you want to allow users to choose their own groups, and you want each group to have a maximum number of users.
- **Single user, member-specific groups** Select this option when you want to create journal type groups with a single member. Using this option creates a group with a single user where the first name and last name of the learner is the name of the group. When a new learner is enrolled in the course a group is automatically created for them.

Note: If the “Allocate unenrolled used after Set Enrollment Expiry Date” is chosen in the Advanced Properties menu, students will not be enrolled until 3:54pm. The auto-enroll task is run at the same time every day, so we recommend setting the expiry time to be some time before 3:54pm of that day. This will ensure that students are enrolled on that day.



Advanced Properties

▼ Hide Advanced Properties

Groups Options

Set Self Enrollment Start Date ⓘ

9/9/2021 12:00 AM

Set Self Enrollment Expiry Date ⓘ

9/9/2021 1:55 PM

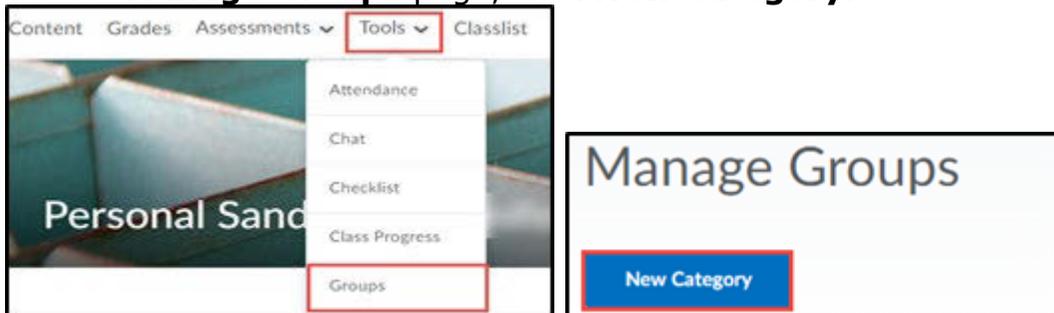
Allocate unenrolled users after Self Enrollment Expiry Date ⓘ

Create a Group Category

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

Before you create a new set of groups, you must set up a category and create restricted work areas for the groups.

1. Click **Groups** from the **Tools** drop-down menu.
2. On the **Manage Groups** page, click **New Category**.



Content Grades Assessments Tools Classlist

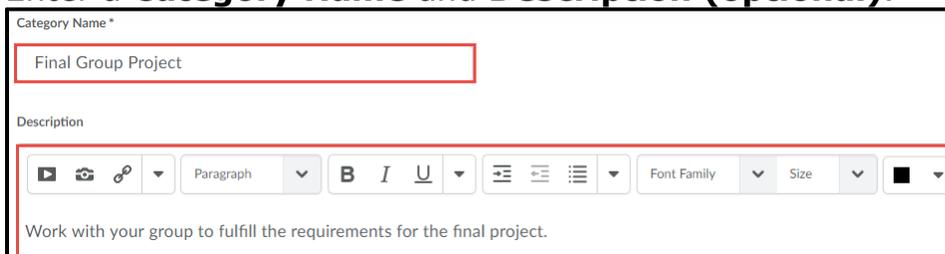
Attendance
Chat
Checklist
Class Progress
Groups

