

## Group Management

Instructors have the capability of creating groups within an eCollege course. Online groups can be useful for holding private team discussions, having specialized readings, assignments, and group emails. When a group is created, it is possible for each group to email each other and upload papers or presentations to group members through Doc Sharing. Individual content can be assigned to each group. Group content items can be reviewed and assessed through the Gradebook. Group members can see content items specific to their group.

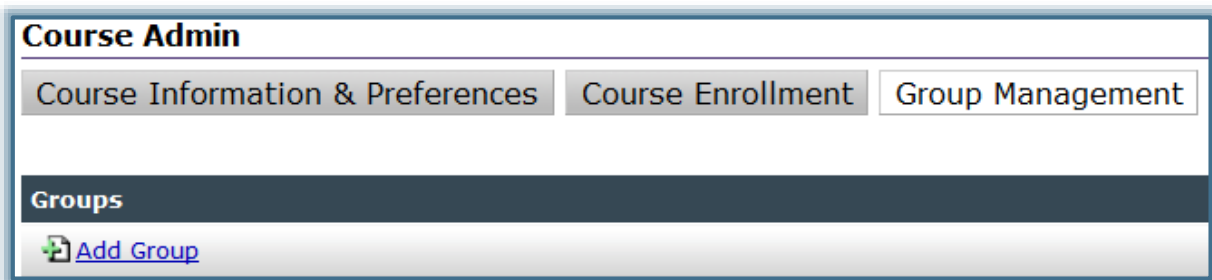
The instructor can create groups and select members for each group. Instructors have access to every group; students can only access groups in which they are enrolled. Groups can be added to individual weeks or to Course Home. Before a group can be viewed in the Navigation Pane, content items have to be added to the group.

### Create a Group

- 🖥 In the **Navigation Tree**, click the **Author** tab (see illustration below left).
- 🖥 Click the **Course Admin** tab on the **Tools Menu** (see illustration below right).



- 🖥 The **Course Admin** window will display.
- 🖥 Click the **Group Management** button in this window (see illustration below).
- 🖥 The **Groups** window will display (see illustration below).



- 🖥 Click the **Add Group** link (see illustration above).
- 🖥 The **New Group** window will display (see illustration on next page).
- 🖥 In the **Group Name** box, input a name for the group.
- 🖥 A list of the students in the course will display in the **Select Group Members** list.
- 🖥 Under **Select Group Members**, click the **Names** of the students who are to be in the group.
- 🖥 There are three ways to select students to add to a group.
  - ☞ Select one student's name at a time.
  - ☞ Select the first student's name in the **Select Group Members** list, scroll down the list, hold down the **Shift** key, and then click the last name you want.
  - ☞ To select multiple names in the list while skipping some, click the first name, hold down the **Ctrl** key, and click the rest of the names.

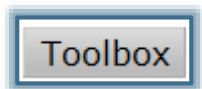
- 🖥️ Click the arrow that points to the right to add the selected students to the **Group Members** list (see illustration below).
- 🖥️ To remove a student from the **Group Members** list, select the name and then click the arrow that points to the left (see illustration below).
- 🖥️ Click the **Add Group** button to create the group.
- 🖥️ To add the group and create an additional group, click the **Save & Add Another Group** button.
- 🖥️ The group will be added to the course.

### Assign Content Items to Groups

A content item that has already been created can be assigned to a group or a new content item can be created and assigned to a group. If a content item that has already been created is added to a group, it is no longer available to all the students in the course; just the ones in the specified group.

### Assign Already Created Content Item to Group

- 🖥️ Click the **Author** tab on the **Navigation Pane**.
- 🖥️ Click the **Content Item** that is to be assigned to a group.
- 🖥️ Click the **Toolbox** button (see illustration at right).
- 🖥️ In the **Assign To** list, select the group to which the content is to be assigned (see illustration below).

