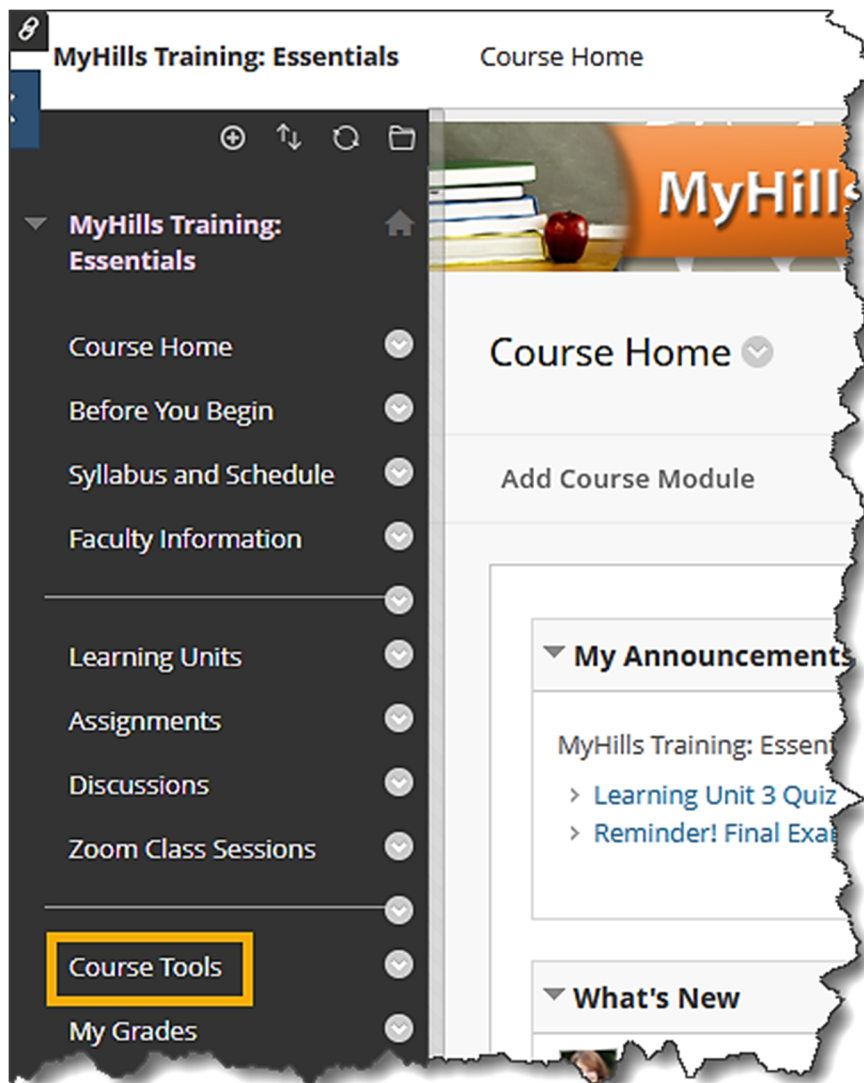**Faculty Tutorial:**

Create a Group

Purpose: To show faculty members how to create "Groups" in MyHills.

"Groups" allow students to collaborate with one another on various assignments. Faculty members can create "Groups" and allow members to have access to a variety of collaboration tools that can be enabled.

To create or access "Groups," click "**Course Tools**," which is located in the black Course Menu.

The "Tools" page will open. On the "Tools" page, select "**Groups**."

Tools

ACT and SAT Test Preparation

Groups [Hide Link]

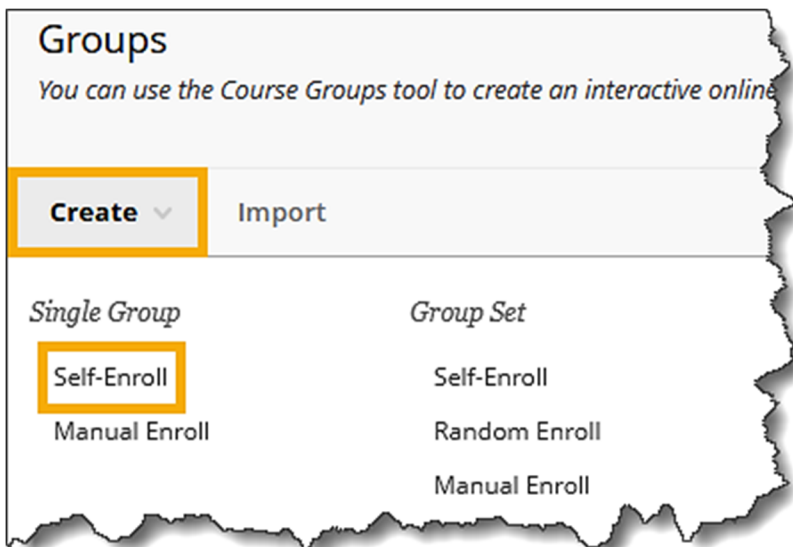Create and manage formal groups of students to collaborate on work.

The "Groups" page will open.

Faculty members can "Create Single Group" with either a "Self-Enroll" or "Manual Enroll" option, or they can "Create Group Set." "Create Group Set" contains the options "Self-Enroll," "Manual Enroll," or "Random Enroll."

First, let's cover how to set up a Single Group with the "Self-Enroll" option.