Personal Sand

Manage Groups

New Category

3. Enter a **Category Name** and **Description (optional)**.



Category Name *

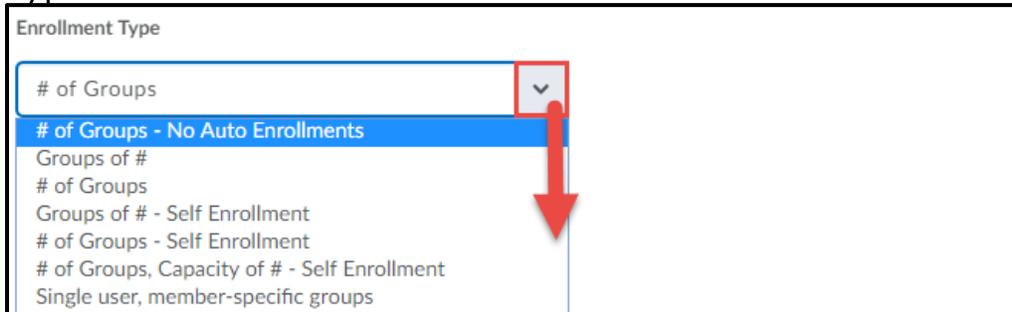
Final Group Project

Description

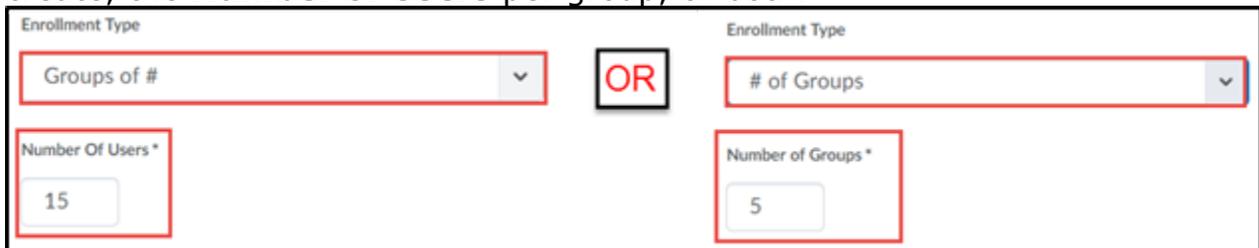
Paragraph B I U

Work with your group to fulfill the requirements for the final project.

4. Select an **Enrollment Type** from the drop-down list. (See the “Group Enrollment Types” section in this document for more information about the types of groups).

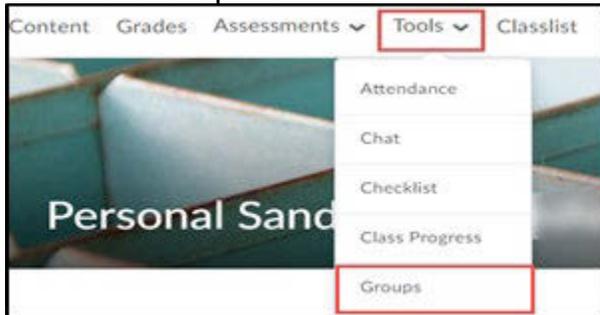
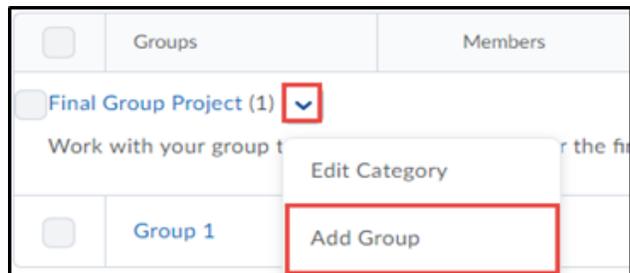


5. Depending on the chosen Enrollment Type, enter the **Number of Groups** to create, the **Number of Users** per group, or both.



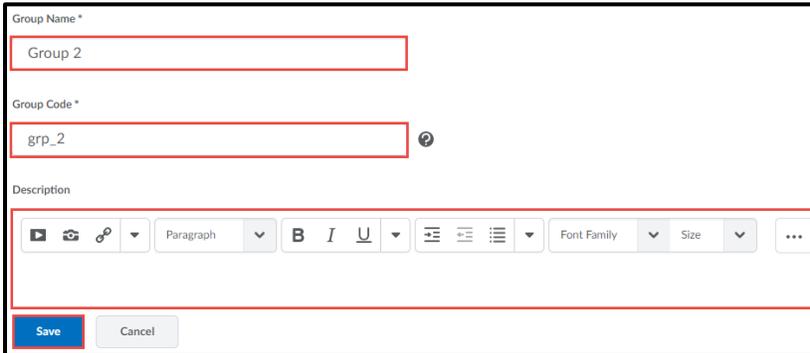
Add a Group

1. Click **Groups** from the **Tools** drop-down menu.
2. From the drop-down menu of the category, click **Add Group**.

3. If you do not want to use the default name provided, enter a **Group Name**. If you do not want to use the default group code provided, enter a group code. Enter a **Description** for the group (optional).

