1. Overview

The Group tool enables instructors to create groups of students within a myBU unit. The creation of groups can not only allow students to work together with group access to various tools but can also allow the instructor to make specific content available to specific groups as well as manage grading by group.

Tools that can be made available to a Group include:
- **Discussion Board:** Users within the Group can create and manage their own Forums.
- **Blogs:** Students can post to group blogs and add comments
- **Wikis:** Students can contribute to group wikis
- **Email:** Users within the Group can email individual members or the entire Group.

Single groups can be created or they can be created in group sets. Groups can be designated as Self-Enrol, allowing students to add themselves to a Group or Manual Enrol, allowing the Instructor to assign students to a Group, or Random enrol where ‘number of groups’ or ‘students per group can be preset’.

2. Import and export groups

You can export a CSV (comma-separated value) file containing your existing groups and group members, reorganise offline as needed, and then import them.

On the main Groups page (Control Panel -> Users and Groups --> Groups), use the import and export functions to the left and right of the on the action bar to add new users and groups.

**Note:** You cannot remove users or groups. During these processes, you also cannot add new users to your unit.

**Import groups**

Groups can be created and members can be added via .csv spreadsheet. Use the following two samples to build the required spreadsheets:

- Sample for groups (.csv)
- Sample for group members (.csv)

On the Import Groups page, you can also select the group tools you want each group to have access to. Previous tool availability settings are overwritten.

**Export groups**

On the Export Groups and Members page, make a selection for what you want to export:

- Groups only
- Group members only
- Groups and group members
Group codes

Group codes are unique identifiers used strictly for import purposes. You may reveal a column in the interface to see the group codes, but you cannot edit group codes while in your course.

Group codes also appear in downloaded CSV files. You can edit the group codes in the CSV file when importing existing users to a group to ensure the users are added to the correct group. Group codes are necessary to provide a way to identify each group in case they have the same name.

When viewing all groups, use the View Options drop-down list to show and hide the Group Code column.

3. Checking group memberships

If you need to quickly check which group a student is in then you can use the ‘UoY Batch Allocate groups’ tool as this display all groups and students on one page.

1. From a unit Go to the Control Panel --> Unit Tools --> UoY Batch Allocate groups
2. Press CTRL+F to use your browsers built in search tool, type in a student name or i number and press Enter.

4. Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.