



## Group tool

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## Overview

The Group tool lets you organise students in a module into groups to carry out group work and submit group assignments. You can also use the groups you create to restrict module content by groups (by **Adaptive Release** rules) and to view the Grade Centre and Turnitin by groups, useful for marking teams. Each group can have its own group area in the module where the group can be given tools such as a group discussion board, email, file exchange, wiki, blog and journal. As well as group assignments, group blogs, journals and wikis can also be assessed and graded.

You can also use the groups tool to run electronic sign-up lists for events.

Groups are created either singly (one-by-one) or in a set (a number of groups based on one template are made in a batch). Three different methods of allocating group membership are available, including allowing students to sign up to groups of their own choosing. You can batch upload group membership by CSV file. You can also allow students to create their own Self-Enrol groups in a module. You have full control over all group enrolments and can edit these as needed.

If you have seminar or tutorial groups set up in Orbit the **Groups from Orbit** tool is another useful facility. With this you can create a set of empty groups, then grab student group data from Orbit, and upload it to VITAL to populate the groups. For details of this, go to [VITAL Self Service](#), log in and from the **User Area** dropdown menu select the **Create Groups from Orbit** link for full details on this.

## Overview of creating groups

This section outlines the general process for planning and setting up groups and summarises the tools you can give groups to use. If you want to use the Groups tool as a sign-up list facility please see the section [Sign-up Lists](#) below.

1. Decide whether you need to make a Single Group(s) or a set of groups (Group Set) and how students will be enrolled.
  - **Single** - create each group required from scratch - populated by you (**Manual Enrol**) or allow students to choose a group to sign-up to (**Self-Enrol**).
  - **Group Set** - specify a basic group template and the number of copies of this to create a set of groups. In addition to **Manual** and **Self-Enrol** there is an option to let the system randomly populate the groups (**Random Enrol**).
  - The **Import** facility lets you batch upload group enrolments from a CSV file.
2. Complete the group settings and decide which tools are going to be available to the groups to work with, summarised in the section [Group Tools Overview](#) below.
3. If using Self-Enrol group(s) you need to make the sign-up area for these groups available to students as a link from either a content area or the module menu. If the groups are populated manually or randomly then the group to which each student belongs will appear automatically to them in their module menu as shown in the [Student view](#) section below.

### Group Tools Overview

Common to every group set-up process is specifying the tools that you make available to the students in their groups. Each of the blog, wiki and journal tools listed below has a separate 'How to' guide which details how to deploy these in a group context. Below are brief summaries. Items marked with an \* can be assessed.

<b>Blogs*</b>	Gives the group a <a href="#">Blackboard blog</a> , which can be marked and assessed. Group members only can post time-indexed entries to their Blog. The blog can be visible to other groups through the Tools/Blogs area of a module where this is set up and students can comment on all blog entries.
<b>Collaboration</b>	Allows students to set up group <a href="#">chat rooms</a> and virtual class space for synchronous discussions/group working.
<b>Discussion Board</b>	A group <a href="#">discussion area</a> visible only to that group and module instructors.
<b>Email</b>	Lets the students send group emails to the rest of the group only.
<b>File Exchange</b>	This is a shared folder, private to the group where content files can be uploaded by group members and accessed for group project work.
<b>Journals*</b>	Gives the group a <a href="#">Blackboard Journal</a> which can be marked and assessed. This is only visible to the group members and module instructors. Group members only can post time-indexed entries to their Journal.
<b>Tasks</b>	A group instance of the Tasks tool. Lets the students list, date and prioritise group tasks. Generates alerts.
<b>Campus Pack Blog</b>	Alternative Blog facility.
<b>Campus Pack</b>	Groups can create audio podcasts to which other students

Podcast	can subscribe.
Campus Pack Wiki	Alternative Wiki facility.
Wikis*	Gives the group a <a href="#">Blackboard wiki</a> , which can be marked and assessed. Group members only can create and edit linked webpages.

## How to create groups - Single groups

This section describes how to create the two kinds of Single Group: a Self-Enrol or a Manual Enrol group. See [Editing properties and enrolments - Single Groups](#) also.

### Single Group - Manual Enrol

In the Manual Enrol group you decide which students belong to the group.

1. With the Edit mode switched to **ON**, go to the **Control Panel**, select **Users and Groups**, and then click on **Groups**.
2. Hover over the **Create Single Group** button and select **Manual Enrol** from the list.

Single Group	Group Set	Enroled Members	Self-Enrol	Available
Manual Enrol	Manual Enrol	5	Yes	Yes
<input type="checkbox"/> Fiona's Group	-	0	No	Yes

3. A name must be entered for the group. The **Description** text will appear on the group home page and can be used to describe the purpose of the group and any essential information.

**GROUP INFORMATION**

\* Name

Description

Paragraph Arial 3 (12pt)

Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, etc.

This group is for students to work on a one-off project.]

Path: p Words:11

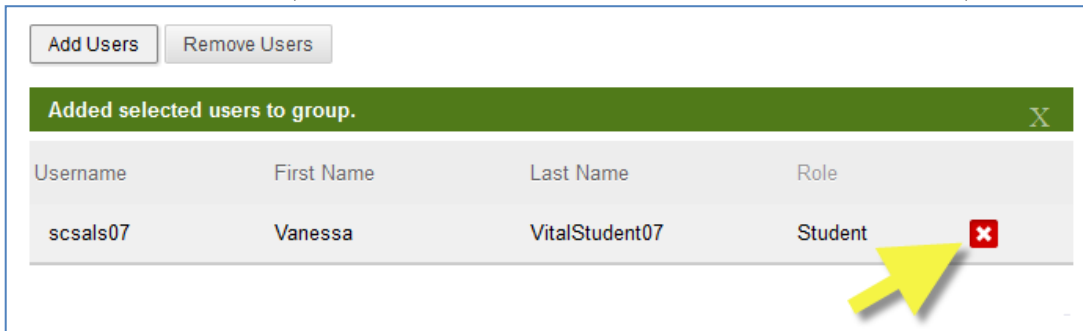
\* Group is visible to students  No  Yes