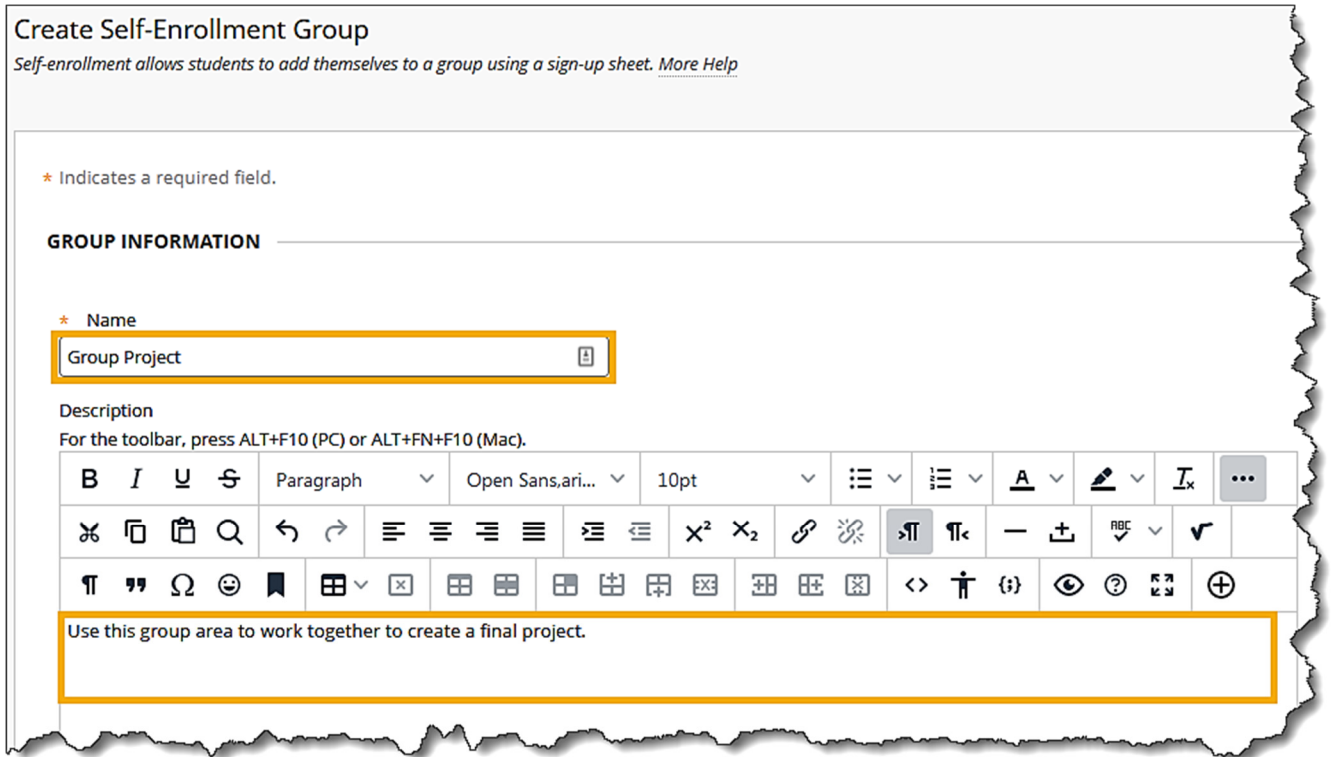Select "**Create Single Group**." In the sub-menu that opens, select "**Self-Enroll**."

Note: Many of the options for setting up "Groups" are the same, whether you choose the Single Group or the Group Set.

Groups

You can use the Course Groups tool to create an interactive online

| Create ⌄ | Import |

Single Group	Group Set
Self-Enroll	Self-Enroll
Manual Enroll	Random Enroll
	Manual Enroll

The "Create Self-Enrollment Group" page will open. Under "Group Information," type the title of the group in the "Name" box.

Note: The orange asterisk indicates that this is a required field.

Type the instructions for the group in the "Instructions" text box.
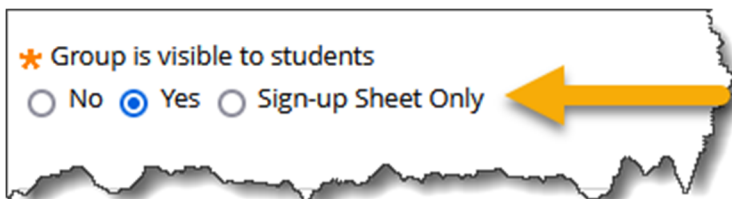
For the "Group Available" option, keep "**Yes**" selected. This ensures that the group is available for students to see.

Note: If you would like the Group to be populated using a sign-up sheet, select "Sign-up Sheet Only."

Select which tools will be available to group members under "Tool Availability." These tools are only visible to members of that particular group and to the instructor.

Tools available are:
- "**Blogs**" – Members can keep individual/group blogs. Comments can be made on each type of blog by both students and instructors.
- "**Discussion Board**" – Members can have asynchronous discussions with one another.
- "**Email**" – Members can send email to others in their group.
- "**File Exchange**" – Members can upload and share files with one another.
- "**Journals**" – Members can keep journals. Only the instructor can read them.
- "**Tasks**" – Members can set tasks with due dates and priority levels.
- "**Class Collaborate Ultra**" – Group chat tools for use in virtual classroom sessions.
- "**Content Market Tools**" – Members can use tools from the content market.
- "**Wikis**" – Members can collaborate using a wiki.

Note: You can enable grading for Wikis, Blogs, and Journals. If a grade is entered for any of these tools, the grade is assigned to all group members in the Grade Center.

TOOL AVAILABILITY

☑ Blogs
    ◉ No grading
    ○ Grade: Points possible: [ ]

☑ Discussion Board
    ◉ Allow any group members to create forums.
    ○ Do not allow student group members to create forums.

