Getting Started with . . . Groups

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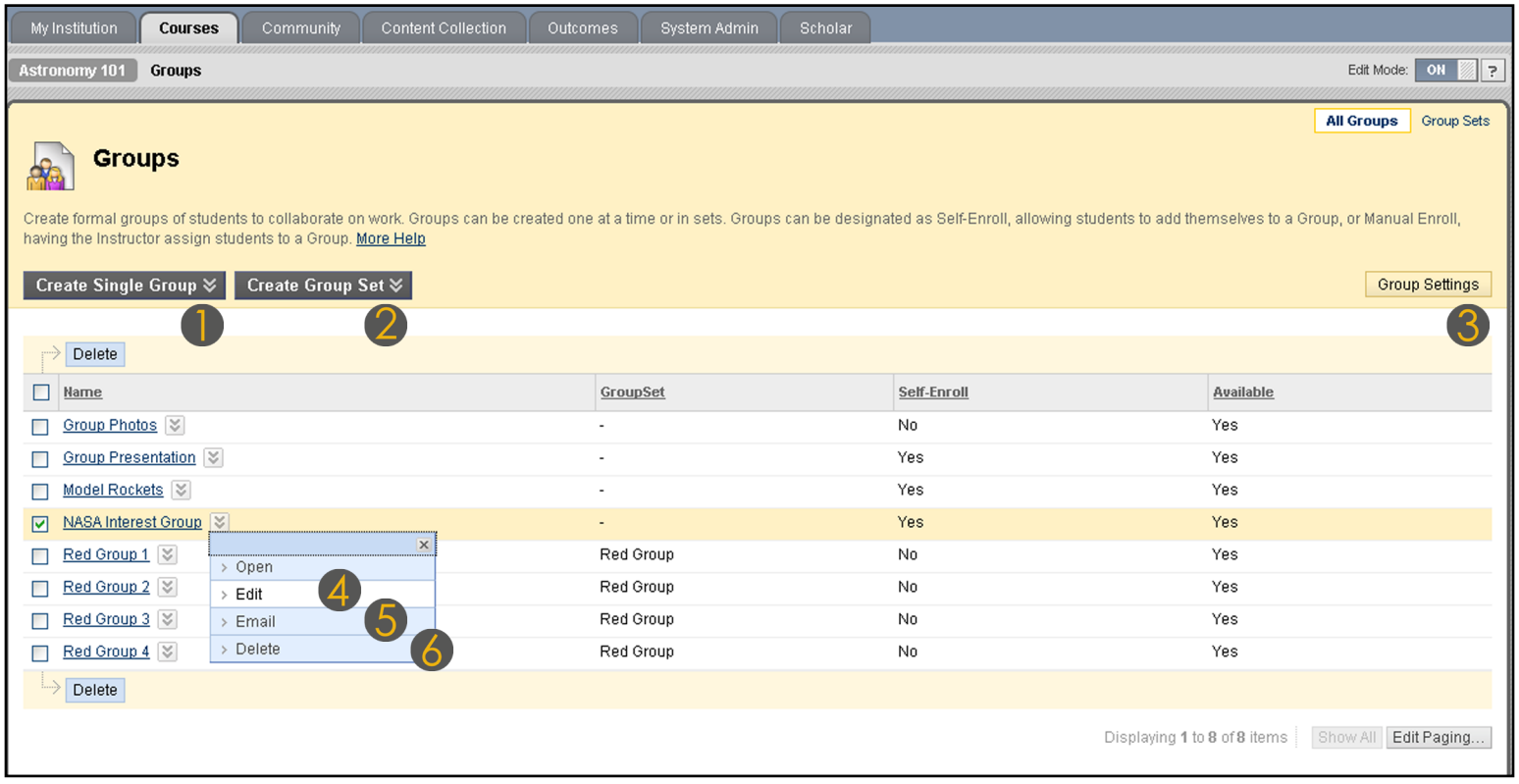
1	Create Single Group	Create a group of students to allow them to collaborate. Groups can be designated as Self-Enroll, allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students to a Group.
2	Create Group Set	Create multiple groups of students to allow them to collaborate. Groups can be designated as Self-Enroll, Manual Enroll, or Random Enroll. Random Enrollment is best suited for multiple groups where the system divides the members of the Course into groups based on criteria chosen by the Instructor.
3	Group Settings	Instructors can allow students to create their own Self-Enrollment Group from the Groups listing page and edit the name, description, and maximum number of students able to join the Group.
4	Edit	Instructors can edit the group properties, including the availability of collaboration tools and group membership.
5	Email	All members of a Course Group can send email messages to selected members or to the entire group. These messages are internal to the Course Group. They are not available to anyone outside the group.
6	Delete	Deleting a group is irreversible.