4. If the setting **Group is visible to students** is left at the default **Yes** this will be visible to students as a group area as soon as you have enrolled them. You would use the **No** option if you only want to use this group for setting Adaptive Release rules to restrict content visibility or to set up filtered views of the Grade Centre and Turnitin classlists for example. Students do not see a group area on their module menu in this instance.
5. See the [Group Tools Overview](#) section above for a summary of the tools in **TOOL AVAILABILITY**. De-select those which you do not wish your students to see.
6. The setting **Allow Personalisation** in **MODULE PERSONALISATION SETTING** (default - enabled) determines whether this group will be able to change the colour schemes and add information modules such as Announcements to the group page.
7. In **GROUP SET OPTIONS** if you select the **Create Smart View for this group** option then this sets up a filtered view of the Grade Centre where you only see the students in this group. (This filter is found in the Grade Centre under the **Manage** drop-down menu. You can also make a Smart View a favourite and it then appears directly on the left hand **Control Panel** menu in the **Grade Centre** area.)
8. In the **MEMBERSHIP** section click the **Add Users** button if you want to enrol students now. (You can always add them at a later point either directly in the Groups area or by using the batch **Import** process.)
9. You can add members to the group now by selecting them individually as pointed to in the screenshot below. Selecting the box next to **Username** (highlighted below) selects everyone in the list. The search box at the top lets you look for specific students to enrol when you have a large module. The first drop-down list lets you specify searching by username, email etc. The second drop-down list lets you match by various criteria. Click **Submit** when you have finished.

Search: Any Not Blank  Go  Show all users regardless of role

<input type="checkbox"/> Username	First Name	Last Name	Role
<input type="checkbox"/> scsals00	Viv	VitalStudent00	Student
<input type="checkbox"/> scsals01	Victor	VitalStudent01	Student
<input type="checkbox"/> scsa.02	Victoria	VitalStudent02	Student

10. You now see a list of the enrolments you made with the option to remove any mistaken enrolments (click the red cross icon as shown in the screenshot).



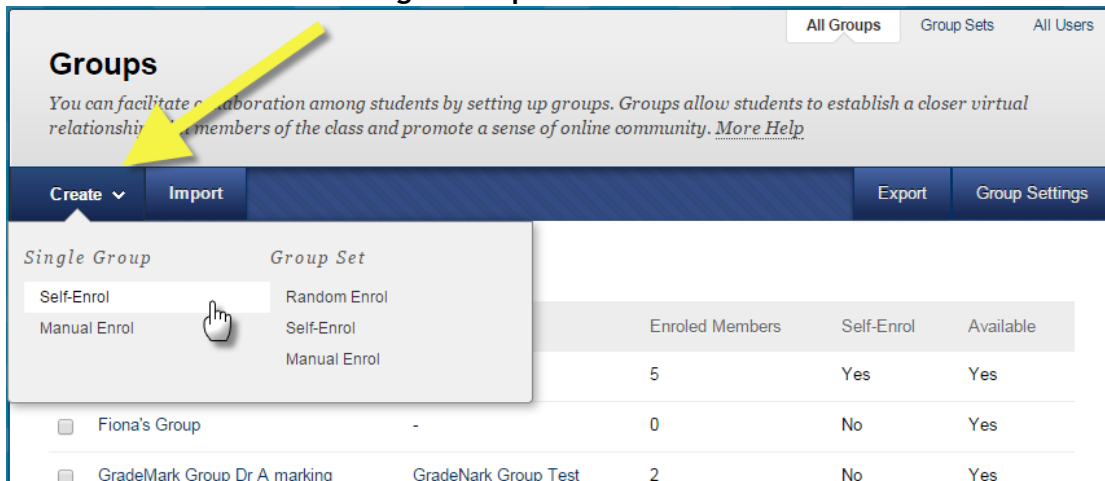
11. Click **Submit** to complete building the group and it is now listed in your Groups area. (In the Control Panel expand the 'Users and Groups' menu and select 'Groups'). The group appears automatically for the students below their module menu.

### Single Group - Self-Enrol

A Self-Enrol group allows students to choose which group they want to belong to online. If you make a number of single Self-Enrol groups in a module a student can sign up to all of these (if you only want them to sign up to one from a number then use the **Group Set** option).

12. With the Edit mode switched **ON**, go to the module **Control Panel**, select **Users and Groups**, and then click **Groups**.

13. Hover over the **Create Single Group** button and select **Self-Enrol** from the list.



14. A name must be entered for the group. The description text will appear on the group home page and can be used to describe the purpose of the group and any essential information.

15. If the setting **Group is visible to students** is left at the default **Yes** this will be visible to students as a group area as soon as they are enrolled. You might use **No** when you only to use the group for things like restricting content by group. **Sign-up Sheet Only** means that there is no online group area created for the group at this point just a sign-up sheet (see the section [Sign-up Lists](#)).

16. See the [Group Tools Overview](#) section above for a summary of the tools in **TOOL AVAILABILITY**. De-select those which you do not wish your students to see.
17. The setting **Allow Personalisation** in **MODULE PERSONALISATION SETTING** (default - enabled) determines whether this group will be able to change the colour schemes and add information modules such as Announcements to the group page.
18. In the **SIGN-UP OPTIONS** section, a name must be given for the sign-up sheet for this group. The description can contain instructions about what the group is for, who can sign up, when and so on. You can also set a maximum number of members here. This information will be displayed to the student before they decide to sign-up to the group.
19. Tick **'Show members'** if students should be able to see who else has signed up to the group already before signing up.
20. **'Allow students to sign-up from Groups area'** (default **yes**) means that students can sign up to the group from their 'Groups' page found via the Tools link in the module (where this is set up) if this remains set to yes.

The sign-up list can also be made directly available in a content area, as described below, which is the easier way for students to find it. This has the further advantage that adaptive release rules can be set for the sign-up lists, i.e. make the group sign-up only available for certain students or at certain dates.

21. Click **Submit** to create the group. The group is now listed in your Groups area (in the Control Panel expand the 'Users and Groups' menu and select 'Groups').
22. Now add the group to a content area (or the module menu) so that students can access the sign-up page.
23. To add the group sign-up to a content area, go to section [Adding a Single Group or Group Set to a content area](#).  
To add the group sign-up to the module menu, go to section [Adding a link to the groups list to the module menu](#).

## How to create groups - Group Sets

Use this method to create a number of similar groups in a batch. First create the basic template group and then specify how many 'copies' of this group are required in the set. Groups created via Group Set will all have the same maximum number of members and enrolment method (set in the template) but the group names, descriptions, tool availability, membership and so on can be edited on a group-by-group basis if required.