☑ Email

☑ File Exchange

☑ Journals
    ◉ No grading
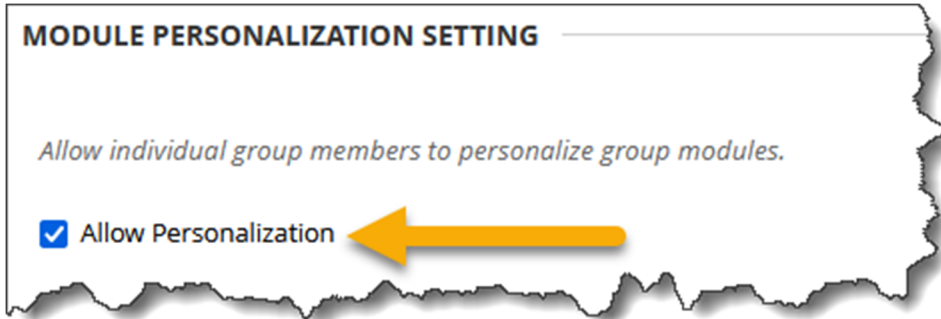   ○ Grade: Points possible: [ ]

☑ Tasks

☑ Class Collaborate Ultra
    ○ Allow all group members to create and access session recordings.
    ◉ Do not allow student group members to create or access session recordings.

☑ Content Market Tools

☑ Wikis
    ◉ No grading
    ○ Grade: Points possible: [ ]

The following tools are turned off for the course. They can still be turned on/off for the group.

Under "Module Personalization Setting," select "**Allow Personalization**" if you would like to allow individual group members to personalize group space modules. If personalization is allowed, students can add modules to their group area the same way that they can add modules to their MyHills home page.

If you chose to allow a Sign-up Sheet, under "Sign-up options," specify the "Name of Sign-up Sheet" and "Sign-up Sheet Instructions." Enter the "Maximum Number of Members." Select "**Show Members**" if you would like students to see group members before they sign up. Select "**Allow Students to sign-up from the Groups listing page**."
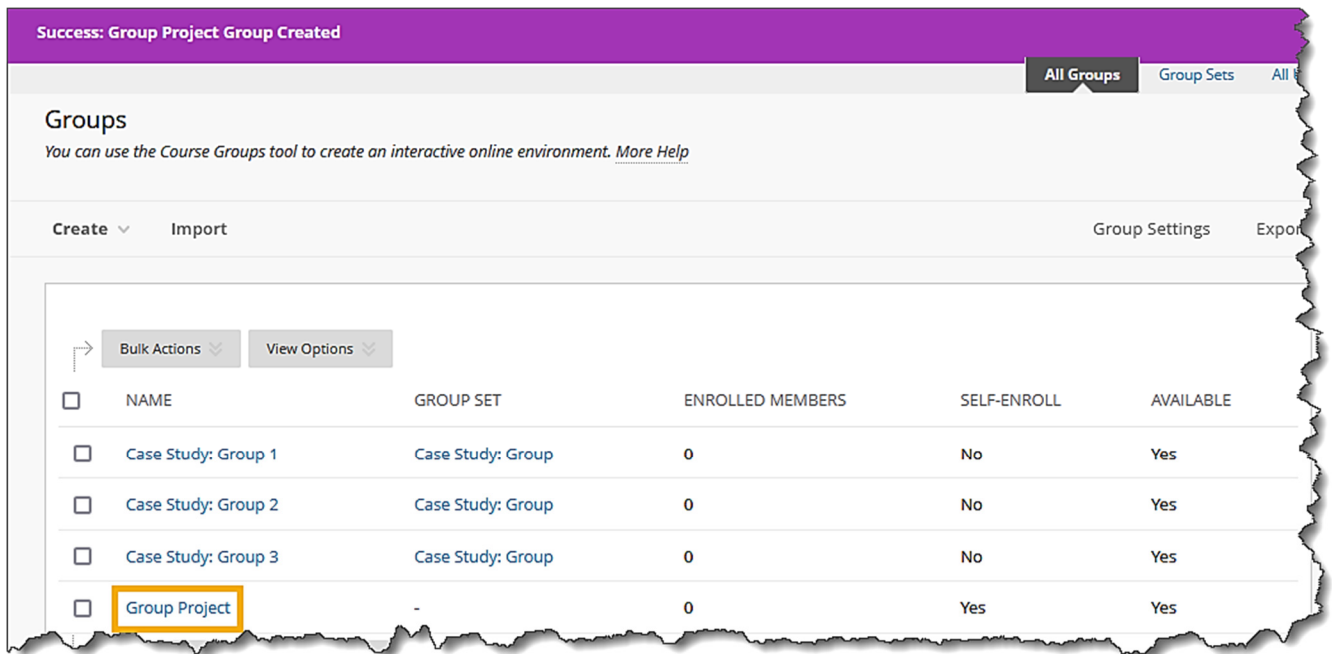
Once you have made your selections, click "**Submit**."

Cancel Submit
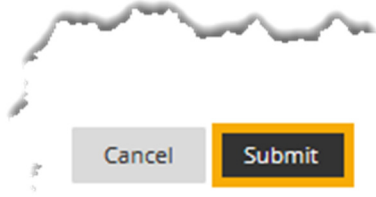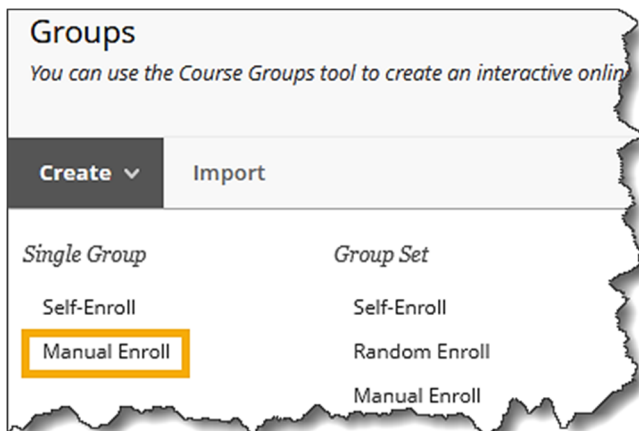
A success message will appear at the top of the "Groups" page.
The group you created will appear on the "Groups" page.