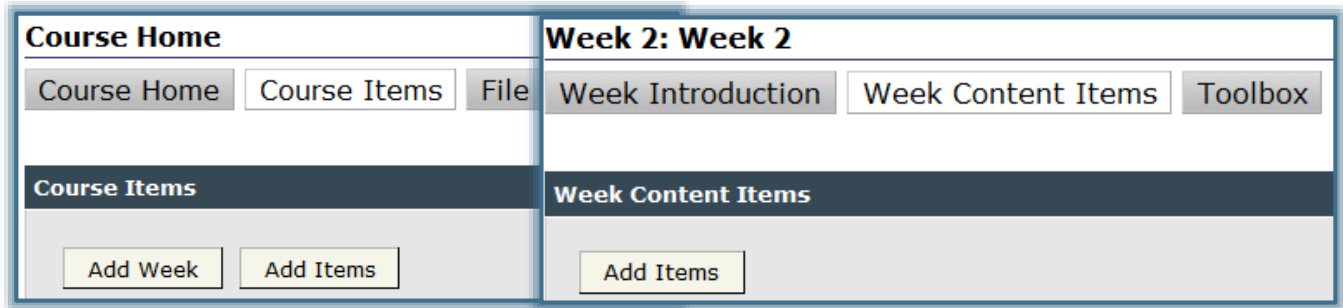


- 🖥️ The **Assigned to** list will only appear if groups have already been created within the course.
- 🖥️ Click **Save Changes**.

