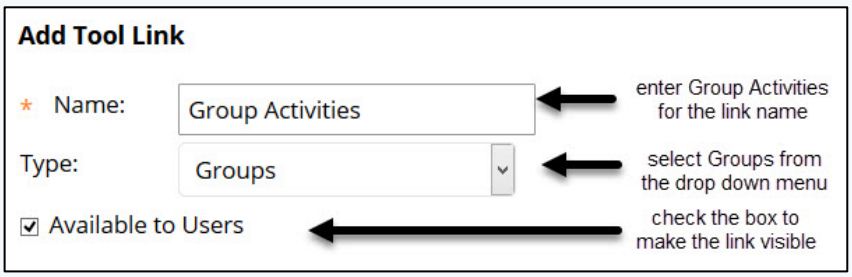
LearnFoundations
Delivering an enhanced student learning experience online

Practical tasks – Creating and managing groups in Learn

Task 1: Add a 'Group Activities' menu link

If you are using groups to create tutorial groups, or with tools on a course, then you should add a menu item to make it easy for you and your students to find the groups area. This should be added to the area of the left hand menu which has other learning and teaching links.

1. Click on the **+** symbol in the left hand course menu (Edit mode must be on).
2. Choose **Tool Link**.



3. Enter **'Group Activities'** for the **Tool Link Name**.
4. Select **Groups** for the **Tool Type**.
5. Check **Available to users**, so that students will see the link.
6. Click on **Submit**.
7. The tool link will be added to the bottom of the left menu.

My Groups

After a student has signed up to a group they will see a menu item at the bottom of the left hand menu called **My Groups,** where they will see their group activities.

Good Practice: It is good practice to instruct students to check that the group appears under **My Groups** after they have signed up to a self-enrol groups.

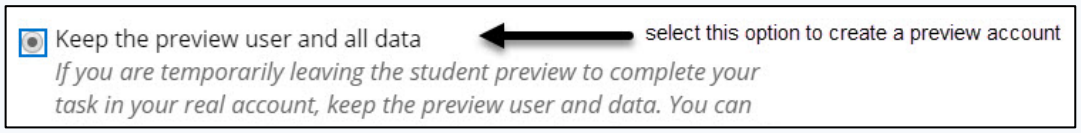
If you require this document in an alternative format, such as large print or a coloured background, please phone Paul Smyth (Learning Technology Advisor) on 0131 651 1261 or email LearnFoundations@ed.ac.uk

Task 2: Create a demo student using student preview

You can use the student preview functionality to create a demo student account. We will do this so we can have a user to add manually to groups in the next Tasks.

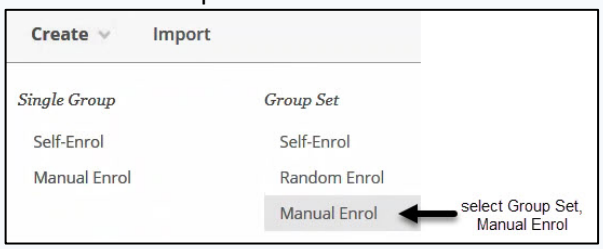
1. Click on the student preview icon in the top right of the window

2. Now click on **Exit Preview** in the top right of the window.
3. Select **Keep the preview user and all data**.
4. Click on **Continue**



Task 3: Create 3 groups with manual enrolment

1. On the Control panel, under **Users and groups**, select **Groups**.
2. On the Groups page, click **Create** on the action bar, then select **Manual** enrol under **Group Set** from the drop-down list.

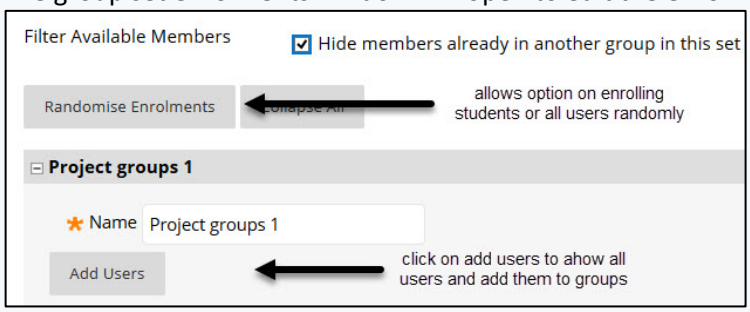


3. **Name**: **Project Groups** a number will be added onto the name you choose. For example if you just enter "Group" and later choose to make five groups, Learn will call them Group 1, Group 2, Group 3, Group 4, and Group 5. You can edit the group names after set up.
4. **Description**: example: This is your group for the group assignment.
5. **Group is visible to students:** set to **Yes** if you wish for students to access the group. If you only wish to use the group for your own purposes such as Adaptive Release or to email groups of students then set to **No**.

