

Creating single groups

Library and Learning Support

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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'.

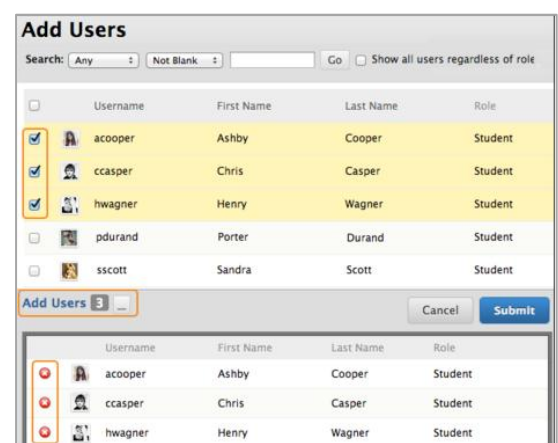
2. Creating a single group

1. Enter the appropriate unit/community.
2. Under **Control Panel** select **Users and Groups** and click on **Groups**.
3. Access the Groups listing page and point to **Create** on the action bar.
4. For **Single Group**, click **Self-Enrol** or **Manual Enrol**.
5. On the **Create Group** page, type a name and optional description. Make the group visible to students.
6. Select the check boxes for the unit tools you want to make available to the group.
7. Click the **Grade** option and type Points possible for **Blogs, Journals, and Wikis**, if you want to grade student submissions.
8. Select the check box for **Allow Personalisation** to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.
9. Optionally, select the check box to create a **Smart View in the Grade Center** for this group.
10. For self-enrol **Sign-up Options**, type a name and provide instructions. You might tell students that they cannot unenrol themselves from groups. Type the group **Maximum Number of Members**. Select any other options you want to include.

-OR-

For the manual enrol **Membership section**, search for and select students from the **Add Users** pop-up window.

Your selected group members appear in the bottom area with a number showing the total count. Click the **Show List** function, represented by a full square, to open the **Add Users** area to view your selections. To remove a user, click the X.



Username	First Name	Last Name	Role
<input checked="" type="checkbox"/> acooper	Ashby	Cooper	Student
<input checked="" type="checkbox"/> ccasper	Chris	Casper	Student
<input checked="" type="checkbox"/> hwagner	Henry	Wagner	Student
<input type="checkbox"/> pdurand	Porter	Durand	Student
<input type="checkbox"/> sscott	Sandra	Scott	Student

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<input type="checkbox"/> acooper	Ashby	Cooper	Student
<input type="checkbox"/> ccasper	Chris	Casper	Student
<input type="checkbox"/> hwagner	Henry	Wagner	Student

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.