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Task	What You Need to Know	Steps to Accomplish
Add a Group: Self Enroll	Adding a Group with the setting of Self Enroll allows the students to pick and choose which group they want to be a part of.	1. Point to **Create Single Group** on the Action Bar and select **Self-Enroll**. 2. Select whether the new group is available to students. 3. Select the collaboration tools to make available to the group. Select the grading option if the Group Blog, Group Journal, or Group Wiki contributions will be graded and type points possible. Once the grade setting is made, it cannot be reversed. 4. Select whether to allow members to add modules to the group home page. Only the person who added the modules can view them. 5. Name the sign-up sheet and set its options, including the maximum number of members. 6. Click **Submit**.
Add a Group: Manual Enroll	Adding a Group with the setting of Manual Enroll gives the instructor the permission to choose the groups their students are a part of.	1. Point to **Create Single Group** and select **Manual Enroll**. 2. Select whether the new group is available to students. 3. Select the collaboration tools to make available to the group. Select the grading option if the Group Blog, Group Journal, or Group Wiki contributions will be graded and type points possible. Once the grade setting is made, it cannot be reversed. 4. Select whether to allow members to add modules to the group home page. Only the person who added the modules can view them. 5. Select members by moving them from the **Items to Select** box to the **Selected Items** box using the right-pointing arrow. 6. Click **Submit**.
Edit a Group	Instructors can edit the group properties, including tool availability and membership.	From the contextual menu for the group, select **Edit**.
Delete a Group	This action is irreversible.	From the contextual menu for the group, select **Delete**.
Create a Set of Groups	Creating Group Sets allows the instructor to set the number of Groups that are created at one time.	Point to **Create Group Set** and select **Self-Enroll**, **Manual Enroll**, or **Random Enroll**.
Make Groups Available or Unavailable	Instructors can select whether a group is available to students.	On the **Edit Group** page, select whether the new group is available to students by selecting the **Yes** or **No** option for **Group Available**.

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Create a Group Assignment	Instructors can create an Assignment and release it to a specific group within a Course. Only the Instructor and the members of that Group have access to the Assignment.	1. Access a Content Area. 2. Point to **Create Assessment** on the Action Bar and select **Assignment**. 3. On the **Create Assignment** page, provide all of the necessary information. 4. Determine the **Recipients** for the Assignment by selecting the **Groups of Students** option. 5. Select the desired Groups moving them from the **Items to Select** box to the **Selected Items** box using the right-pointing arrow. 6. Click **Submit**.
Grading Group Assignments	When a Group Assignment is created, a grade column is automatically created. Group Assignments that have been submitted, but not graded, are indicated with an exclamation mark—the needs attention icon—in the Grade Center. After receiving and reviewing submissions from Group Assignments, Instructors can grade and offer comments on the submissions. The grade and comments are then returned to the entire group.	1. In the Grade Center, locate the cell for the Group Assignment containing an exclamation mark. Any Group member's cell can be used. 2. From the contextual menu, select **Group Attempt**. 3. On the **Grade Group Attempt** page, type the Group Grade in the space provided. 4. Optionally, type **Feedback to Group** or **Instructor Notes** in the text boxes. 5. Attach a file from a local drive by clicking **Browse My Computer** or attach a file from Course Files by clicking **Browse Course Files**. 6. Click **Save as Draft** to complete grading at another time or **Save and Exit** to complete the grading of this Group only. 7. To allow the group to submit the assignment again, in the Grade Center, from the Group Assignment's contextual menu, select **View Grade Details**. On the **Grade Details** page, select **Allow Additional Group Attempt**.

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Glossary

Collaboration	Users within the group can participate in real-time lessons and discussions.
File Exchange	Students and Instructors can use this tool to upload documents to the Course Group area and organize them by creating folders in which their items can be stored. Students can access this material from within the course. Instructors have access to all folders in their Course.
Group Blog	Users within the group can post to the Blog and add comments. Group Blogs appear to all course members when the tool is accessed on the **Tools** page. A Group Blog can be graded, but once that setting is made, it cannot be reversed. When a grade is entered for a Group Blog, the grade is automatically given to all the members of the Group and is populated in the corresponding column in the Grade Center for each Group member.
Group Discussion Board	The Group Discussion Board is an area where Course Group members can post messages and replies. Instructors can use this tool to encourage discussions of course material outside of the classroom. This Discussion Board is available only to Course Group members, not to all members of the Course. Group members can create and manage forums on their Group Discussion Board.
Group Journal	The Group Journals tool allows Group members to share their thoughts with each other and communicate with the instructor. Journal entries made in the Group Journal are visible to all Group members and the instructor. A Group Journal can be graded, but once that setting is made, it cannot be reversed. When a grade is entered for a Group Journal, the grade is automatically given to all the members of the Group and is populated in the corresponding column in the Grade Center for each Group member.
Group Tasks	The Group Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status.
Group Wiki	Group Wikis are used to create a collaborative space for Group members to view, contribute, and edit content. By default, Group Wikis can be read by all course members, but only members of the Group can make a comment on a Group Wiki page. The instructor can change the default setting to allow only Group members to view a Group Wiki. A Group Wiki can be graded, but once that setting is made, it cannot be reversed. When a grade is entered for a Group Wiki, the grade is automatically given to all members of the Group and is populated in the corresponding column in the Grade Center for each Group member.
Manual Enroll	Manual Enroll involves the Instructor selecting each member one at a time from a list of all the Students in the Course.
Random Enroll	Random Enroll is best suited for multiple groups, where the Instructor allows the system to divide members of the Course into the groups based on criteria chosen by the Instructor.
Self-Enroll	Self-Enroll allows the students themselves to become members of groups by using Sign-Up Sheets that Instructors create for each Course Group.
Send Email	All members of a Course Group can send email messages to selected members or to the entire group. These messages are internal to the Course Group. They are not available to anyone outside the group.

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