

Creating Groups

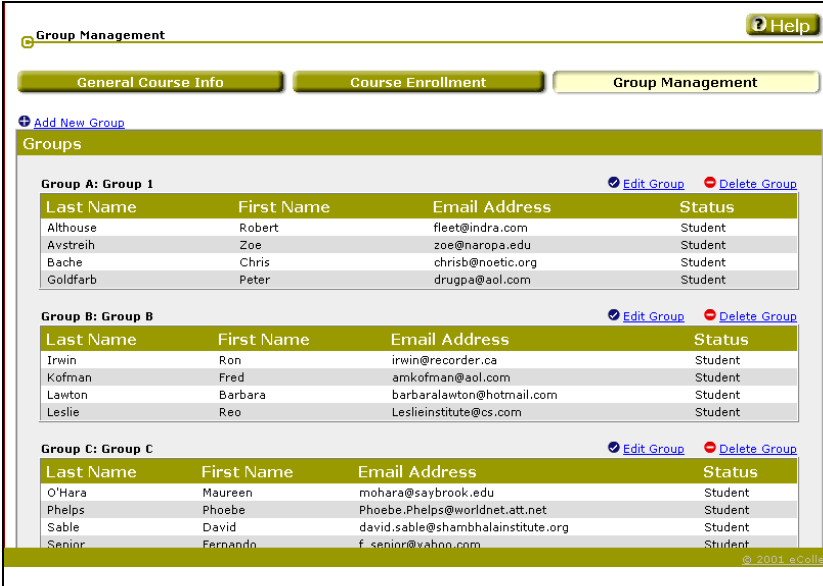
Many professors see instructional value in creating groups or teams within their courses. Just like in a physical classroom, online groups can be useful for holding private team discussions, having specialized readings, assignments, and group emails, and using other tools to complete final team projects or papers.

If you choose to create course groups, the Group feature is pervasive within many TS system tools, including Email, Document Sharing, individual content items, and the Gradebook. For example, you (or group members) can email the entire group through the Email feature; students can upload papers or presentations to their individual group through Document Sharing; you can assign individual content items (i.e., Threads, Readings, Assignments, Activities) to each group; and you can review and assess group content items through the Gradebook. Additionally, a private chat room will be automatically created for each group you set up. Group members will see content items specific to their group.

As the course instructor, you can create groups and then select members of each group. You will have access to every group; students can only access groups in which you enroll them.

To create a group:

- Step 1: In the **Author** mode, click the **Course Admin** tab.
- Step 2: Click **Group Management**. The Groups screen opens and displays a list of any groups you've already created.



The screenshot shows the 'Group Management' interface. At the top, there are three tabs: 'General Course Info', 'Course Enrollment', and 'Group Management'. Below the tabs, there is a link to 'Add New Group'. The main content area is titled 'Groups' and displays three groups, each with a table of members. Each group has 'Edit Group' and 'Delete Group' links.

Group A: Group 1

Last Name	First Name	Email Address	Status
Althouse	Robert	fleet@indra.com	Student
Avstreich	Zoe	zoe@naropa.edu	Student
Bache	Chris	chrisb@noetic.org	Student
Goldfarb	Peter	drugpa@aol.com	Student

Group B: Group B

Last Name	First Name	Email Address	Status
Irwin	Ron	irwin@recorder.ca	Student
Kofman	Fred	amkofman@aol.com	Student
Lawton	Barbara	barbaralawton@hotmail.com	Student
Leslie	Reo	Leslieinstitute@cs.com	Student

Group C: Group C

Last Name	First Name	Email Address	Status
O'Hara	Maureen	mohara@saybrook.edu	Student
Phelps	Phoebe	Phoebe.Phelps@worldnet.att.net	Student
Sable	David	david.sable@shambhalainstitute.org	Student
Senior	Fernando	f_senior@yahoo.com	Student

- Step 3: Click **Add New Group**.
- Step 4: In the page that opens, you'll see a **Group ID** letter at the top of the page. This ID is automatically generated and assigned to each new group.

Clear All Names'. At the bottom of the dialog are two buttons: 'Add Group' and 'Cancel'."/>

- Step 5: Enter a **Group Name** for the new group.
- Step 6: Select the members to include in the group by clicking on their names. To include all class members in a group, click **All Class Members**. The members you select appear in the **Group Members** list.
- Step 7: Remove a member from a group by clicking the name in the **Group Members** list. Click **Clear all names** to clear all members from the group.
- Step 8: Click **Add Group** to add the group to your course.

You can edit or delete a group from the **Course Admin** tab, **Group Management** main page.

To assign a content item to a particular group:

- Step 1: In **Author** mode, click the content item you'd like to assign to a group.
- Step 2: In the screen that displays, click the **Toolbox** button.
- Step 3: Use the **Assigned To** drop-down list at the bottom of the page to assign the content item to a particular group.
- Note: The **Assigned To** drop-down list only appears if you've already created groups in your course.
- Step 4: Click **Save Changes**.