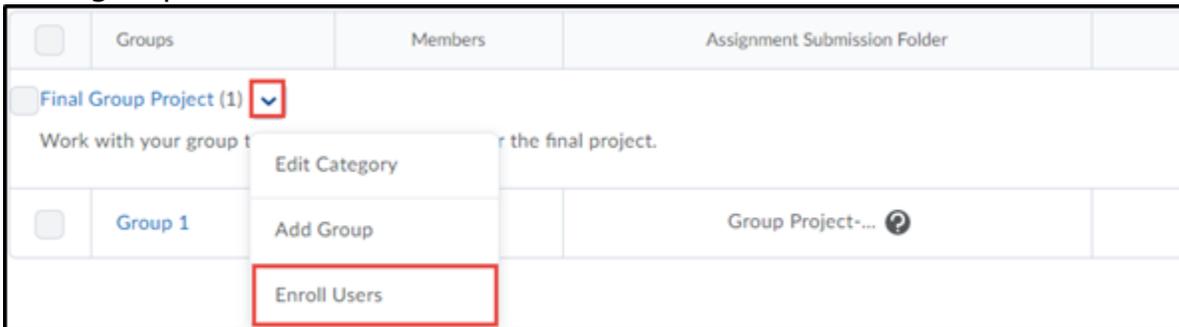
4. Click **Save**.



View, Add, or Delete Users from Groups

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

1. From the drop-down menu of the category you want to add or delete a user from, click **Enroll Users**. This will allow you to view all groups and all users enrolled in each group.



2. On the **Enroll Users** page, beside the user's name, clear the check box for each group you want to add or remove the user from.

| First Name, Last Name ▲ | Group 1 Users: 1 | Group 2 Users: 1 |
|-------------------------|-------------------------------------|-------------------------------------|
| [User Name] | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| CMU Student | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

3. Click **Save**.

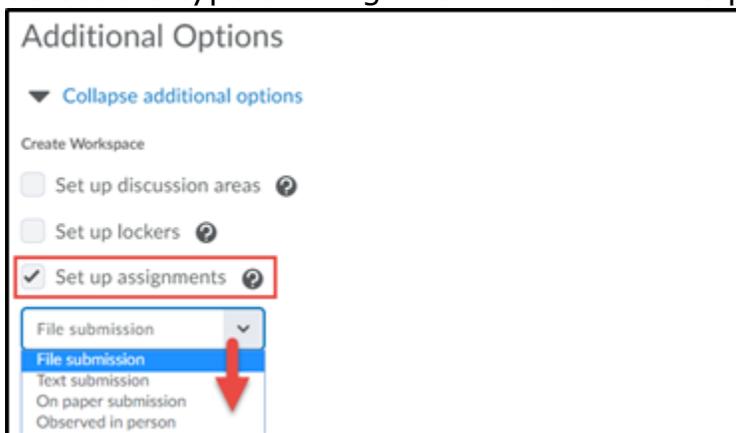
Create Group Assignment Submission Folders

Group assignment submission folders allow all students enrolled in the group to be able to submit to the assignment folder and view the submissions made by other group members. After a submission has been made to the assignment folder, it cannot be changed from an individual folder to a group folder and vice versa.

Depending on the workflow you prefer, a group assignment submission folder can be created from within the groups tool **or** from within the assignments tool. Please note that before a group assignment submission folder can be created from within the assignments tool, groups must already be set up.

Set up Group Assignment Folders within the Groups Tool

1. When creating a new group category, or editing an existing category, scroll down to the **Additional Options** section.
2. Check the box to **Set up Assignments**.
3. Select the type of assignment that will be required from the drop-down menu.

