Using Groups in Learn

If you require this document in an alternative format, such as large print or a coloured background, please contact Paul Smyth (Learning Technology Advisor) by email at Learn.service@ed.ac.uk

Group Types

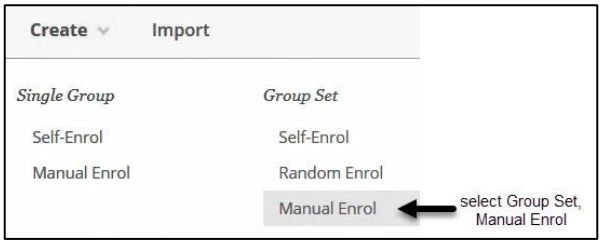
The Groups tool allows instructors to organise students into groups of any size. Groups can be created individually or in sets, and can be created as:

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

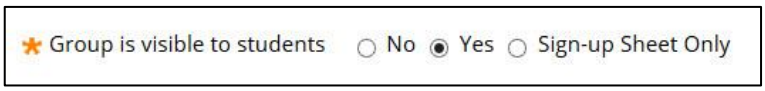
Each group has its own homepage in the course containing links to group tools to help students communicate and collaborate. The instructor chooses which tools are available, and only the instructor and the group members can access them.

Task 1: How to create manual enrolment groups

1. On the left-hand menu, under Course Management select **Users and groups**, then **Groups**.

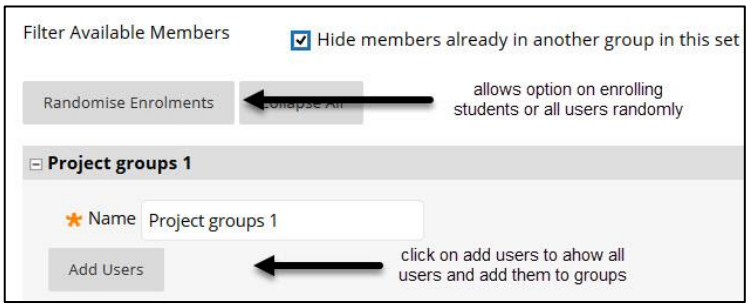


2. On the Groups page, click **Create** on the action bar, then from the drop-down list under **Group Set** select **Manual Enrol**.
3. Add a **Name**.
4. A number will be added onto the name you choose. For example if you just enter "Group" and later choose to make five groups, Learn will call them 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. **Create Smart View** for this group: check this option if it would be useful for viewing in the grade centre.
11. Click **Submit.**

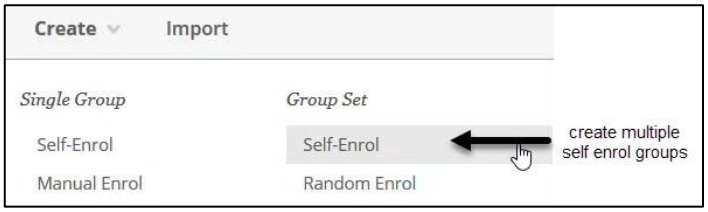
12. The group set enrolments window will open to edit the enrolments.



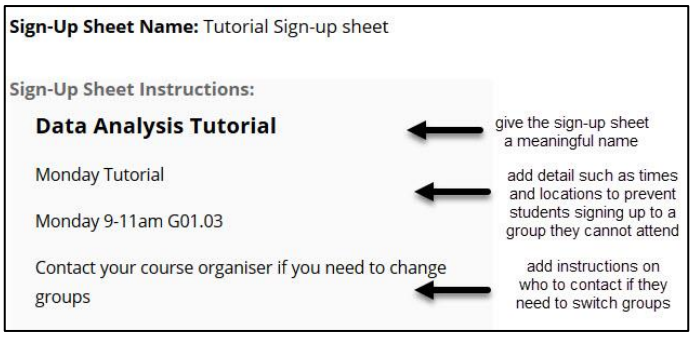
13. **Filter Available Members**: leave this checked (which is the default selection). This option hides members already in another group in this set. Ticking this box means that as you allocate members to a group they are removed from the list of those who could be allocated to other groups. So if you un-tick the box then you can add a user to more than one of the groups.
14. **Randomise Enrolments:** allows all users or only students to be randomly enrolled.
15. **Name**: group names can be changed to more meaningful names.
16. **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.**
17. **Delete Group:** use if the group is no longer required.
18. Click **Submit** to finish.

Task 2: How to set up self-enrol groups

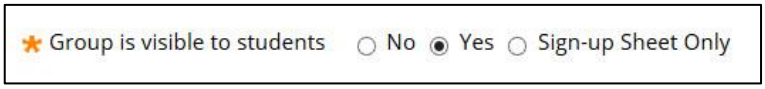
1. On the left-hand menu, under Course Management select **Users and groups**, then **Groups**.
2. On the Groups page, click **Create** on the action bar, then from the drop-down list under **Group Set** select **Self-enrol**.