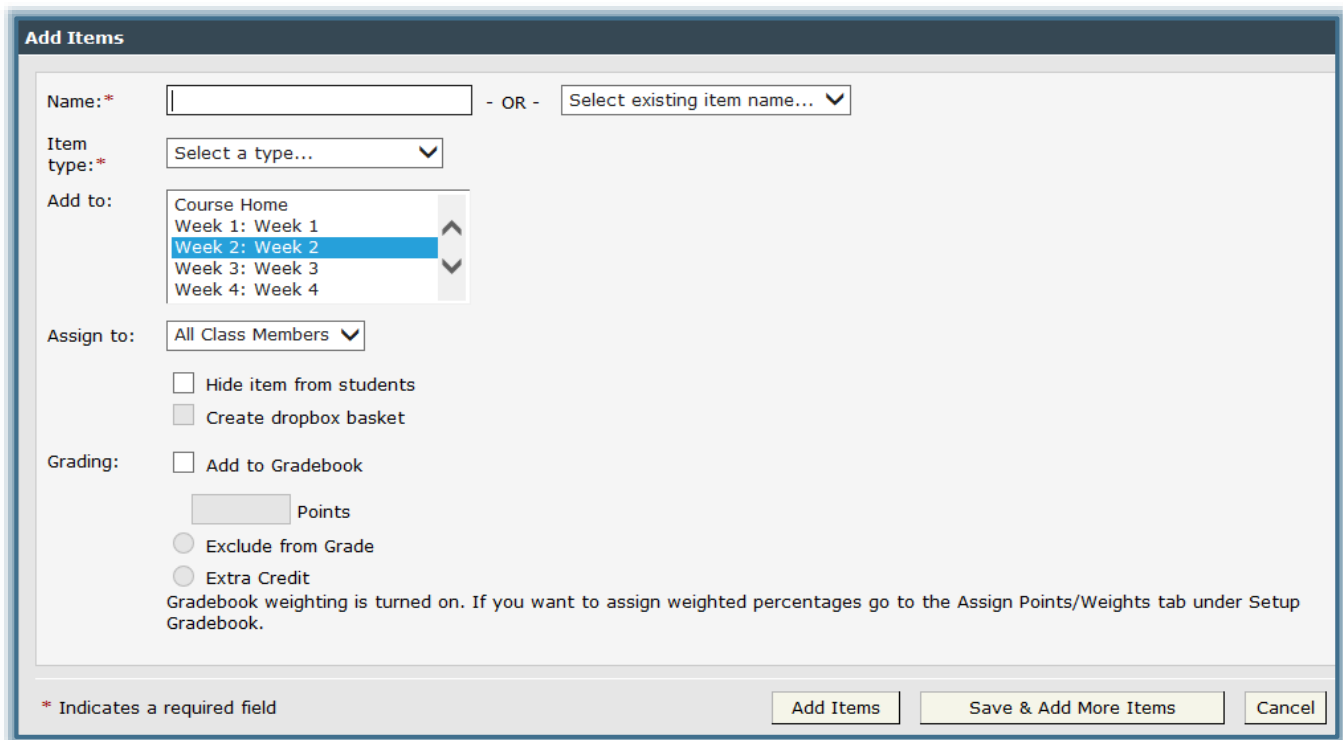
### Create a New Content Item for Group

- 🖥️ Click the **Author** tab.
- 🖥️ Click **Course Home** in the **Navigation Pane**, if necessary.
- 🖥️ Click the **Content Items** button (see illustration below left).
- 🖥️ Click the **Add Items** button in the **Course Items** window.

or



- 🖥️ Click the **Author** tab.
- 🖥️ Click the **Week** into which the **Content Item** is to appear.
- 🖥️ Click the **Week Content Items** button (see illustration above right).
- 🖥️ Click the **Add Items** button.
- 🖥️ The **Add Items** window will display (see illustration on below).

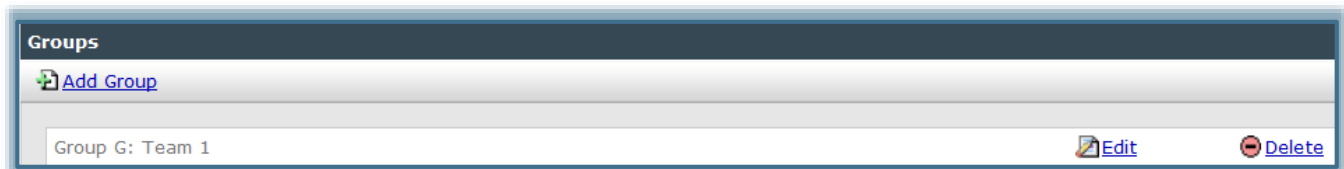


- 🖥️ Input a **Name** for the **Content Item** into the **Name** box.
- 🖥️ If the item that is being added has already been added to another group or week, click the **Or** list and select the item.

- 🖥️ Click the **Item Type** list arrow to select the type of item that is to be added to the **Content**.
  - 🔗 **Text/Multimedia** - This option should be chosen when documents are to be loaded as an attachment or when text is to be entered directly into the text box. Different types of items may be added such as text, images, and links to websites.
  - 🔗 **Microsoft Office Document** - Choose this option when Microsoft Office files are to be loaded for the group. These files will be converted to HTML format when they are loaded. This is the best option to use when uploading PowerPoint presentations.
  - 🔗 **Exam** - This item is used to evaluate student performance. When an exam item is created it is possible to add pages, add and edit questions, add and edit pools of questions, use existing exam test banks, and add and edit quiz and exam information.
  - 🔗 **Threaded Discussion** - This option is used to simulate traditional classroom discussions. A threaded discussion allows students to post comments to a discussion topic, react to their students' comment, and respond to ideas shared by the instructor or by others in the course. When discussions are used, students can respond to a thread at any time; other students do not have to be logged into the course in order for a response to be posted.
  - 🔗 **Web Content Upload** - Use this option when uploading HTML text, PDF files, or other content created outside the Visual Editor or when items are not created with Microsoft Office programs. When students view the file, it will be in the format of the program it was created in.
- 🖥️ Select the **Week** to which the item is to be added from the **Add to** list.
- 🖥️ Click the **Assign to** list and select the **Group** the item is to be assigned to.
- 🖥️ Click the **Create Dropbox Basket** check box if the item is to have an area where the students can submit the assignment to the instructor.
- 🖥️ Select the **Grading** options if this item is to be added to the Gradebook.
- 🖥️ Click **Add Items** to add a single item to the **Group**.
- 🖥️ Click **Save & Add More Items** if additional items are to be added to the **Group**.
- 🖥️ The **Group ID Letter** will appear to the left of the Content Item.