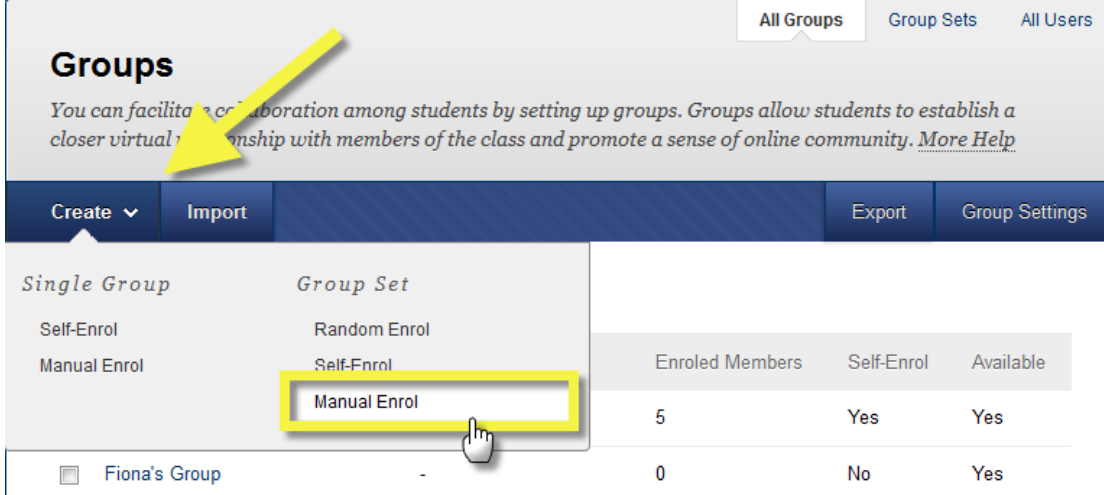
For example a group set template called 'Tutorial Group' is created and the tutor specifies that 4 groups should be created from this. VITAL then creates four groups adding a number to your group name for each (Tutorial Group 1, Tutorial Group 2 ... Tutorial Group 4). The group sets share availability (e.g. dates) and the tools which were enabled for the set, though all such settings as well as names can be changed individually later.

Three different methods of populating these groups are available: manual enrol, self-enrol and random enrol (detailed in the next three sections).

### Group Set - Manual Enrol

Here the group members are determined by you. For large numbers of students and groups it may be easier to enrol the students using a batch enrol process, uploading enrolments by CSV file (**Groups from Orbit** might also be applicable here).

1. With the Edit mode switched to **ON**, go to the **Control Panel**, select **Users and Groups**, and click on **Groups**.
2. Hover over the **Create Group Set** button and select **Manual Enrol** from the list.



The screenshot shows the 'Groups' page in a learning management system. At the top, there are tabs for 'All Groups', 'Group Sets', and 'All Users'. Below the tabs is a header section with the title 'Groups' and a description: 'You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)'. Below the header is a navigation bar with buttons for 'Create', 'Import', 'Export', and 'Group Settings'. The 'Create' button is expanded, showing a dropdown menu with two columns: 'Single Group' and 'Group Set'. Under 'Single Group', there are options for 'Self-Enrol' and 'Manual Enrol'. Under 'Group Set', there are options for 'Random Enrol', 'Self-Enrol', and 'Manual Enrol'. The 'Manual Enrol' option under 'Group Set' is highlighted with a yellow box and a mouse cursor. Below the dropdown menu is a table with columns for 'Enroled Members', 'Self-Enrol', and 'Available'. The table has two rows: one for 'Fiona's Group' with 0 members, and another row with 5 members.

	Enroled Members	Self-Enrol	Available
	5	Yes	Yes
<input type="checkbox"/> Fiona's Group	0	No	Yes

3. A name must be entered for the group set. The **Description** text will appear on the group home pages and can be used to describe the purpose of the groups and any essential information. Please note that VITAL will add a number for each group automatically to your overall group name.
4. If the setting **Group is visible to students** is left at the default **Yes** this will be visible to students as a group area as soon as they are enrolled. You might use **No** when you only to use the group for things like restricting content by group.
5. See the [Group Tools Overview](#) section above for a summary of the tools in **TOOL AVAILABILITY**. De-select those which you do not wish your students to see.
6. The setting **Allow Personalisation** in **MODULE PERSONALISATION SETTING** (default - enabled) determines whether this group will be able to change the colour schemes and add information modules such as Announcements to the group page.
7. Enter the number of groups to be created.
8. In **GROUP SET OPTIONS** if you select the **Create Smart View for each group in set** option then this sets up filtered views of the Grade Centre where you only see the students in a particular group. (This filter is found in the Grade Centre under the **Manage** drop-down menu. You can also make a Smart View a favourite and it then appears directly on the left hand **Control Panel** menu in the **Grade Centre** area.)

- Click **Submit**. The **Edit Group Set Enrolments** page opens. If you are going to batch upload enrolments by CSV file and you are happy with the group names (which you can edit here) you can click **Submit** at this point and go back to the main Groups page to use the **Import** facility. Otherwise, continue with the steps below.
- In the **GROUP SET ENROLMENTS** section the first setting **Hide members already in another group in this set** (selected by default) means that as you add students to groups they are removed from the list of students available to add to groups.
- You could at this point decide to **Randomise Enrolments** if you did not want to add students one-by-one after all.

**GROUP SET ENROLMENTS**

Filter Available Members  Hide members already in another group in this set

Randomise Enrolments Collapse All

**hello 1**

\* Name

Add Users

No lessons have been added.

Delete Group

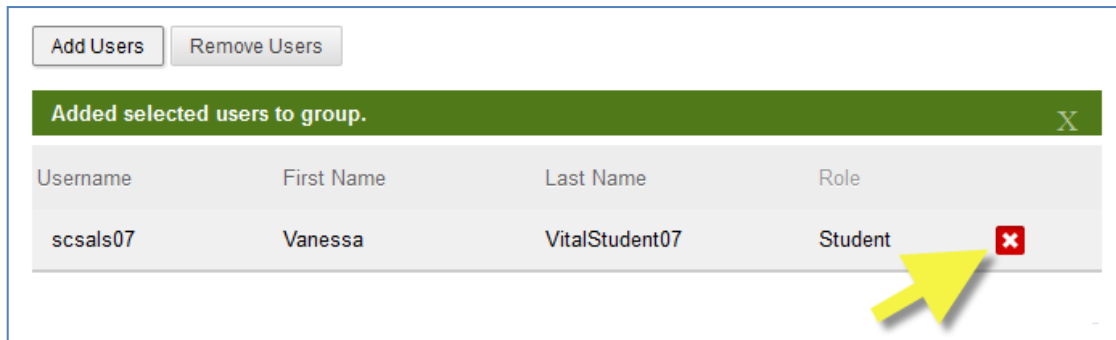
- Otherwise for each group (note you can also change the group **Name** here) click the **Add Users** button and choose students from the list to enrol the group members. Add members to the group by selecting them individually as pointed to in the screenshot below. The highlighted **Username** option simply selects everyone in the list. The search box at the top lets you look for specific students to enrol when you have a large module. The first drop-down list lets you specify searching by username, email etc. The second drop-down list lets you match by various criteria. Click **Submit** when you have finished.

