Creating Groups

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QG 0021

This Quick Guide will show you how to set up and manage Groups within your MyAberdeen course.

Why use Groups?

Sorting students into tutorial groups, allowing them to sign up for lab classes, pick essay topics, adaptively releasing content/activities to groups of students or providing groups of students with a private area for collaboration are just some of the practical applications of the Groups functionality.

You can provide each group with any or all of the following tools for collaboration: Blog, Discussion Board, Email, File Exchange, Journal, Wikis

Step 1 – Select Group Type

First, decide whether you will be creating a **Single Group** or a **Group Set**.

A **Group Set** is a collection of Groups. All of the Groups within a Group Set will be created with the same default settings and description and can then be edited in bulk or individually.

Then think about how you would like the students to be assigned to the group:

- **Self-Enrol** - students choose a group to enrol themselves in
- **Manual Enrol** – the instructor decides which students will be enrolled in the groups
- **Random Enrol** – MyAberdeen will randomly enrol students in the specified groups

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Please note that if you do not already have a menu item in your Course directing students to the Group sign-up page, you will need to create this before adding your Groups. Firstly ensure your **Edit Mode** is on, then click on the **Add Menu Item** button at the top left of your course menu. Select **Create Tool Link**, give your link a name and select **Groups** from the drop-down menu. Ensure the box **Available to Users** is ticked and press submit.

Step 2 – Creating Groups

Creating a Self-Enrol Single Group

1. Go to the Control Panel of your course area and select **Users and Groups** then **Groups**
2. Select **Self-Enrol** from the **Create Single Group** box. Enter a **Group Name** and **Description**
3. Under the **Group Available** option, select **Yes** or **Sign-up Sheet Only**. If **Sign-up Sheet Only** is selected, students will not be able to access the Group Homepage or use any of the other Group tools.
4. Select which **Tools** you would like to be made available to the Group
5. Choose whether you will allow the students to personalise their own Group homepage
6. Enter the name of the **Sign-up Sheet** (can be the same as the Group name)
7. Choose **Maximum Number of Members** if required
8. Decide whether you would like students to see the other members of the group before they sign up
9. Ensure the box **Allow Students to sign up from the Groups listing page** is ticked, or students will not be able to sign up to the Group
10. Press **Submit**. Students will now be able to enrol themselves in this Group.

Creating a Manual-Enrol Single Group

1. Go to the Control Panel of your course area and select **Users and Groups** then **Groups**
2. Select **Manual-Enrol** from the **Create Single Group** box. Enter a **Group Name** and **Description**
3. Select which **Tools** you would like to be made available to the Group
4. Choose whether you will allow the students to personalise their own Group homepage
5. The final option allows you to choose the **Membership** of the Group. The **Items to Select** box displays all of the users in your course. You can press **ctrl+click** to select multiple names and use the arrow to move these users to the **Selected Items** box.
6. Press **Submit**. The selected users will now be able to see the Group.
Creating a Self-Enrol Group Set
1. Go to the Control Panel of your course area and select Users and Groups then Groups
2. Select Self-Enrol from the Create Group Set box. Enter a Group Name and Description
3. Under the Group Available option, select Yes or Sign-up Sheet Only. If Sign-up Sheet Only is selected, students will not be able to access the Group Set or use any of the other Group tools.
4. Select which Tools you would like to be made available to the Group
5. Choose whether you will allow the students to Personalise their own Group homepage
6. Enter the name of the Sign-up Sheet (can be the same as the Group name)
7. Choose Maximum Number of Members if required
8. Decide whether you would like students to see the other members of the group before they sign up, and whether you would like students to sign up from the Groups listing page
9. Choose the Number of Groups you would like in the set
10. Press Submit. Students will now be able to enrol themselves in this Group.

Creating a Manual-Enrol Group Set
1. Go to the Control Panel of your course area and select Users and Groups then Groups
2. Select Manual-Enrol from the Create Group Set box. Enter a Group Name and Description
3. Select which Tools you would like to be made available to the Group
4. Choose whether you will allow the students to personalise their own Group homepage
5. Choose the number of groups you would like in the set and press submit
6. You will be taken to the page Edit Group Set Enrolments. You can tick the box for Show All Course Roles in the Available Members List if you wish to add teaching staff to the Groups.
7. Clicking the button Randomise Enrolments will automatically equally distribute the users into the Groups or you can press ctrl+click to select multiple names and use the arrow to move these users to the Selected Items box
8. At this point you can also choose to rename each Group within the Set
9. If you find you don’t have enough Groups in the Set, you can select Add Group
10. Press Submit. The students will now be able to see the Group they have been enrolled in.

Creating a Random-Enrol Group Set
1. Go to the Control Panel of your course area and select Users and Groups then Groups
2. Select Manual-Enrol from the Create Group Set box
3. Enter a Group Name and Description (NB: you can attach files and images here)
4. Select which Tools you would like to be made available to the Group
5. Choose whether you will allow the students to Personalise their own Group homepage
6. Choose your Membership Criteria
   - Determine number of Groups by: Number of Students per Group or 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
7. Press Submit. The students will now see the Group they have been randomly enrolled in.

Step 3 – Editing Groups
To manage the enrolments of your Groups or to edit the settings, go to the Control Panel of your course area and select Users and Groups then Groups.

To edit a Single Group, ensure that the box entitled All Groups at the top right of the screen is highlighted. Click on the drop-down menu next to the Group Name and select Edit. You can then amend the Group Name, Description, Tool Availability and Membership. To Remove a user from a Group, click on their name in the box on the right hand side entitled Selected Items and use the arrows to move them across into the left hand box entitled Items to Select.

To edit a Group Set, ensure that the box entitled Group Sets at the top right of the screen is highlighted. Click on the drop-down menu next to the name of the Group Set and choose Edit Set Properties to change the settings or Edit Set Enrolments to amend the membership. Choosing Edit Set Enrolments will allow you to move users from one Group to another, or add/delete Groups from the Group Set. If the Group Set is a Self-Enrol Group, moving a user from the Selected Items box on the right hand side to the Items to Select box on the left hand side allows them to see all of the Self-Enrol Groups and make another choice.