6. **Tool availability**: by default all tools are available – **individually uncheck** any tools you do not want.
7. **Module Personalisation**: **Un-check** this option. This allows the members of the group a small degree of freedom to personalise their group space**.**
8. **Number of Groups:** add 3 for the number of groups to be set up.
9. **Create Smart View** for this group: check this option it is useful for viewing a groups grades in the grade centre.
10. Click **Submit**

Task 3: Continued

11. The group set enrolments window will open to edit the enrolments.



12. **Filter Available Members**: leave this checked (which is the default selection). This option hides members already in another group in this set. Ticking this box means that as you allocate members to a group they are removed from the list of those who could be allocated to other groups. So if you un-tick the box then you can add a user to more than one of the groups.
13. **Randomise Enrolments:** we won't use this but it allows all users or only students to be randomly enrolled.
14. **Name**: we won't alter this but group names could be changed to more meaningful names.
15. **Add Users**: click on this to open the Add Users window, put a tick beside the previewuser to add them to one of the groups. Click **Submit** to add the previewuser.
16. **Delete Group:** not needed for now but use if the group is no longer.
17. Click **Submit** to finish.
18. Click on the student preview icon in the top right of the window
19. My Groups is now added at the bottom of the left menu with the groups that the student demo account is a member of.

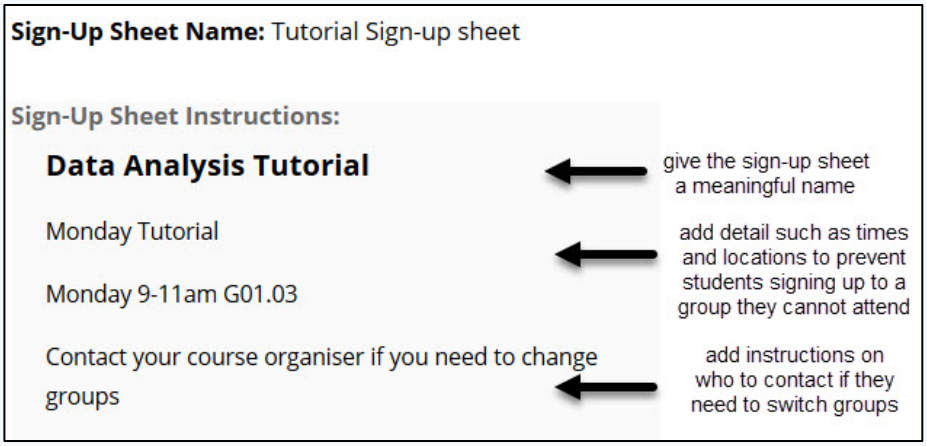
20. Now click on **Exit Preview** in the top right of the window.
21. Select **Keep the preview user and all data**.

Task 4: Edit Groups to add times and locations of tutorials

Mon 9:00-11:00 Room 1.11 Dugald Steward Building

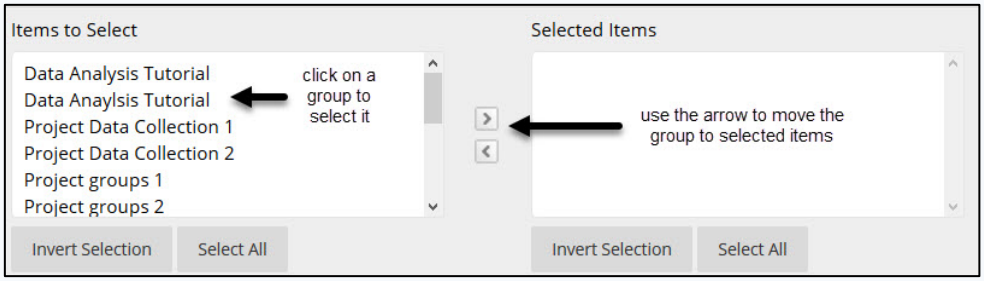
1. On the **Control panel**, under **Users and groups**, select **Groups**.
2. Click on the action arrow beside the group name, select **Edit Group**.
3. **Name**: leave as **Project Group 1** or change to add the day, eg **Monday Project Group**
4. **Description**: add **Monday Tutorial 9:00-11:00, Room 1.11 Dugald Steward Building**
5. Click **Submit** to finish

Good Practice: When creating groups, using meaningful names and adding instructions makes it easier for students to understand what the groups are for. Adding days, times and locations can help students sign up to the appropriate groups. Instructions could include who to contact if they need to change groups.