Search: Any Not Blank  Go  Show all users regardless of role

<input type="checkbox"/> Username	First Name	Last Name	Role
<input type="checkbox"/> scsals00	Viv	VitalStudent00	Student
<input type="checkbox"/> scsals01	Victor	VitalStudent01	Student
<input type="checkbox"/> scsa_02	Victoria	VitalStudent02	Student

- If you use the **Add Users** facility at this point then you will see a list appear as below with the option to remove any mistaken enrolments (click the red cross icon as shown in the screenshot).



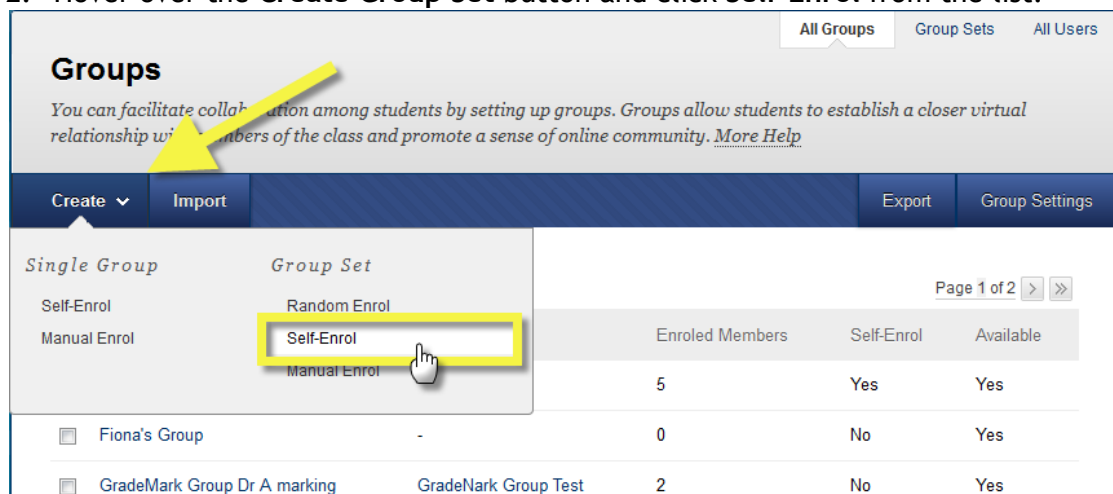


11. Repeat this process to populate the remaining groups. Click **Submit** to finalise and save. The Group Set is created. See [Editing properties and enrolments - Group Sets](#) for details on managing group enrolments and properties.

### Group Sets - Self-Enrol

A Self-Enrol Group Set creates a set of groups to which students can sign themselves up online. Once a student has signed up to one group from a set they cannot sign up to another from that set.

1. With the Edit mode switched to **ON**, go to the **Control Panel**, open the **Users and Groups** area, and select **Groups**.
2. Hover over the **Create Group Set** button and click **Self-Enrol** from the list.



3. A name must be entered for the group set. The description text will appear on the group home pages and can be used to describe the purpose of the groups and any essential information. Please note that VITAL will add a number for each group automatically to your overall group name.
  4. If the setting **Group is visible to students** is left at the default **Yes** this will be visible to students as a group area as soon as they are enrolled. **Sign-up Sheet Only** means that there is no online group area created for the groups at this point just a sign-up sheet. See the [Sign-up Lists](#) section below for more details.
12. See the [Group Tool Overview](#) section above for a summary of the tools in **TOOL AVAILABILITY**. De-select those which you do not wish your students to see.

7. Enter the sign-up sheet options (name and description and the maximum number of members per group).
8. The setting **Allow Personalisation** in **MODULE PERSONALISATION SETTING** (default - enabled) determines whether this group will be able to change the colour schemes and add information modules such as Announcements to the group page.
9. Tick **'Show members'** if students should be able to see who else has signed up to the group already before signing up.
10. **'Allow students to sign-up from the groups listing page'** means that students can sign up to the group from the 'Groups' page found via the Tools link in their module menu (where set-up) if this remains set to yes.

The sign-up list can also be made directly available in a content area which is the easier (and preferred) way for students to find it. This has the further advantage that Adaptive Release rules can be set for the sign-up lists, i.e. make the group sign-up only available for certain students or at certain dates. See below.

11. In the Group Set options section, enter the **number of groups** to be created.
12. In **GROUP SET OPTIONS** if you select the **Create Smart View for each group in set** option then this sets up filtered views of the Grade Centre where you only see the students in a particular group. (This filter is found in the Grade Centre under the **Manage** drop-down menu. You can also make a Smart View a favourite and it then appears directly on the left hand **Control Panel** menu in the **Grade Centre** area.)
13. Click **Submit** to create the groups. All the groups are now shown on the Groups page in the **'All Groups'** view and can be individually edited from here.

The screenshot shows the VITAL interface for the University of Liverpool. The top navigation bar includes 'Home', 'Courses', and 'System Admin'. The main header is 'Groups' with a sub-header 'Edit Mode is: ON'. Below this, there are buttons for 'All Groups' and 'Group Sets'. A yellow arrow points from the 'All Groups' button to a table of groups. The table has columns for 'Name', 'GroupSet', 'Self-Enrol', and 'Available'. The table contains two rows: 'Batch Test 1' and 'Batch Test 2', both with 'Batch Test' as the GroupSet, 'No' for Self-Enrol, and 'Yes' for Available. There is also a 'Delete' button and a 'Group Settings' button visible.