3. Add a **Name**.
4. Add a **Description**.



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

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.

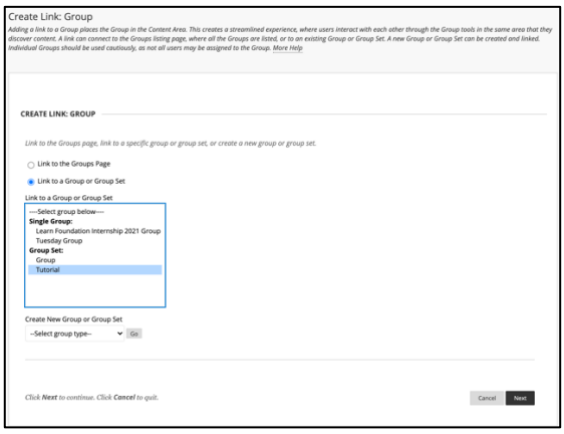
11. **Show Members**. – **check this box**. When students sign up to join a group they will first see the group in the Group Activities area. They will then see a button labelled "Sign Up". They are then shown the Sign-up sheet name and instructions, as well as who else is in the group (if you have allowed 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.

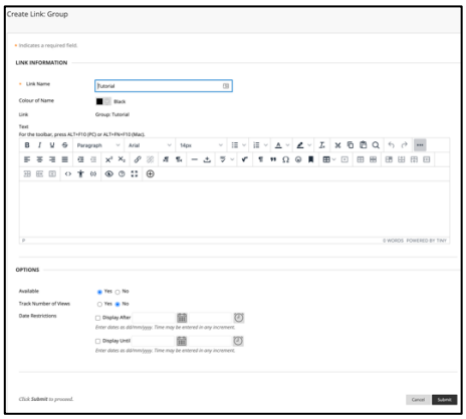
Task 3: How to add a Group Link to your course

1. Access the course area where you want to add a group link.
2. Select **Tools** then **Groups.**

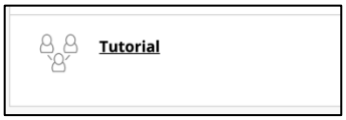
3. On the Create Link: Group page, select the type of link: **Groups Page** or to a **Group or Group Set**. If you want to link to a group or group set, select it from the list and select **Next**.



4. On the next Create Link: Group page, type the Link Information to specify how it will appear in the content area. Select the options you need and select **Submit**.



5. The link to the group page will appear in the content area.



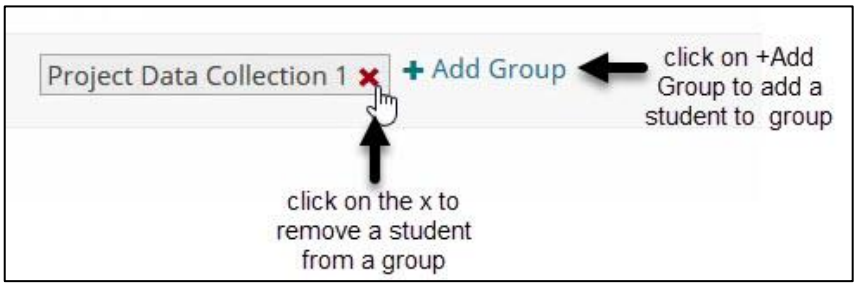
Task 4: How to edit groups

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 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.

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.



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

Task 6: 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 7: 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.

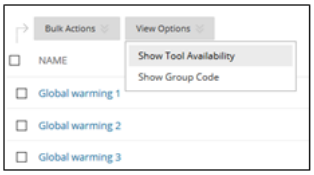
4. Select the group tools you want each group to have access to. Previous tool availability settings are overwritten.
5. Select **Submit**.

Task 8: How to email a group

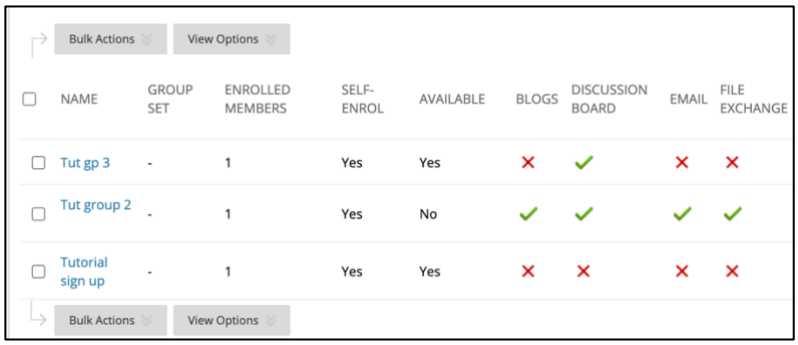
1. On the left hand menu, under **Course Management** select **Users and Groups**, then **Groups**.
2. Click on the arrow beside a group that has an enrolled member, select **Email Group.**
3. Select the user from **Available to Select**, click on the arrow to move them to **Selected**.
4. Enter a Subject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