Task 6: Set up a folder and restrict access to a group.
Adaptive release can be set on a folder to restrict the content to a group. This can be done with content for group projects or assignments.

1. Go to the **Assessment** content area.
2. Click on Build Content then select **Content Folder.**
3. **Name** the folder **Project group 1 resources.**
4. In the **Text box** type **'These are resources for Project Group 1'.**
5. Click on **Submit.**
6. Click on the action arrow next to the item's title, select **Adaptive Release**.
7. Scroll down to **Membership**.
8. Select **Project Group 1** from **Items to Select**, click on the arrow to move it to the **Selected Items.**

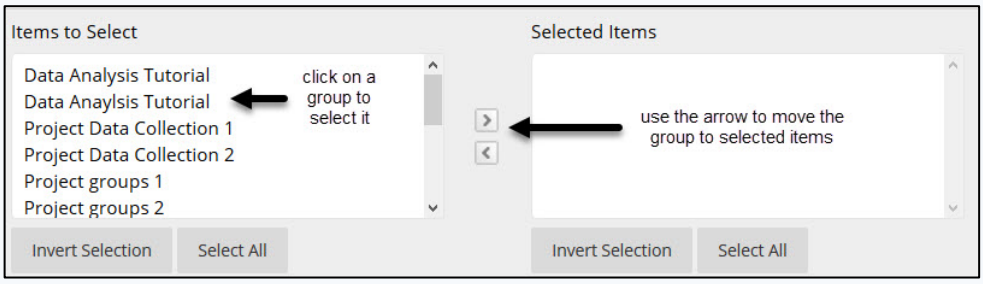


9. Select **Submit** to finish.

Task 7: Set up a group assignment

This is a setting which can be selected when setting up an assignment drop-box. When a group is assigned an assignment, only one submission will be submitted for the group.

1. Go to the **Assessment** content area.
2. Click on **Assessments** on the top bar and then select **Assignment**.
3. Give the assignment a meaningful **Name**
4. Add **Instructions** for the student to help them.
5. Add a **Due Date** for the assignment. If the assignment availability is set to after this date then submissions can still be made and will be marked **Late**.
6. **Grading**: You must enter a value for **Points Possible**
7. **Submission Details**. Select **Group Submission.**
8. Select the groups under **Items to Select** and use the arrow to move them to **Selected Items.**

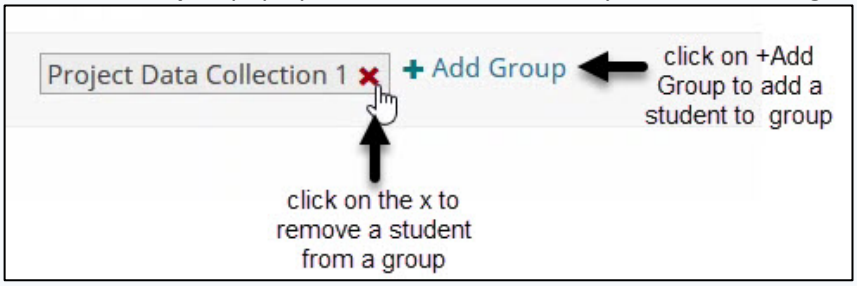


9. Select the **Number of Attempts** which are allowed for the submission.
10. Select **Marking Options** if anonymous or delegated grading is required.
11. **Availability**. Set dates for the availability of the assignment.
12. Select **track number of views**.
13. Click on **Submit**.

Task 8: Add/remove a demo user to a group

1. Go to the **Groups** page, select **All Users** which can be found in the top right of the pane.

2. **Add the previewuser to a group:** hover over the row corresponding to the previewuser and click **Add Group.** A pop up window will then allow you to select the group.

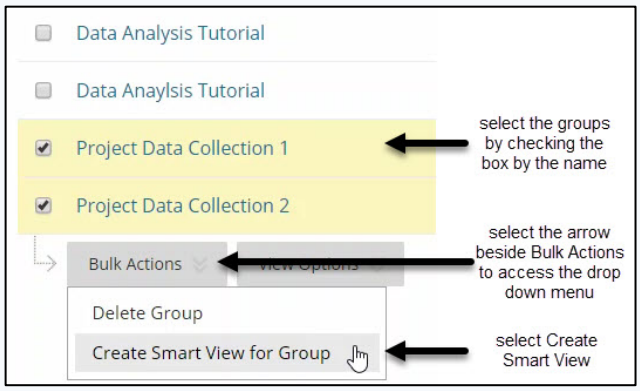


3. **Remove the previewuser from the group**: Click the **X** icon beside the corresponding group.