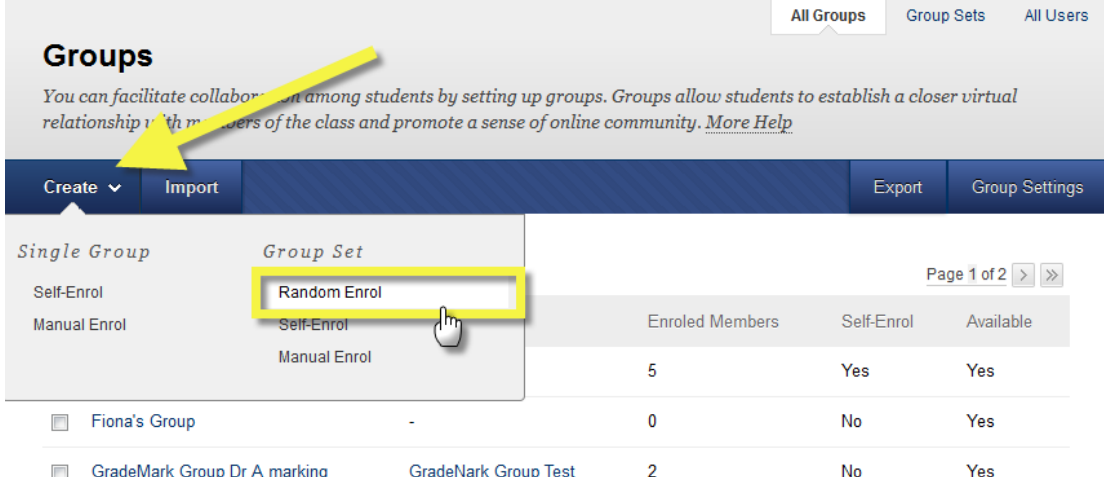
Name	GroupSet	Self-Enrol	Available
Batch Test 1	Batch Test	No	Yes
Batch Test 2	Batch Test	No	Yes

14. Now add the groups to a content area (or the module menu) so that students can access the sign-up page.  
 To add the groups to a content area, go to section [Adding a Single Group or Group Set to a content area](#).  
 To add the groups to the module menu, go to section [Adding a link to the groups list to the module menu](#).

## Group Set - Random Enrol

In this type of group set, the system will automatically and randomly populate the groups with students.

1. With the Edit mode switched to **ON**, go to the **Control Panel**, select **Users and Groups**, and then click on **Groups**.
2. Hover over the **Create Group Set** button and select **Random Enrol** from the list.



The screenshot shows the 'Groups' management interface. At the top, there are tabs for 'All Groups', 'Group Sets', and 'All Users'. Below the title 'Groups', there is a descriptive paragraph and a 'More Help' link. A navigation bar contains 'Create', 'Import', 'Export', and 'Group Settings'. A dropdown menu is open under 'Create', showing 'Single Group' and 'Group Set' options. Under 'Group Set', 'Random Enrol' is highlighted with a yellow box and a mouse cursor. Below the dropdown, there is a table with columns for 'Enroled Members', 'Self-Enrol', and 'Available'. The table lists two groups: 'Fiona's Group' and 'GradeMark Group Dr A marking'.

	Enroled Members	Self-Enrol	Available
<input type="checkbox"/> Fiona's Group	0	No	Yes
<input type="checkbox"/> GradeMark Group Dr A marking	2	No	Yes

3. A name must be entered for the group set. The description text will appear on the group home pages and can be used to describe the purpose of the groups and any essential information.  
Please note that VITAL will add a number for each group automatically to your overall group name.
4. See the [Group Tools Overview](#) section above for a summary of the tools in **TOOL AVAILABILITY**. De-select those which you do not wish your students to see.
5. The setting **Allow Personalisation** in **MODULE PERSONALISATION SETTING** (default - enabled) determines whether this group will be able to change the colour schemes and add information modules such as Announcements to the group page.
6. In **GROUP SET OPTIONS** if you select the **Create Smart View for each group in set** option then this sets up filtered views of the Grade Centre where you only see the students in a particular group. (This filter is found in the Grade Centre under the **Manage** drop-down menu. You can also make a Smart View a favourite and it then appears directly on the left hand **Control Panel** menu in the **Grade Centre** area.)
7. In the **MEMBERSHIP** section the setting **Determine Number of Groups by** lets you specify creating groups either by the **Number of Students per Group** (where it is not important how many groups are created) and the system will create as many groups from the classlist of the number of people you specify here, or by the **Number of Groups** (where you need to limit how many groups there are) and the system will distribute the class list across this number of groups.

**MEMBERSHIP**

*Automatic distribution applies only to students who are currently enrolled in your course. enrolled manually.*

\* Determine Number of Groups by

Number of Students per Group   
 Number of Groups

\* Determine how to enrol any remaining members

Distribute the remaining members amongst the groups.  
 Put the remaining members in their own group.  
 Manually add the remaining members to groups.

8. Next select how any 'left-over' students from the random population of the groups should be handled by the system (distribute remaining members across all groups, put remaining members into one group or manually allocate remaining members to groups).

**Nb.** If students join the module after you have created the groups, they will have to be added manually to a group.

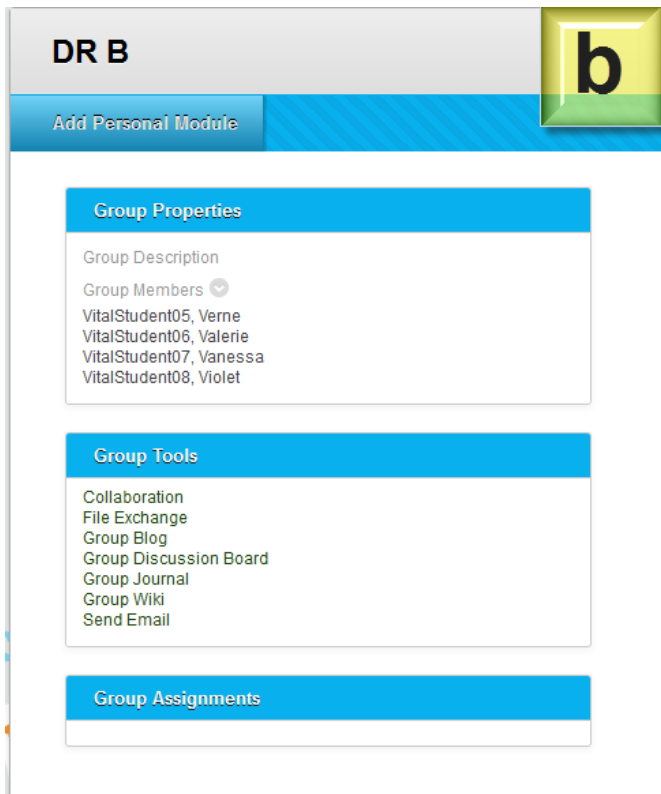
9. Click **Submit**. The random Group Set is created and is listed in your Groups area.