Success: Group Project Group Created

All Groups   Group Sets   All

Groups
You can use the Course Groups tool to create an interactive online environment. *More Help*

Create ∨   Import   Group Settings   Expor

Bulk Actions ∨   View Options ∨

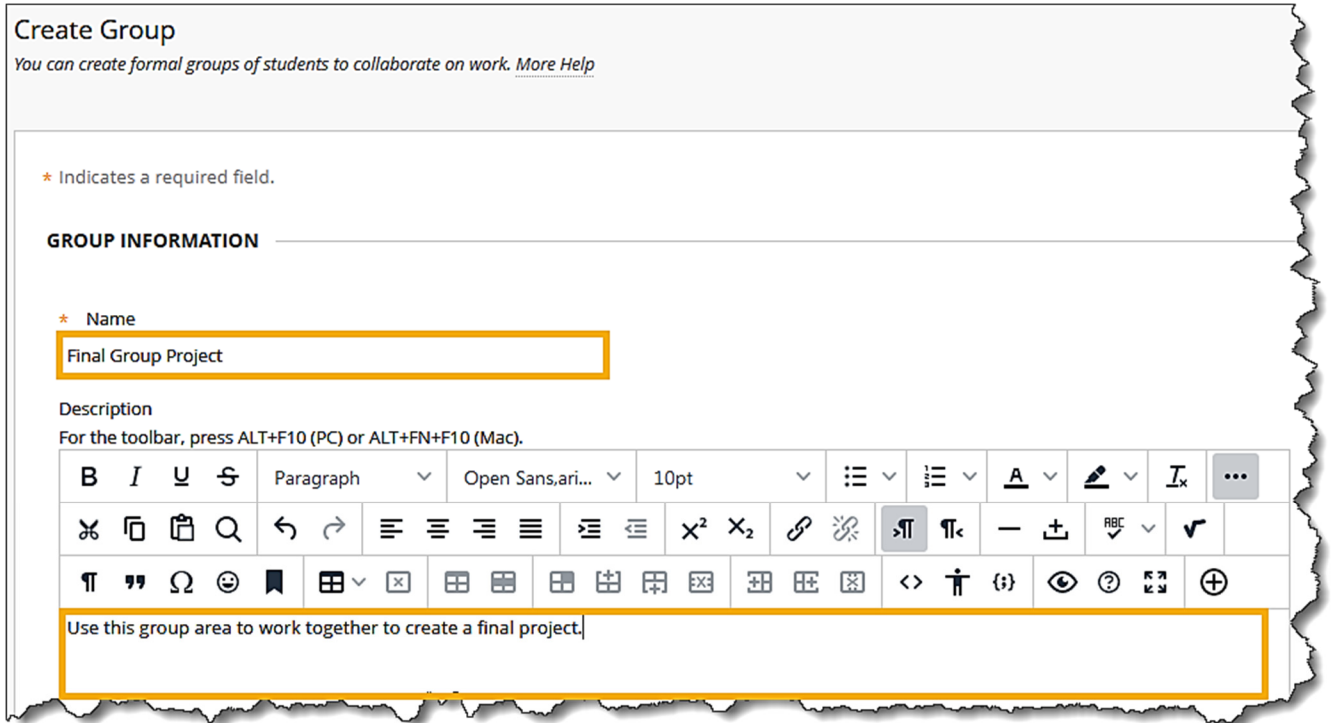|	NAME	GROUP SET	ENROLLED MEMBERS	SELF-ENROLL	AVAILABLE
☐	Case Study: Group 1	Case Study: Group	0	No	Yes
☐	Case Study: Group 2	Case Study: Group	0	No	Yes
☐	Case Study: Group 3	Case Study: Group	0	No	Yes
☐	Group Project	-	0	Yes	Yes

Next, let's create the same type of group, but use the "Manual Enroll" option.

Select "**Create Single Group**." In the sub-menu that opens, select "**Manual Enroll**."

Groups
You can use the Course Groups tool to create an interactive onlin

Create ∨   Import

Single Group   *Group Set*

Self-Enroll   Self-Enroll

Manual Enroll   Random Enroll

                       Manual Enroll

The "Create Group" page will open. Under "Group Information," type the title of the group in the "Name" box.

Type the instructions for the group in the "Instructions" text box.

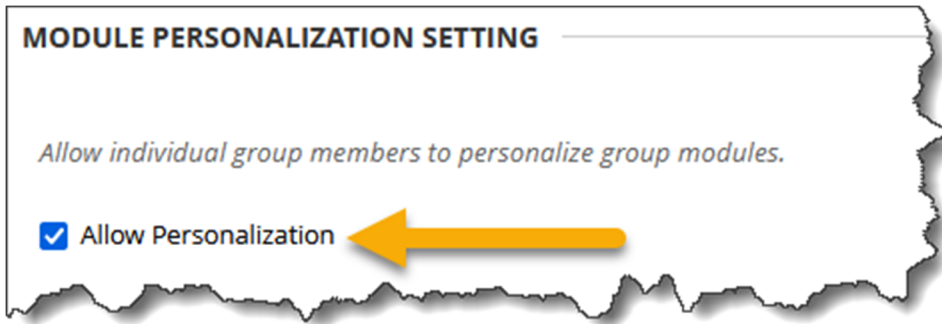For the "Group Available" option, keep "**Yes**" selected. This ensures that the group is available to students.

Select which tools will be available to group members under "Tool Availability."

Note: You can enable grading for Blogs, Journals, and Wikis. If a grade is entered for any of these tools, the grade is assigned to all group members in the Grade Center. See earlier instructions for detailed descriptions of these tools.