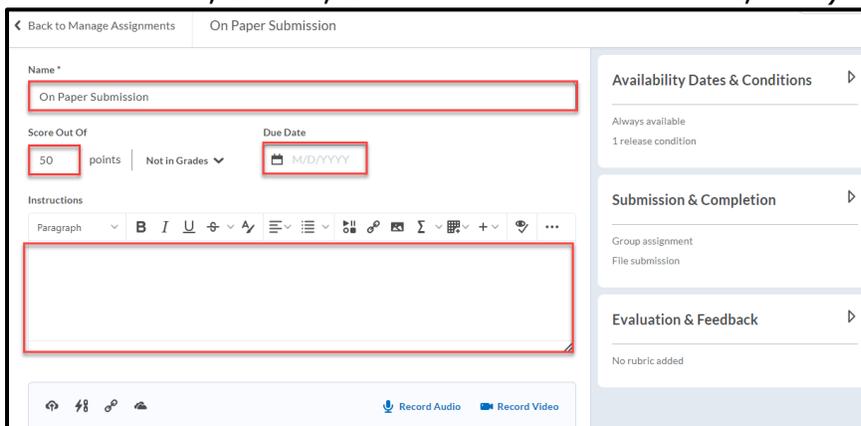


4. Click **Save** to continue to more options for setting up the assignment folder.

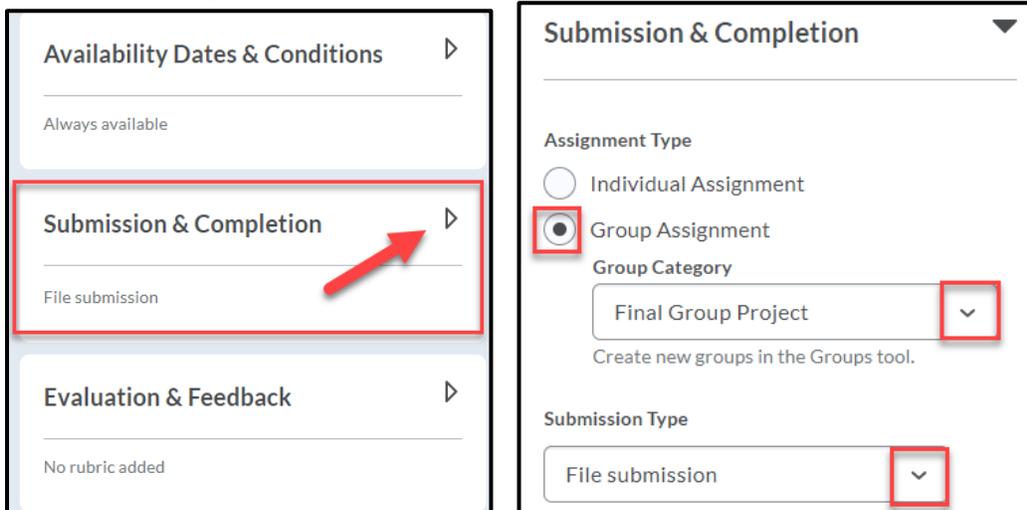
Set up Group Assignment Folders within the Assignments Tool

Depending on your workflow, you may want to create a group assignment submission folder from within the Assignments tool.

1. From your course navigation bar, go to **Assessments** and click **Assignments**.
2. Click New Assignment.
3. Configure the assignment folder **Properties** as desired (Name, Instructions, Attachments, Dates, Evaluation and Feedback, etc.)



4. Expand the **Submission & Completion** menu.
5. Set the **Assignment Type** to **Group Assignment** and select a **Submission Type** from the drop-down menu.



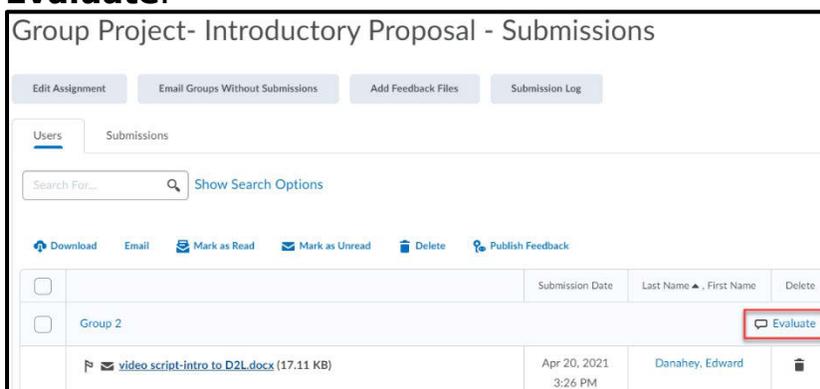
6. Select **Save and Close**.