### Edit Groups

- 🖥️ Click the **Author** tab in the **Navigation Tree**.
- 🖥️ Click **Course Admin** on the **Tools Menu**.
- 🖥️ Click the **Group Management** button.
- 🖥️ The **Groups** page will display.
- 🖥️ A list of **Groups** that have been created within a course will display.
- 🖥️ Click the **Group** that is to be edited.
- 🖥️ Click the **Edit** button (see illustration below).

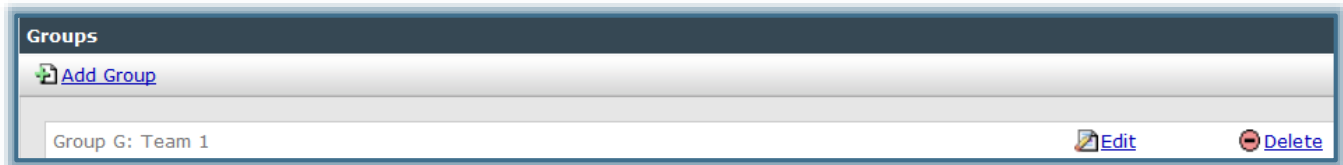


- 🖥️ To add additional members to the group:
  - 🔗 In the **Select Group Members** list click those students who are to be added to the group.
  - 🔗 Click the right pointing arrow.

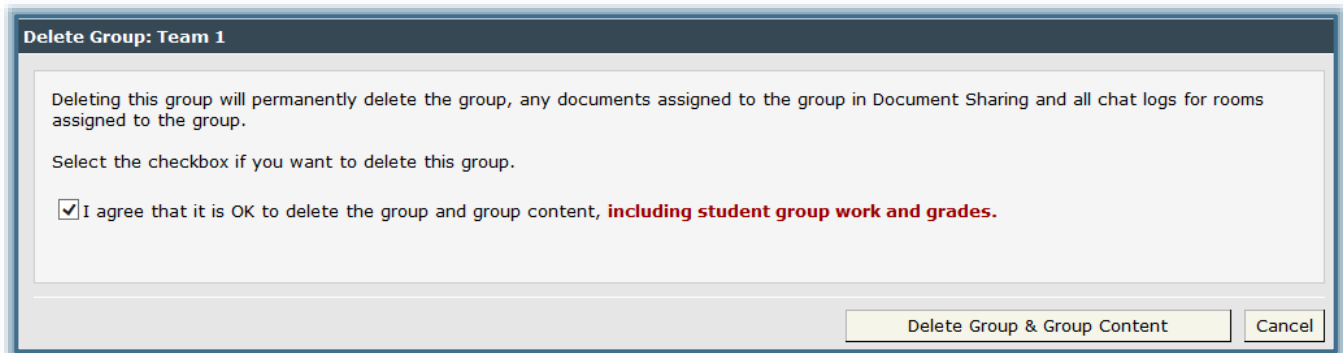
- ☞ The selected students will appear in the **Group Members** list.
- ☞ To remove members from the group:
  - ☞ In the **Group Members** list, click those students who are to be removed from the group.
  - ☞ Click the left pointing arrow.
  - ☞ The names will appear in the **Select Group Members** list.
- ☞ When all the changes have been made, click **Save Changes**.

### Delete Groups

- ☞ Click the **Author** tab in the **Navigation Tree**.
- ☞ Click **Course Admin** on the **Tools Menu**.
- ☞ Click the **Group Management** button.
- ☞ The **Groups** page will display.
- ☞ A list of **Groups** that have been created within a course will display.
- ☞ Click the **Group** that is to be deleted.
- ☞ Click the **Delete** button (see illustration below).



- ☞ A confirmation window will display (see illustration below).



- ☞ Click the **I agree** check box to accept the confirmation message.
- ☞ Click the **Delete Group & Group Content** button.
- ☞ The **Group** will be removed from the **Group Management** area.