Using Groups in Learn

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Group Types

The Groups tool allows instructors to organise students into groups of any size. Groups can be created individually or in sets, and can be designated as:

- Self-enrol – students add themselves to a group,
- Manual enrol – the instructor assigns students to a group,
- Random enrol – the system randomly distributes students into groups, based on the number of students per group or the total number of groups specified by the instructor.

Each group has its own homepage in the course containing links to group tools to help students communicate and collaborate. The instructor chooses which tools are available, and only the instructor and the group members can access them.

Task 1: How to create manual enrolment 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, then select Manual enrol under Group Set from the drop-down list.

3. Add a Name.

4. 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.

5. Add a Description if required.

6. 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.

7. Tool availability: by default all tools are available – individually uncheck any tools you do not want.

8. Module Personalisation: Un-check this option otherwise this allows the members of the group a small degree of freedom to personalise their group space.

9. Number of Groups: add the number of groups to be set up.

10. Click Submit.
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**: allows all users or only students to be randomly enrolled.

14. **Name**: group names can be changed to more meaningful names.

15. **Add Users**: click on this to open the Add Users window, put a tick beside a user to add them to one of the groups. Click **Submit**.

16. **Delete Group**: use if the group is no longer required.

17. Click **Submit** to finish.

**Task 2: How to set up self-enrol 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. Add a **Name**.

4. Add a **Description**.

**Sign-Up Sheet Name:** Tutorial Sign-up sheet

**Sign-Up Sheet Instructions:**
- **Data Analysis Tutorial**
  - Monday Tutorial
  - Monday 9-11am G01.03
  - Contact your course organiser if you need to change groups
5. **Group is visible to students**: Select **Yes** so that the group can be used for adaptive release and tools.

   ![Group is visible to students](image)

6. **Tool Availability** – Individually uncheck all the tools.

7. **Module Personalisation** - **uncheck** this option or students could change the group name.

![MODULE PERSONALISATION SETTING](image)

8. **Name of Sign-up Sheet** – you should **Type name here**

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.

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 as required

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.

**Good Practice**: It is good practice to instruct students to check that the group appears under **My Groups** in their left-hand menu after they have signed up to a self-enrol groups.
Task 3: How to edit groups

1. On the left-hand menu, under Course Management select Users and groups, then Groups.
2. Click on the action arrow beside the group name, select Edit Group.
3. Make required changes.
4. Click Submit to finish.

Task 4: How to 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. Choose an appropriate location for the assignment.
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 5: How to add and remove users from a group

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

![Select All Users](image)

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

![Add Group](image)

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

Task 6: How to create a smart view

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.

![Create Smart View for Groups](image)

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

4. Go to the left-hand menu, under Course Management select Grade Centre click on Full Grade Centre.

5. On the top tab click on Manage and select Smart Views from the drop-down menu.
6. Click on the title of a Smart View to open it.

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

8. 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**.

9. Scroll down and click on **OK**.

10. The links to the smart views will now show on the left menu under **Full Grade Centre**.
Task 7: How to change tool availability for a group.

1. On the left-hand menu, under Course Management select Users and groups, then Groups.
2. Select View Options and click on Show Tool Availability.
3. Click the check mark in a tool's column to change the availability

Task 8: How to export a csv file of groups and/or members

Instructors can export a CSV file, which can then be opened in spreadsheet software such as Excel, containing their existing groups and group members, reorganise as needed offline, and then import them. Instructors can use the import and export functions to add new users and groups, but they cannot remove users or groups.

1. Go to Groups and select All Groups from 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 your registered email address.

Task 9: How to import a csv file of groups and/or members

1. Go to Groups and select All Groups from the top right of the window.
2. Click Import.
3. Select Browse My Computer and locate the file you want to upload.
4. Select the group tools you want each group to have access to. Previous tool availability settings are overwritten.
5. Select Submit.
Task 10: How to 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 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.

Task 11: How to delete a group

1. On the left-hand menu, under Course Management select Users and groups, then Groups.
2. Click on the action arrow beside the group name, select Delete Groups.
3. Click on OK – this action cannot be undone.

The group will now have been deleted.