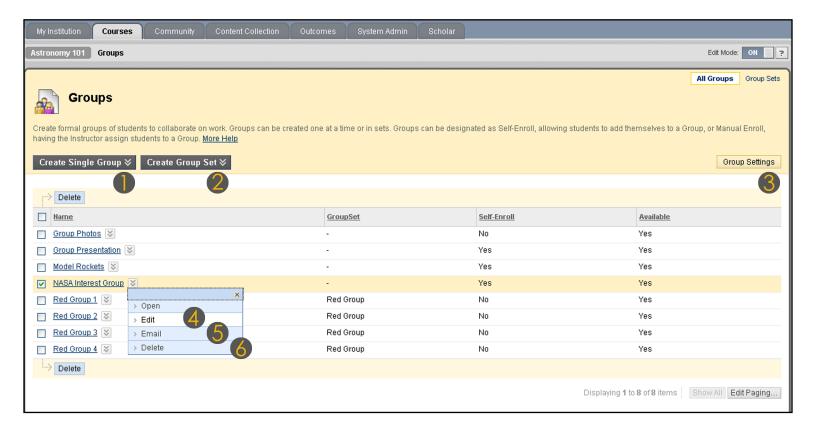
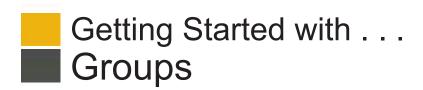




Create a group of students to allow them to collaborate. Groups can be designated as Self-Enroll, Create Single allowing students to add themselves to a Group, or Manual Enroll, having the Instructor assign students Group to a Group. Create multiple groups of students to allow them to collaborate. Groups can be designated as Self-Enroll, Create Group Set 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. **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. Edit Instructors can edit the group properties, including the availability of collaboration tools and group membership. 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. Delete Deleting a group is irreversible.



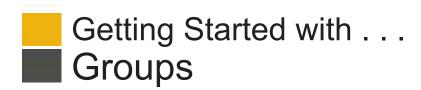






| Task | What You Need to Know | Steps to Accomplish |
|--|---|---|
| Add a Group: Self Enroll | Adding a Group with the setting of Self Enroll allows the students to pick and choose which group they want to be a part of. | Point to Create Single Group on the Action Bar and select Self-Enroll. |
| | | 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. |
| | | 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. | Point to Create Single Group and select Manual Enroll. |
| | | 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. |
| | | 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 . |







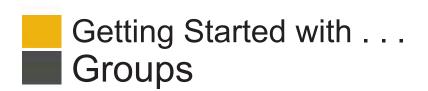
Create a Group Assignment Instructors can create an Assignment and release it to a specific group within a Course. Only the Instructor and the members of that Group have access to the Assignment.

- 1. Access a Content Area.
- Point to Create Assessment on the Action Bar and select Assignment.
- On the Create Assignment page, provide all of the necessary information.
- Determine the Recipients for the Assignment by selecting the Groups of Students option.
- 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.

- In the Grade Center, locate the cell for the Group Assignment containing an exclamation mark. Any Group member's cell can be used.
- From the contextual menu, select Group Attempt.
- 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.
- Attach a file from a local drive by clicking Browse My Computer or attach a file from Course Files by clicking Browse Course Files.
- 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.







Glossary

| Collaboration | Users within the group can participate in real-time lessons and discussions. | |
|------------------------|--|--|
| File Exchange | The File Exchange tool provides a space for Group members to share files. For example, it can be used to distribute meeting notes, guidelines, checklists, rough drafts, and images. All members, as well as the instructor, can add files. They can also delete files, regardless of who added them. | |
| 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. | |