TOOL AVAILABILITY

☑ Blogs
  ⦿ No grading
  ○ Grade: Points possible: [　　　]

☑ Discussion Board
  ⦿ Allow any group members to create forums.
  ○ Do not allow student group members to create forums.

☑ Email

☑ File Exchange

☑ Journals
  ⦿ No grading
  ○ Grade: Points possible: [　　　]

☑ Tasks

☑ Class Collaborate Ultra
  ○ Allow all group members to create and access session recordings.
  ⦿ Do not allow student group members to create or access session recordings.

☑ Content Market Tools

☑ Wikis
  ⦿ No grading
  ○ Grade: Points possible: [　　　]

The following tools are turned off for the course. They can still be turned on/off for the group.
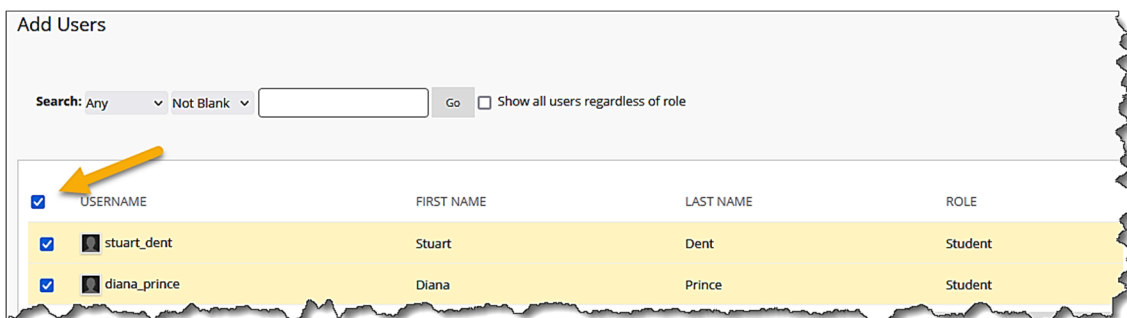
Under "Module Personalization Setting," select "**Allow Personalization**" if you would like to allow individual group members to personalize group space modules. If personalization is allowed, students can add modules to their group area the same way that they can add modules to their MyHills home page.
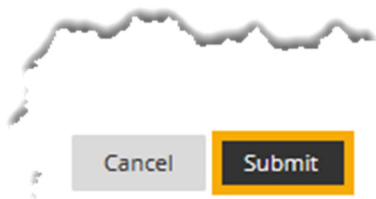

In the "Membership" section, click "Add Users."
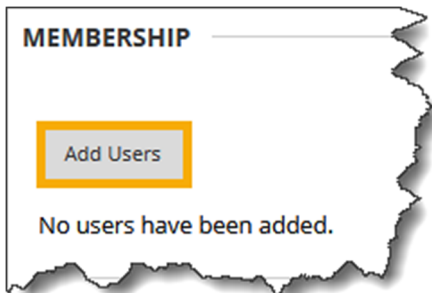
Check the box next to each student's name to add them to the group.

Once you have made your selections, click "**Submit**."

A success message will appear at the top of the "Groups" page.

Click "**Submit**."
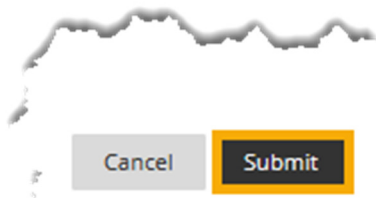
The group you created will appear on the "Groups" page.

Let's create a Group Set, using the "Random Enroll" option.

Select "**Create Group Set**."

Note: Now that we have worked through how to "Create Single Group," using both "Self-Enroll" and "Manual Enroll," please note that the "Create Group Set" > "Self-Enroll" and "Create Group Set" > "Manual Enroll" options are the same as the "Create Single Group" > "Self-Enroll" and "Create Single Group" > "Manual Enroll" options covered earlier.