Evaluate a Group Assignment

If a group assignment folder is linked to a grade item, you can award the same grade to all group members if you evaluate the activity from Assignments.

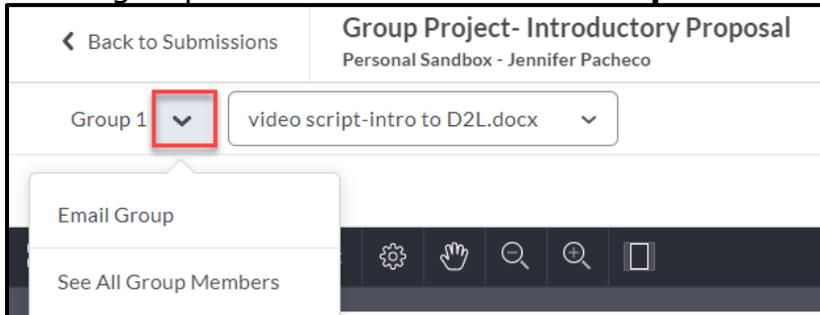
Note: If you want to give one or more group members a different grade, go to **Grades > Enter Grades** to change the grade for individual students.

1. Evaluate a group discussion by going to **Assessments > Assignments**.
2. Click on the assignment title to view the assignment submissions. Then click **Evaluate**.



3. Enter the **score** and add **feedback** as needed.

- In the upper left of the evaluation screen, you can click the drop-down arrow next to the group name and **Email the Group** or **See All Group Members**.



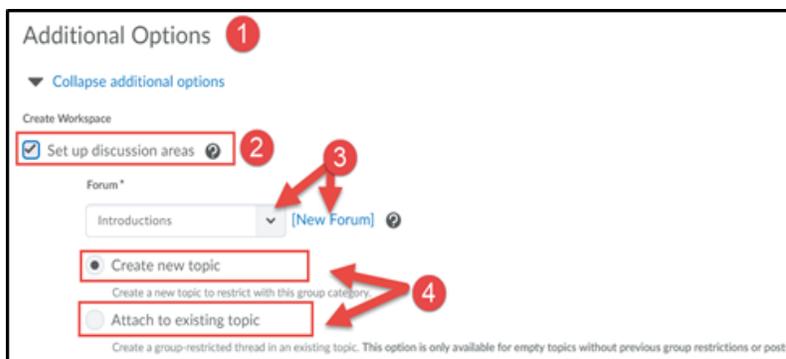
- Click **Publish** to publish the feedback. **Note:** All group members will receive the same grade and feedback, which can be found in their grade book or in Assignments.

Create Group-Restricted Discussion Topics

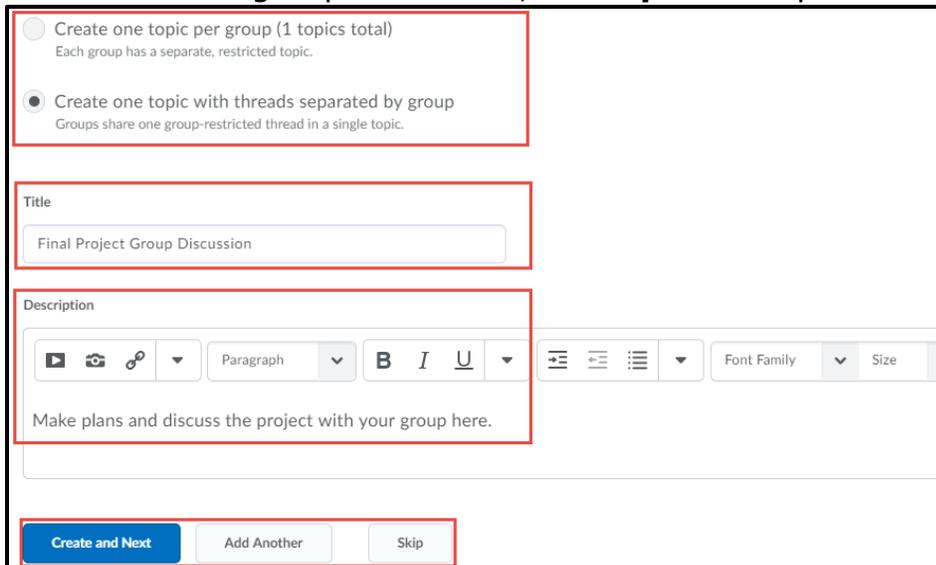
Group discussion topics allow only the students enrolled in the group will be able to see and participate in the discussion topic. Depending on the workflow you prefer, a group discussion topic can be created from within the groups tool **or** from within the discussions tool. Please note that before a group discussion topic can be created from within the discussions tool, groups must already be set up.