Task 9: Create a Smart Views to view the activity of students in a group

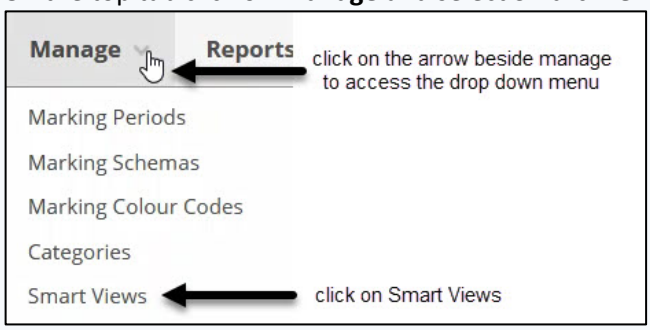
Smart views allow a filtered view of students who are part of a group. This can make it easier to view select data rather than the entire Grade Centre. Smart View for groups can be selected on group set-up or added later.

1. On the left hand menu, under **Course Management** select **Users and groups**, then **Groups**.
2. Select the check box beside the group name and then click on **Bulk Actions** and select **Create Smart View for Groups.**



Smart views can be viewed in the **Grade Centre**.

3. Go to the left hand menu, under **Grade Centre** click on **Full Grade Centre.**
4. On the top tab click on **Manage** and select **Smart Views** from the drop-down menu.

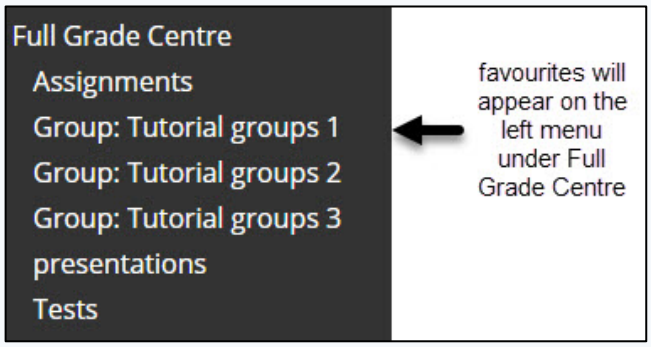


5. Click on the title of a Smart View to open it.

Favourites are created as short links from the left menu to smart views.

6. From the Smart Views window, click on the star symbols under the favourite column. Alternatively check the smart views and then Click on **Favourites**, then **Add to Favourites**.

7. Scroll down and click on **OK**
8. The links to the smart views will now show on the left menu under **Full Grade Centre.**



Extra information and activities:

Edit the group names and description in a group set

1. On the Control panel, under **Users and groups**, select **Groups**.
2. Click on the action arrow beside the group name, select **Edit Group**.
3. **Name**: Add a meaningful name for the group.
4. **Description**: add helpful information, e.g. time and location for a tutorial.
5. Click **Submit** to finish.

Export a csv file of Groups and Members

1. Go to **Groups** and select **Group Sets** form the top right of the window.
2. Click **Export** from the top right tab.
3. Select **Group and Group members**.
4. Click on **Submit.**
5. A csv file will be emailed to you.

Email a group

1. On the left hand menu, under **Course Management** select **Users and Groups**, then **Groups**.
2. Click on the arrow beside a group that has an enrolled member, select **Email Group.**
3. Select the preview user from **Available to Select**, click on the arrow to move them to **Selected**.
4. Enter a subject and Message.
5. Click on **Submit** to finish.

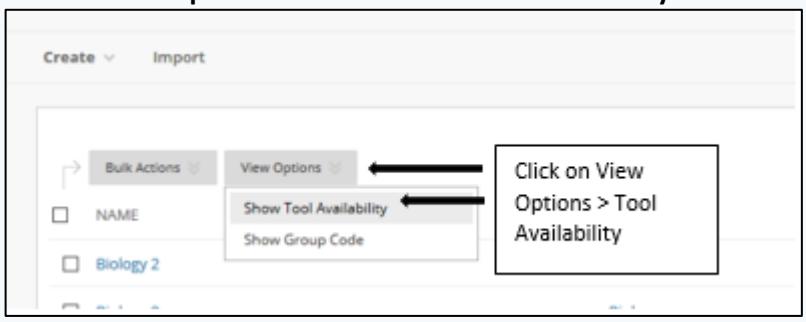
Delete a Group

1. On the Control panel, under **Users and groups**, select **Groups**.
2. Click on the action arrow beside the group name, select **Delete Groups**
3. Click on **OK –** this action cannot be undone
4. The group will now have been deleted