## Student view of group page

Once enrolled onto a group(s), students see the group(s) to which they belong in the **My Groups** panel below their module menu. Their group page is accessed by clicking on the links here (a below). The Group page area (b below) is where students can see the group members, access the tools available for working together, links to any group assignments that have to be submitted and a description of what the group is for and what they are to do.

Student groups automatically show for the groups on which the student is enrolled. For Self-Enrol groups then these will only appear in their My Groups area once they have signed up to a group. For this reason, in the case of Self-Enrol groups, the group sign-up link first needs to be made available in a content area or in the module menu (see sections below).

The image shows a screenshot of a student's interface. On the left, a 'My Groups' panel is visible with a yellow box labeled 'a' highlighting the 'Sign-Up BB test Again' link. The panel lists: 'My Groups', 'Discussion', 'GradeMark Group Dr B marking', and 'Marking Groups 2'. To the right, a group page announcement is shown, starting with 'Posted on: Friday, 22 Aug' and containing text about a 'Personal Test Module' and 'VITAL'. Below this is a 'Last Announcement' section, also dated 'Friday, 22 Aug'.



## Sign-up Lists

You can also use the group tool to organise electronic sign-up lists albeit with limited functionality. You can then use the enrolment information exported as a CSV file to open in Excel and you can convert these lists to groups with group areas in the module for students, as described above. There are two ways you can set up the Sign-Up Lists.

- Single sign-up lists - Here you use the Single Self-Enrol type to create one or more single sign-up lists. When you set up multiple single sign-up lists students can sign up to one or all of these.
- A group set of sign-up lists - Here you use the Group Set Self-Enrol type. In this instance students can only sign up to one list in a set.

Please note, students cannot unenrol and swap groups once they have signed up to a group. This has to be managed by module Instructors. In the group set sign-up lists once they have signed up to one group in a set the remaining groups in that set are no longer accessible to them.

Whilst there is a **Sign-Up Sheet Only** option in the self-enrol groups it is a more usable experience for the student if you instead set up regular self-enrol groups which have no tools available in them. Give each group a meaningful name (include date and time information if relevant). This will then mean the student sees a link in their groups list to the information you include in the group title and who else is in the group. With the **Sign-Up Sheet Only** option the students cannot access any information about the group they have signed up or any of the other available groups.

To create one or more single sign-up list(s)

1. Follow the steps in the [Create a Single Self-Enrol Group](#) and leave the **Group is Visible to Students** setting at **Yes** but de-select all of the tools and personalisation options. Add a link to the sign-up list in the module as described in the next section.
2. To manage enrolments you could either come back to this page or use the **All Users** page [described in this section](#).
3. Repeat as required.

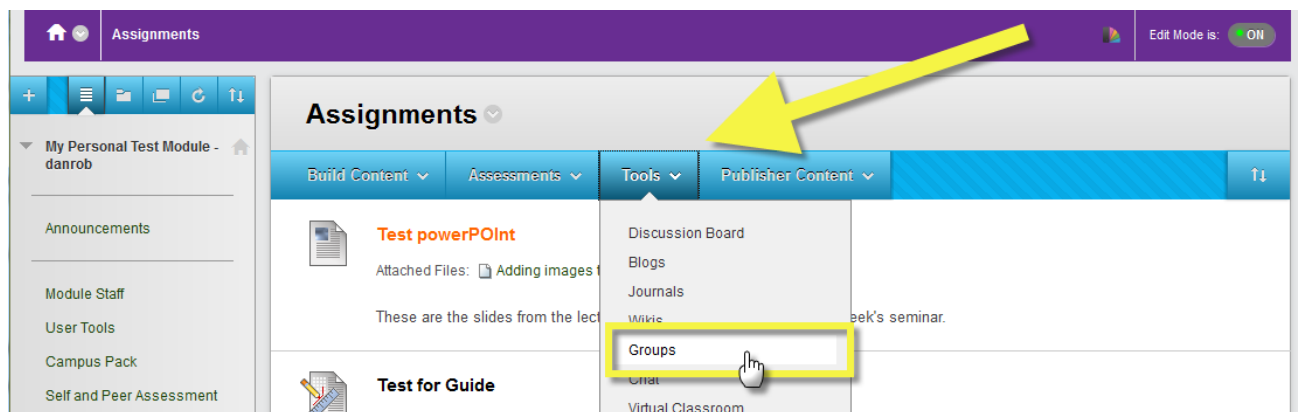
To create a set of sign-up lists from which students can only select one group.

1. Follow the steps in the [Create a Self-Enrol Set](#) and leave the **Group is Visible to Students** setting at **Yes** but de-select all of the tools and personalisation options.
2. To give the sign-up lists meaningful titles (date and time for instance) go to the main groups management page (go to the **Control Panel**, select **Users and Groups**, and then click on **Groups**). Click on the **Group Sets** tab in the upper right of the page.
3. Hover the mouse pointer near to the title of the group set you have just created. Click on the downward arrow icon that appears and select the **Edit Group Set Membership** option on the pop-up menu.
4. You can now change the **Name** of each group to contain concise meaningful information about each sign-up group which students can use to refer back to and when making their decision on which group to join. Click **Submit** to make you changes.
5. Add a link to the sign-up list in the module as described in the next section.
6. Repeat as required.

## Adding a Single Group or Group Set to a content area

This section shows you how to add a Single Group or Group Set sign-up for Self-Enrol groups to a content area for students. This process also lets you add a link to the other types of groups (Manual and Random Enrol) from a content area if you wish (this will be in addition to the automatic Group link students get with these).

1. Go to a content area in your module e.g. **Learning Resources**. Make sure Edit Mode is switched **ON**.



2. Hover over the **Tools** button menu and click on the **Groups** option.
3. Select the **'Link to a Group or Group Set'** radio button (**Link to the Group Page** will show a list of all the groups in the module to the students.)