Task 9: 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 10: How to delete a group

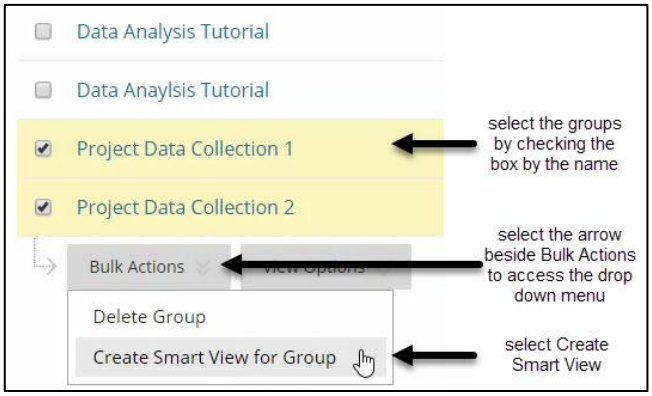
1. On the left-hand menu, under Course Management select **Users and groups**, then **Groups**.
2. Click on the action arrow beside the group name, select **Delete Groups.**
3. Click on **OK –** this action cannot be undone.

The group will now have been deleted.

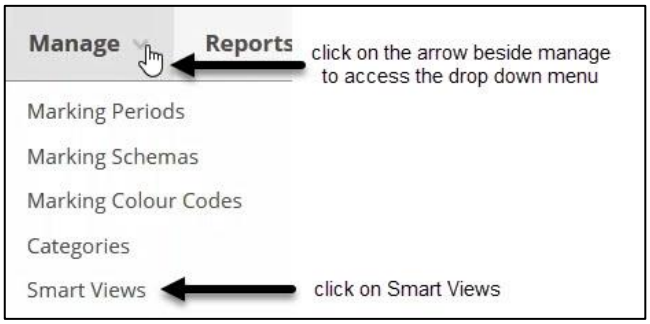
Task 11: How to create a smart view

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.**

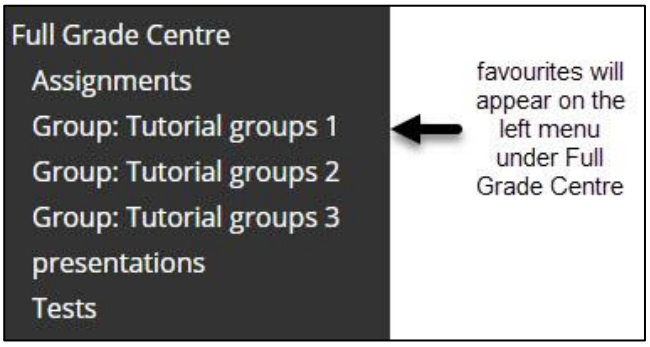


3. **Smart views** can be viewed in the **Grade Centre**.
4. Go to the left-hand menu, under **Course Management** select **Grade Centre** click on **Full Grade Centre.**
5. On the top tab click on **Manage** and select **Smart Views** from the drop-down menu.



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**.

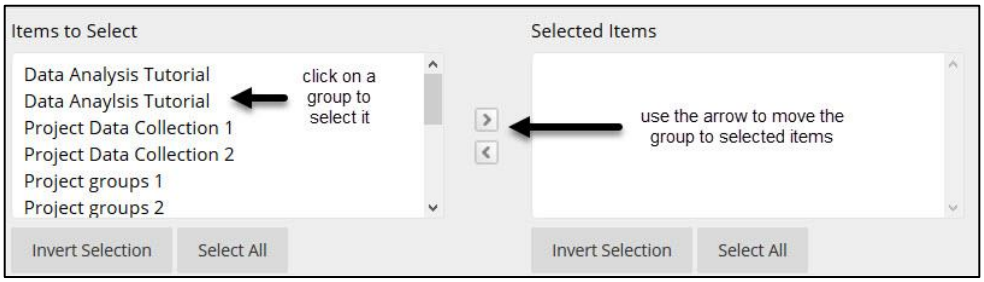
9. Scroll down and click on **OK.**
10. The links to the smart views will now show on the left menu under **Full Grade Centre.**



Task 12: 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 given an assignment, only one submission will be allowed 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**.

My Groups - Student View

When you add students to a group, or when they self-enrol, a link to the group will appear at the bottom of their left-hand menu.

If they are members of more than one group these will be listed and can be expanded by clicking on the triangle beside **My Groups**.

The tools available to each group are listed, and linked to, below each individual group name.

Good Practice: 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 group.