Set up Group Discussions within the Groups Tool

- When creating a new group category, or editing an existing category, scroll down to the **Additional Options** section.
- Check the box to **Set up discussion areas**.
- Select the **Forum** in which you want to create the group-restricted discussion topics or create a new forum.
- Select the type of discussion topic you want to create:
 - Create a new topic.**
 - Attach to existing topic** (This is only available for empty topics without previous group restrictions or posts.)



5. Click **Save** to continue to more options for setting up the discussion topic.
6. Choose how the discussion topics are to be set up:
 - a. The **Create one topic per group** option will create a separate, restricted topic for each group and learners can only see topics assigned to their group.
 - b. The **Create one topic with threads separated by group** option will create a single discussion topic that restricts the threads so that learners can only see threads from their group.
7. Enter a discussion **Title** and **Description**.
8. Click **Create and Next** to set up the next group workspace, **Add Another** to create another group discussion, or **Skip** to set up the discussion later.



The screenshot shows a web interface for creating a discussion topic. It features three main sections highlighted with red boxes:

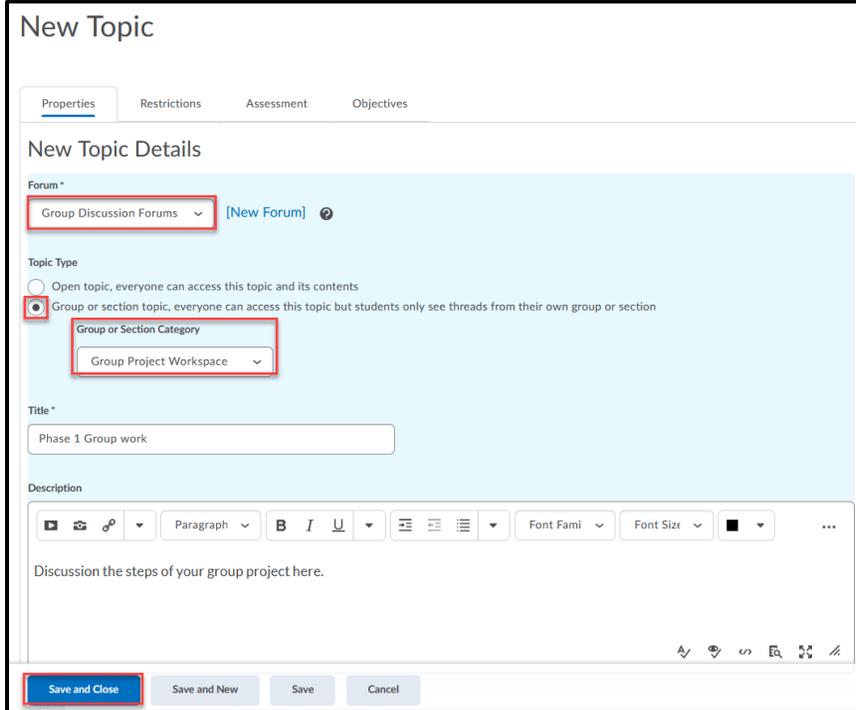
- Options Section:** Contains two radio button options. The first is "Create one topic per group (1 topics total) Each group has a separate, restricted topic." The second is "Create one topic with threads separated by group Groups share one group-restricted thread in a single topic." The second option is selected.
- Title Section:** A text input field containing the text "Final Project Group Discussion".
- Description Section:** A rich text editor with a toolbar containing icons for video, image, link, paragraph, bold, italic, underline, bulleted list, numbered list, and font settings. The text area contains the text "Make plans and discuss the project with your group here."