## CREATE LINK: GROUP

*Link to the Groups page, link to a specific group or group set, or create a new group or group set.*

- Link to the Groups Page
- Link to a Group or Group Set

Link to a Group or Group Set

----Select group below----

**Single Group:**

- Discussion
- Fiona's Group

**Group Set:**

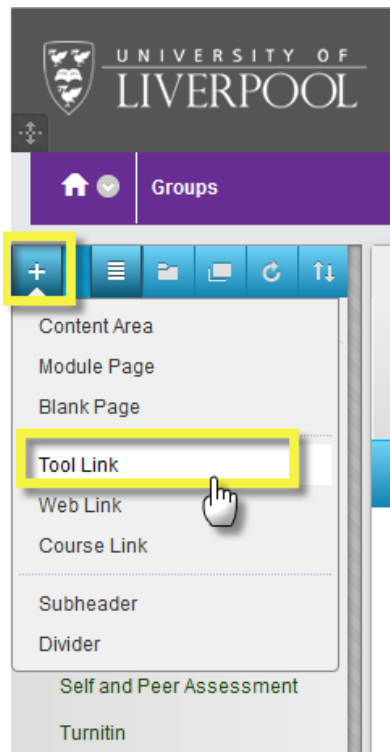
- GradeNark Group Test
- hello
- Marking Groups
- New Group guide test
- RS1 - Marking

4. Click the name of the group (or group set) from the list that you want to link to (e.g. above the **Discussion**). Click **Next**.
5. Enter any instructions if relevant and select availability for the link.
6. Click **Submit**. The link to the group has been added to the content area (and if this was a self-enrol group/set, students can find the sign-up lists using this link).

## Adding a link to the groups list to the module menu

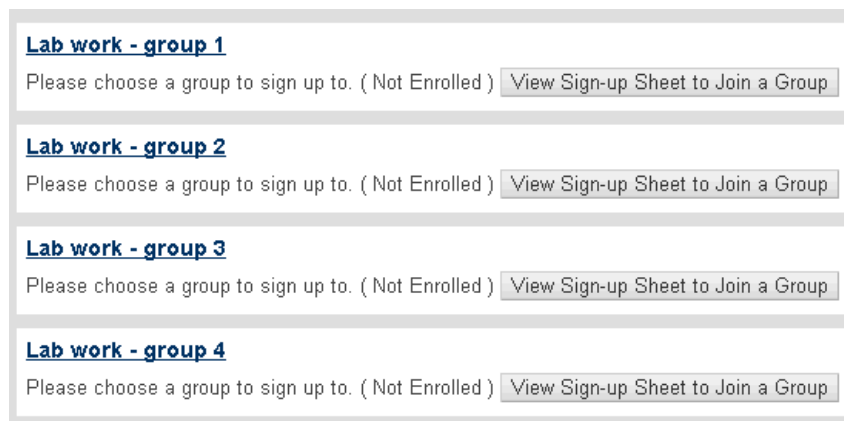
You can create a link to the complete list of groups for students from the module menu. This will display the sign-up lists for Self-Enrol groups.

1. In the module, with the Edit Mode switched **ON**, hover the mouse pointer over the white cross '+' icon at the top left corner of the module menu and select the **Tool Link** option.



4. Enter a name for the menu link, then select **Groups** from the drop-down menu for **Type**.

5. Select **Available to users** (tick the box) if you want this to be visible immediately and click **Submit**. The tool link has been added as the last module item. You can drag and drop this to a different position on the menu. The linked page now displays all of the groups and/or group sets in the module for students to see. In the example below students can click on the 'View Sign-up- sheet' to join a group.



## Managing Groups

### Editing properties and enrolments - Single Groups

When you need to make a change to a single group (name, enrolments, tool availability, etc) of a single group that you created. These steps can also be followed for single instances of Group Set groups where you want to edit the settings for only one of the groups.



1. Go to the **Control Panel**, then select **Users and Groups**, and click on **Groups**. Ensure that the **'All Groups'** view is selected, as below.

**Groups**

You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)

Create ▾ Import Export Group Settings

Bulk Actions ▾ View Options ▾ Page 1 of 2 > >>

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enrol	Available
<input type="checkbox"/>	Discussion	-	5	Yes	Yes

2. Hover the mouse pointer next to the name of the group you want to edit, click on the downward pointing arrow icon and select **Edit** from the pop-up menu.

Bulk Actions ▾ View Options ▾ Page 1 of 2 > >>

<input type="checkbox"/>	Name	Group Set	Enrolled Members	Self-Enrol	Available
<input type="checkbox"/>	Discussion	-	5	Yes	Yes
<input type="checkbox"/>	Fiona's Group	-	0	Yes	Yes
<input checked="" type="checkbox"/>	GradeMark Group Dr A marking	GradeMark_Group_Test	2	Yes	Yes
<input type="checkbox"/>	GradeMark Group Dr B marking		3	Yes	Yes
<input type="checkbox"/>	GradeMark Group Dr C marking		2	Yes	Yes
<input type="checkbox"/>	GradeMark Group Dr D marking		2	Yes	Yes
<input type="checkbox"/>	hello 1		0	Yes	Yes
<input type="checkbox"/>	hello 2		0	Yes	Yes

Context menu for 'GradeMark Group Dr A marking':

- Open Group
- Edit Group** (highlighted)
- Email Group
- Delete Group
- Create Smart View

3. Make your changes, name, tool availability, enrolments to the group. Click **Submit** to save the changes. Note, to remove individual students from the group, use the red X icons next to individual names. Clicking the **Remove Users** button will remove all the enrolments from this group.

Add Users Remove Users

Added selected users to group. X

Username	First Name	Last Name	Role
scsals07	Vanessa	VitalStudent07	Student X

- Note you can also **Open Group** from this menu, which lets you see the student view of the group area for this group. You can create a **Grade Centre Smart View** here if you need.

### Editing properties and enrolments - Group Sets

If you need to change settings across all groups in a Group Set that you created you can edit these centrally without having to edit each group of the Group Set separately. You can also manage all the Group Set enrolments from one page following the steps below.

- Go to **Control Panel**, select **Users and Groups**, then click on **Groups**.
- Click the **Group Sets** option in the top right hand corner.

Name	Number of Groups	Self-Enrol	Available
<input checked="" type="checkbox"/> GradeNark Group Test	4	No	No
<input type="checkbox"/> hello		No	Yes
<input type="checkbox"/> Marking Groups		No	No
<input type="checkbox"/> New Group guide test		No	Yes
<input type="checkbox"/> RS1 - Marking		No	Yes

- Hover mouse pointer next to the name of the Group Set you want to edit and click on the downward pointing arrow icon.
- Select **Edit Set Properties** or **Edit Set Membership**, depending on the type of information you would like to change.
- Click **Submit** to save your changes.

### See and edit all group enrolments by user

You can quickly see what groups each student in your module is a member of and add and remove them as required.

- Go to **Control Panel**, select **Users and Groups**, then click on **Groups**.
- Click on **All Users** in the top right corner.