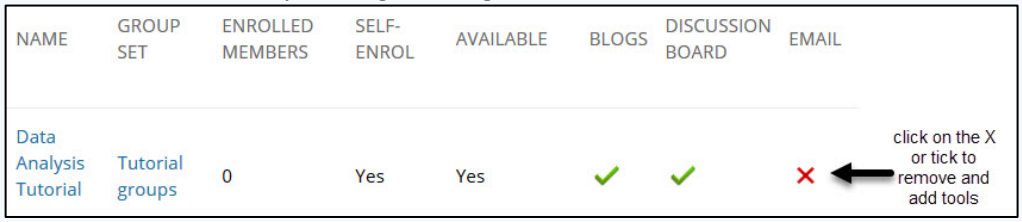
Add the Discussion Board tool to Tutorial Group 1

Tools can be selected for groups during set up by checking the tools in Tool Availability, or they can be added to groups after set up.

1. You can see what tools have been assigned to groups from the **Groups** tool page.
2. On the left hand menu, under **Course Management** select **Users and groups**, then **Groups**.
3. Click on **View Options** and select **Show Tool Availability**

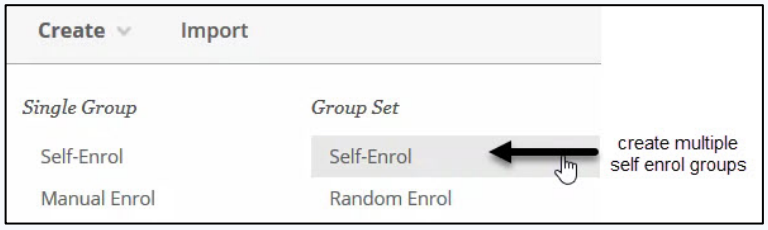


4. You can add tools to a group by clicking on the red X under the tool to be added.
5. You can remove tools by clicking on the green ticks under the tool to be removed.



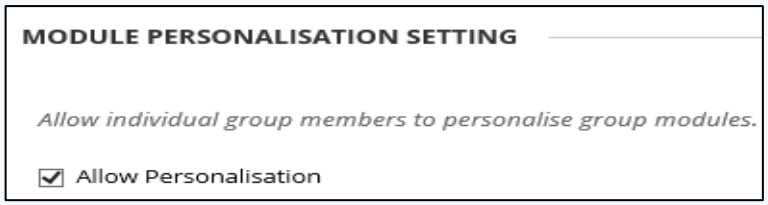
Set up 3 self-enrol tutorial groups

1. On the left hand menu, under **Course Management** select **Users and groups**, then **Groups**.
2. On the **Groups** page, click **Create** on the action bar, under **Group Set** select **Self-enrol**.

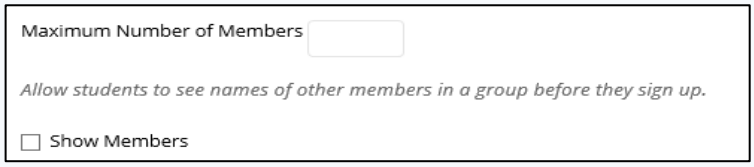


3. Name: **'Tutorial sign-up sheet'**
4. Description: example: **'You may enrol onto this group. Please do so by Sep 20th 2019'**
5. **Group is visible to students**: Select **Yes** so that the group can be used for adaptive release and tools.

6. **Tool Availability** – **Individually uncheck** all the tools as we only want to create tutorial groups for this.
7. **Module Personalisation**- **uncheck** this option or students could change the group name.



8. **Name of Sign-up Sheet** –Type **'Sign-up sheet'**
9. **Sign-up sheet instructions**: e.g. only sign up to one group, contact the course organiser if you need to move groups. Check the group appears in My Groups after sign-up. (Times and locations will be added after creation).
10. **Maximum Number of Members.** Use this to set the number of students you wish to have in a group. Once the group is full, its existence will only be shown to members of the group. Non-members will not see the group or know that it exists in your course.



11. **Show Members**. – **check this box**. When students sign up to join a group they will first see the group in the Group Activities area. They will then see a button labelled "Sign Up". They are then shown the Sign-up sheet name and instructions, as well as who else is in the group (if you have allowed this) and how many members are allowed in the group. They can then click on Sign Up again to confirm they wish to join the group.
12. **Allow Students to sign up from the Groups listing page- check this box.**
13. **Number of groups:** Enter **3**
14. **Create Smart View for this group**: **tick this box.** This is useful for viewing a groups grades in the grade centre.
15. Click **Submit** to finish