At the bottom of the form, there are three buttons: "Create and Next" (highlighted in blue), "Add Another", and "Skip".

Set up Group Discussions within the Discussion Tool

Depending on your workflow, you may want to create a group discussion topic from within the Discussions tool.

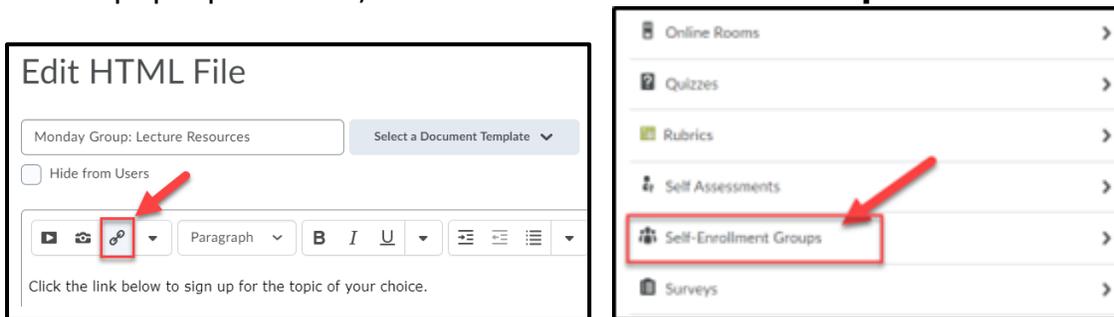
1. From your course navigation bar, go to **Assessments** and click **Discussions**.
2. Click **New**. From the dropdown menu, select **New Topic**.
3. Select an existing forum or select the **New Forum** link to create a new forum.
4. Select the topic type "**Group or section topic, everyone can access this topic but students only see threads from their own group or section**".
5. Choose the group under "Group or Section Category".
6. Enter a title and add a **description** in the "Description" text box.
7. Select **Save and Close**.



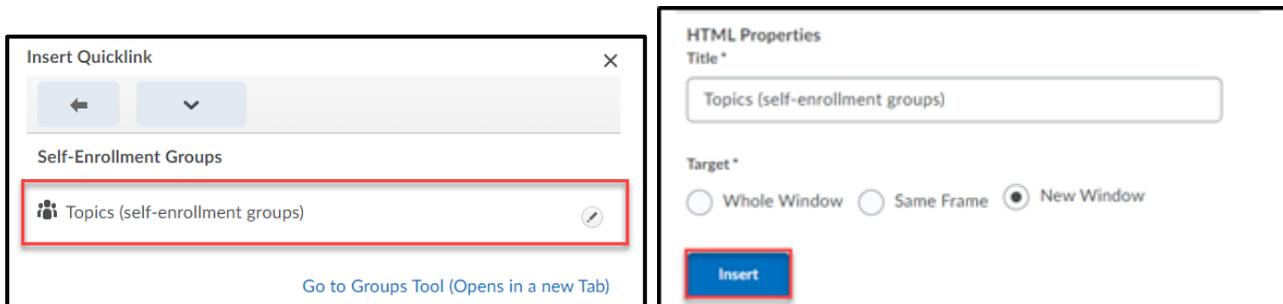
Insert Group Self-Enrollment Link

In the Content or Announcement tool, instructors can create a direct link to self-enrollment groups to facilitate sorting students into self-selected groups. Note: Students can access the Groups tool from the course navigation bar (Tools>Groups), but providing a direct link to self-enrollment may provide easier access.

1. From the Content or Announcement tool, create or edit a file or announcement.
2. In the HTML text editor, click **Insert Quicklink**.
3. In the pop-up window, select **Self-Enrollment Groups**.



4. Select a group in the Self-Enrollment Groups window and click **Insert**.



5. The created link will take students directly to the Group Self-Enrollment window.