Using "Create Group Set" > "Random Enroll" has a few different settings. So, we will cover it next to highlight the differences.
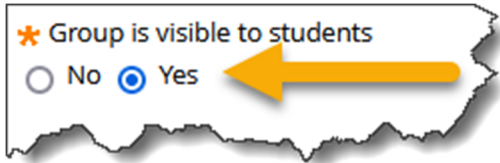
In the sub-menu that opens, select "**Random Enroll**."
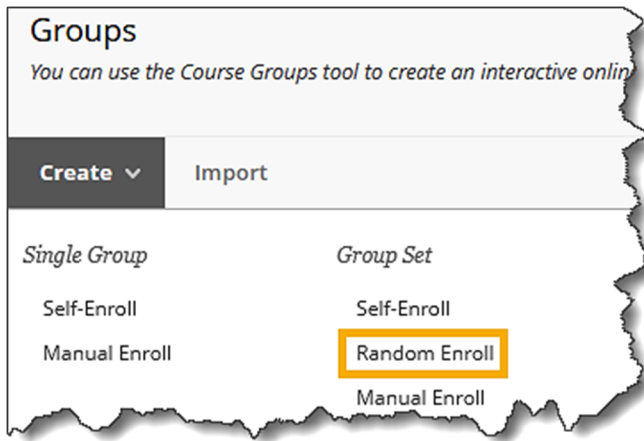
The "Create Random Enrollment Group Set" page will open. Under "Group Information," type the title of the group in the "Name" box. Type the instructions for the group in the "Instructions" text box.
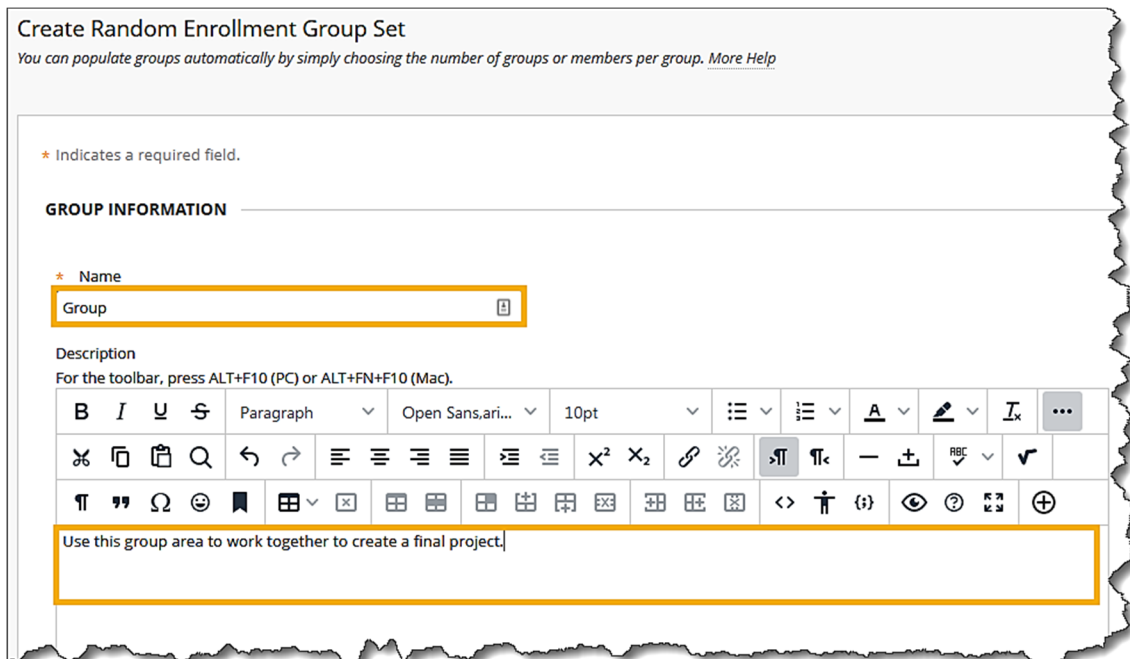
For the "Group Available" option, keep "**Yes**" selected. This ensures that the group is available to only those students added to the group.

Group is visible to students
○ No ⦿ Yes

Select which tools will be available to group members under "Tool Availability."

Note: You can enable grading for Blogs, Journals, and Wikis. If a grade is entered for any of these tools, the grade is assigned to all group members in the Grade Center. See earlier instructions for detailed descriptions of these tools.

TOOL AVAILABILITY

☑ Blogs
  ⦿ No grading
  ○ Grade: Points possible: [____]

☑ Discussion Board
  ⦿ Allow any group members to create forums.
  ○ Do not allow student group members to create forums.

☑ Email

☑ File Exchange

☑ Journals
  ⦿ No grading
  ○ Grade: Points possible: [____]

☑ Tasks

☑ Class Collaborate Ultra
  ○ Allow all group members to create and access session recordings.
  ⦿ Do not allow student group members to create or access session recordings.

☑ Content Market Tools

☑ Wikis
  ⦿ No grading
  ○ Grade: Points possible: [____]

The following tools are turned off for the course. They can still be turned on/off for the group.

Under "Module Personalization Setting," select "**Allow Personalization**" if you would like to allow individual group members to personalize group space modules. If personalization is allowed, students can add modules to their group area the same way that they can add modules to their MyHills home page.

Under "Membership," make your selection for "**Determine Number of Groups by**" and then for "**Determine How to Enroll any Remaining Members**," so the system can determine how to create your groups.


Once you have made your selections, click "**Submit**."

A success message will appear at the top of the "Groups" page and the "Random Group Sets" you created will be listed on the "Groups" page.

Success: Group Group Set Created

Groups

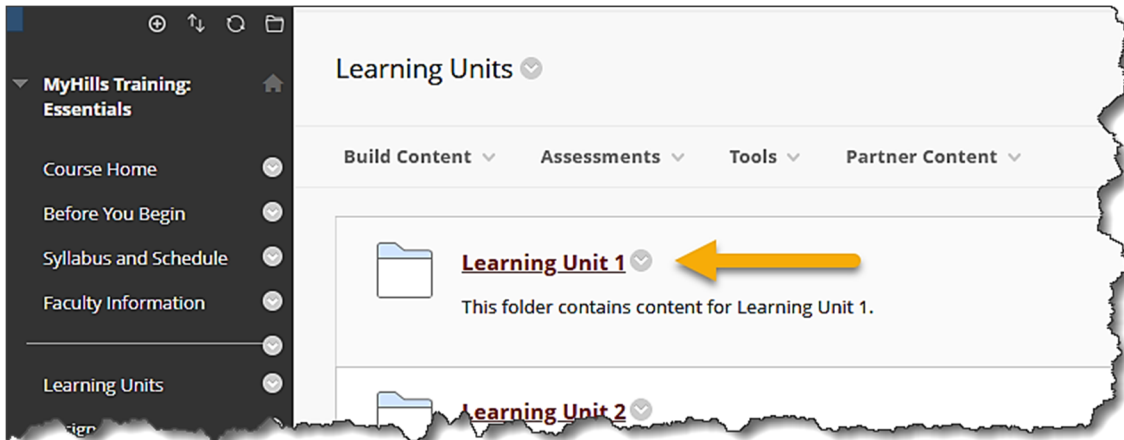*You can use the Course Groups tool to create an interactive online environment. More Help*

Now, let's add a link in a Content Area of the course to the group we created.