All Groups   Group Sets   **All Users**

## All Users

You can facilitate collaboration among students by setting up groups. Groups allow students to establish a close personal relationship with members of the class and promote a sense of online community. [More Help](#)

Search: Any   Not Blank      Go    Show all users regardless of role

[Add Multiple Users to Groups](#)

<input type="checkbox"/>	Username	First Name	Last Name	Role	Groups
<input type="checkbox"/>	scsals00	Viv	VitalStudent00	Student	<a href="#">GradeMark Group Dr B marking x</a> <a href="#">Marking Groups 2 x</a> <a href="#">Discussion x</a> <a href="#">Self-Enrol Sign Up BB 2 x</a>
<input type="checkbox"/>	scsals01	Victor	VitalStudent01	Student	<a href="#">GradeMark Group Dr B marking x</a> <a href="#">Marking Groups 2 x</a> <a href="#">Discussion x</a>

- A list of all users on the module with the groups on which each person is enrolled is shown. To remove someone from a group simply click on the title of that group against their name.
- To enrol an individual on a group hover the mouse pointer in the **Groups** field for that person and click on the **+Add Group** link that appears. A drop-down menu will appear to pick the required group from.

- To enrol a number of people on the same group then select individuals using the tick boxes to the left of their names and then click the button **Add Multiple Users to Groups** at the top of the page. The pop-up menu shown above appears for you to select the required group.

### See and edit all group tool availabilities

If you want to quickly edit the tools that individual groups can use then with the **Edit Mode On**:

- Go to **Control Panel**, select **Users and Groups**, then click on **Groups**.
- Select the **All Groups** tan in the upper right of the page.
- Hover the mouse pointer over the **View Options** button and select **Show Tool Availability**.

- Each group is listed with a green tick or red cross for each tool that is available or not, as in the screenshot below. To change the availability of that tool for a particular group click on the tick/cross.

Name	Group Set	5	Yes	Yes	Available	Blogs	Collaboration	Discussion Board	Email	File Exchange	Journals
Discussion	-	5	Yes	Yes	Yes	✓	✓	✓	✓	✓	✓
Fiona's Group	-	3	No	Yes	Yes	✗	✗	✗	✓	✓	✗
GradeMark Group Dr	GradeNark Group	2	No	Yes	Yes	✗	✗	✗	✗	✗	✗

### Batch enrol students

It is possible to create a set of empty groups and then enrol students to them in a batch using a CSV file that has been created in Excel for example. This is particularly useful for larger modules or where you have the enrolments ready-created as a CSV file in the **Create Groups from Orbit** tool in VITAL Self Service (follow the instructions in Self Service for this tool).

- With your groups created in the module, if this is the first time you have used the batch upload process then you need to go to **Control Panel**, select **Users and Groups**, then click on **Groups**. Click on the **Export** button. On the page that appears just click **Submit** to create the default report.
- This will send an email containing the group codes of all of your groups in a csv file which can be opened in Excel. These system-created group codes are needed to create your upload file. You also need your students' usernames.

	A	B
1	Discussion	Discussion
2	Fiona's_gc_Group	Fiona's Group
3	GradeNark_gc_Group_gc_Dr_gc_A_gc_marking	GradeMark Group Dr A marking
4	GradeNark_gc_Group_gc_Dr_gc_B_gc_marking	GradeMark Group Dr B marking
5	GradeNark_gc_Group_gc_Dr_gc_C_gc_marking	GradeMark Group Dr C marking
6	GradeNark_gc_Group_gc_Dr_gc_D_gc_marking	GradeMark Group Dr D marking
7	hello_gc_1	hello 1
8	hello_gc_2	hello 2
9	Marking_gc_Groups_gc_1	Marking Groups 1
10	Marking_gc_Groups_gc_2	Marking Groups 2
11		New Group guide test 1

- To create the batch upload file, if not using the **Create Groups from Orbit** tool in VITAL Self Service which has its own process, create two columns in an Excel spreadsheet, the first column is headed **Group Code** and the second column **User Name** (see screenshot below).

- Use the group codes you exported and the student usernames to specify for each student in which group they should be enrolled, as below. Each student must be specified on a separate row.

	A	B	C
1	Group Code	User Name	
2	All_the_Browns	hpuser00001	
3	All_the_Browns	hpuser00037	
4	All_the_Greens	hpuser00017	
5	All_the_Greens	hpuser00071	
6	Project_tryouts_10AM	hpuser00001	
7	Project_tryouts_10AM	hpuser00018	
8	Project_tryouts_11:30AM	hpuser00037	

- If not already in CSV format save the file as a CSV format file. Now upload it to your module. Go to the **Control Panel**, select **Users and Groups**, then click on **Groups**. Click on the **Import** button.
- In the **IMPORT GROUP MEMBERS** section click the **Browse My Computer** button and attach your csv file here. Click **Submit**.
- You can also view the groups codes from the main Groups page once you've done that first Export. Go to the **Control Panel**, select **Users and Groups**, then click on **Groups**. Hover the mouse pointer over the **View Options** menu. Click the option **Show Group Code** and the codes appear in a new column on the right as shown below.

**Groups**

You can facilitate collaboration among students by setting up groups. Groups allow students to establish a closer virtual relationship with members of the class and promote a sense of online community. [More Help](#)

Create ▾ Import Export Group Settings

Bulk Actions ▾ View Options ▾ Page 1 of 2 > >>

<input type="checkbox"/>	Name	Group Set	Members	Available	Group Code
<input type="checkbox"/>	Discussion	-	5	Yes	Discussion
<input type="checkbox"/>	Fiona's Group	-	3	No	Fiona's_gc_Group

## Student-created groups

It is also possible to let students create their own **Single Self-Enrol** groups, so that they can organise themselves to work together online on an ad hoc basis using the available group tools.

- To check this is available to your students, click the **Group Settings** button on the Groups area page (Control Panel > Users and Groups > Groups).

Groups

Create Single Group Create Group Set Group Settings

Delete << < Page 1 of 3 > >>

Name	GroupSet	Self-Enrol	Available
Batch Test 1	Batch Test	No	Yes

2. Check/uncheck the options on the page that appears.

**1. Student-Created Groups**

- Permit Students to Create Single Self-Enroled Groups
- Permit students to Edit Student-Created Group

3. Click **Submit** to save your changes. Students will need access to the Groups area from their module. This can be set up following the steps in [Adding a link to the groups list to the module menu](#).