In the black Course Menu, select the Content Area, such as "Learning Units" or "Assignments," in which you would like to add the group link.
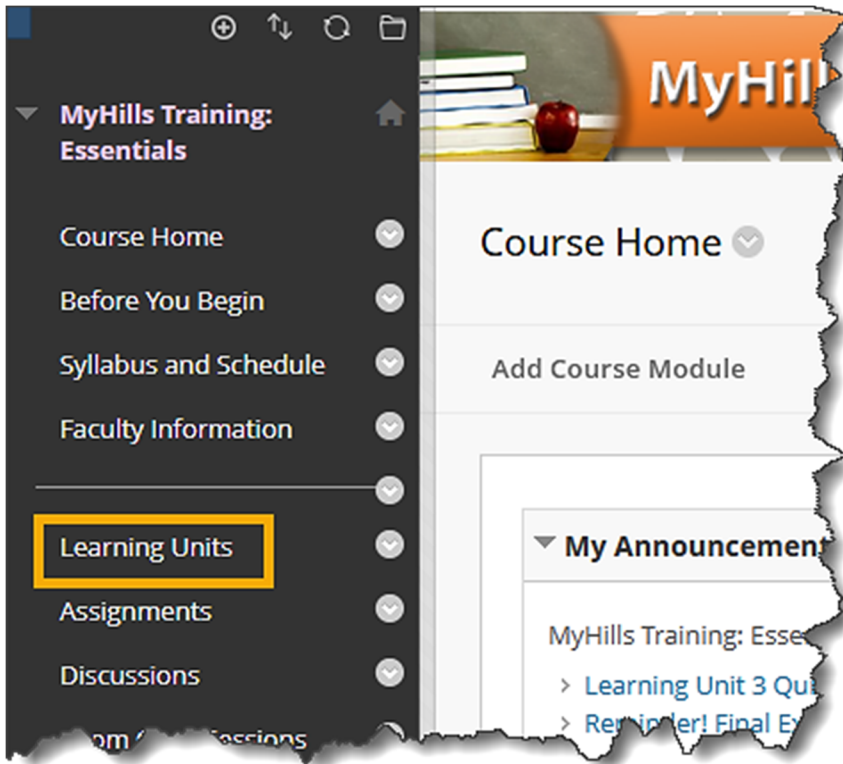
Select the folder in which you would like to add the link (if applicable).

Once you are in the Content Area to which you would like to add the link, click "**Tools**."
In the sub-menu that opens, select "**Groups**."
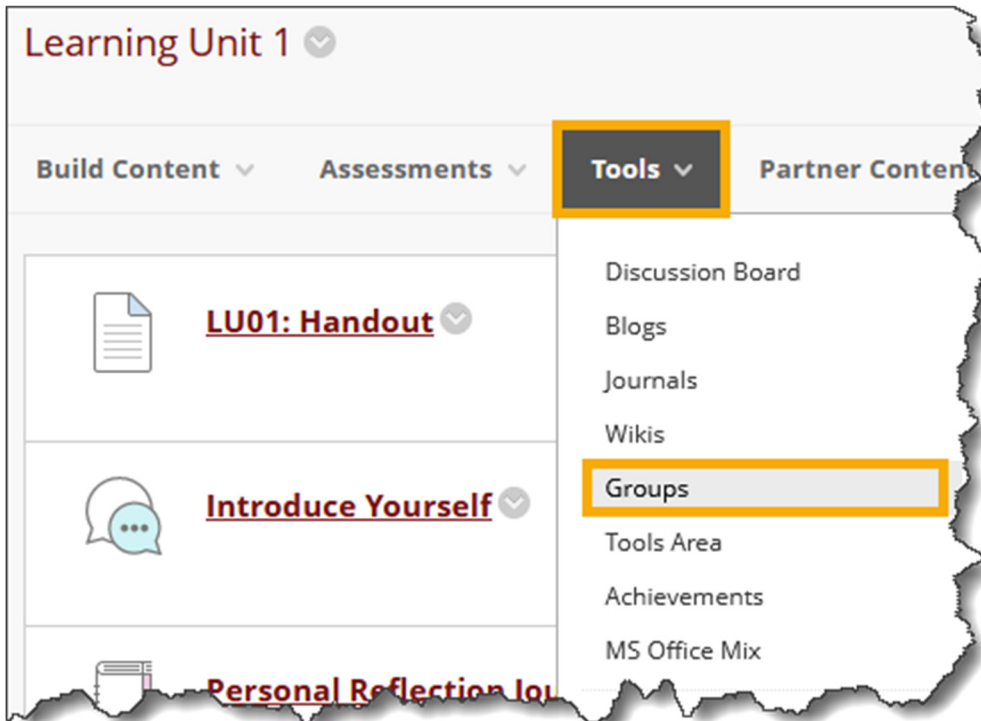
The "Create Link: Group" page will open.

Create Link: Group

Adding a link to a Group places the Group in the Content Area. This creates a streamlined experience where users interact with each other through the Group tools in the same area where they discover content. A link can connect to the Groups listing page where all the Groups are listed, or to an existing Group or Group Set. A new Group or Group Set can be created and linked. Individual Groups should be used cautiously since not all users may be assigned to the Group. More Help

Under "Create Link: Group," select "**Link to a Group or Group Set**." A list of all available "Single Group(s)" and "Group Set(s)" will appear in the box next to "Link to a Group or Group Set."

Then, in the "Link to a Group or Group Set" box, select the group you created.

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

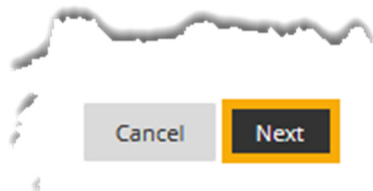Link to a Group or Group Set

----Select group below----
Single Group:
   Group Project
   Work Groups
Group Set:
   Case Study: Group
   Group
   Group Project
   Group Set Example
   Project

Click "**Next**."

Cancel   Next

On the next page, the "Link Name" field will automatically be populated with the "Name" of the Group (shown earlier in this tutorial).

Note: It is recommended that you do <u>not</u> change this.
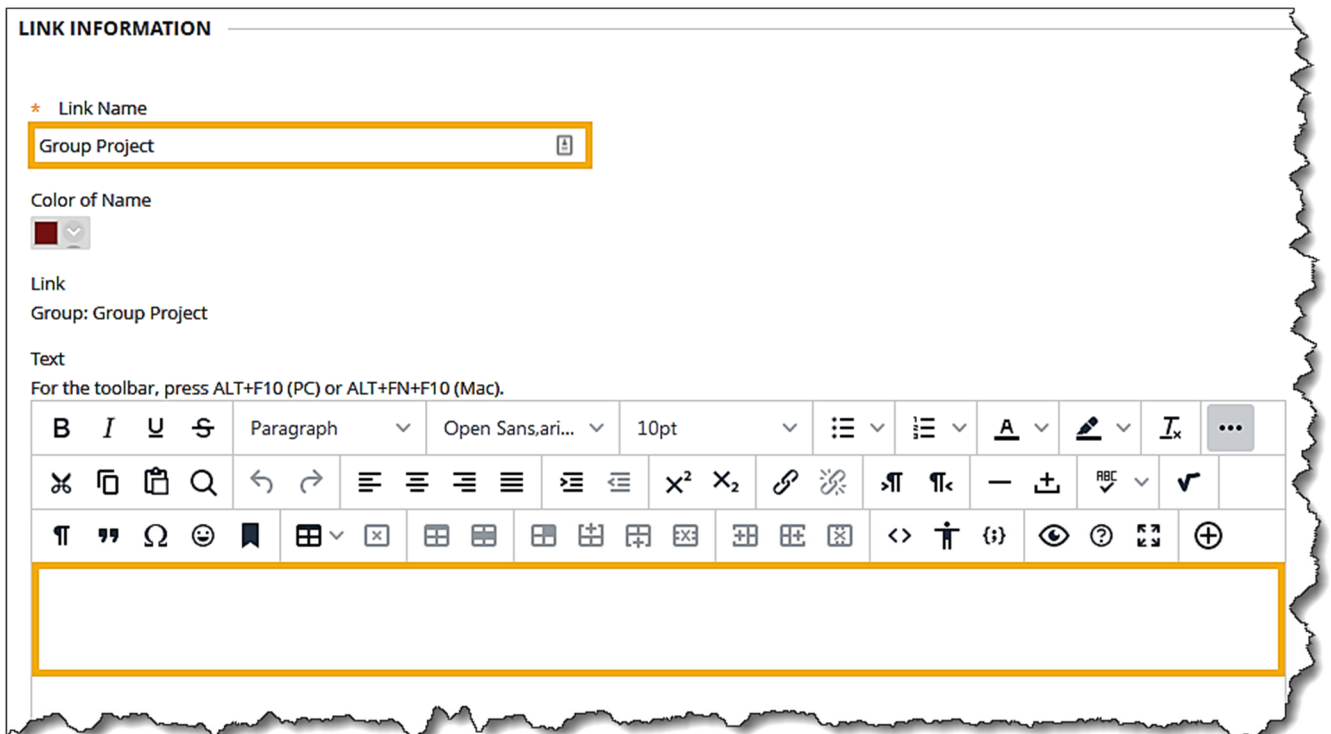
LINK INFORMATION

* Link Name

Group Project

If you would like the title color of the file to be consistent with the color palette set for Indian Hills Community College, you may change the "Color of Name" by clicking the drop-down arrow next to "Black."

Note: Please see the tutorial "Add a Content Folder" for more information on adding changing the color of a title.

Note: Please use the Indian Hills color palette or leave the color black.
Reminder that the color code for maroon is #741213 and the color code for blue is #2E5073

You may add additional information about the link in the "Text" box. If added, this information will appear in the learning unit, under the "Link Name."

LINK INFORMATION

* Link Name

Group Project

Color of Name

Link
Group: Group Project

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Keep "**Yes**" selected next to "Available," so that the group link is visible to students.

Choose the option you prefer for "Track Number of Views."
Note: "No" will be selected by default.

If you selected time and date restrictions for the group, you may want to set the same time and date restrictions for the group link. Check the box next to "Display After" and/or "Display Until." Then, click the calendar icon to select a date and the clock icon to select a time.

Note: The "Date Restrictions" set here only apply to the group link, not the group itself. Also, time restrictions are not available for the "Group," but are available for the "Group Link."
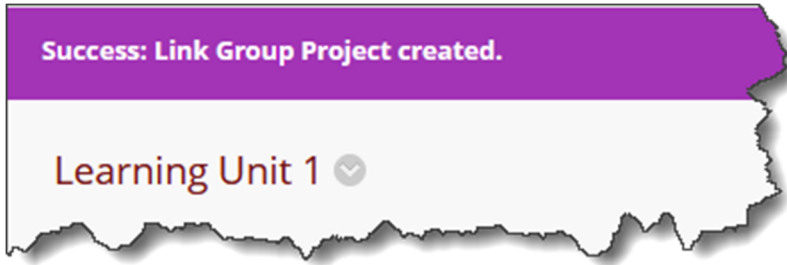

Once you have selected your options, click "**Submit**."

You will be taken back to the Content Area. A success message will appear at the top of the page.

Success: Link Group Project created.

Learning Unit 1 ⌄

The group link will be the last item listed on this page. Both students and the instructor may access the group by clicking the group link.

Note: You may change the order of the group link by clicking and dragging it to the appropriate area on this page, as long as "Edit Mode" is on.

Learning Unit 1 ⌄

Build Content ⌄   Assessments ⌄   Tools ⌄   Par

LU01: Handout ⌄

Introduce Yourself ⌄

Personal Reflection Journal ⌄

Group Project ⌄
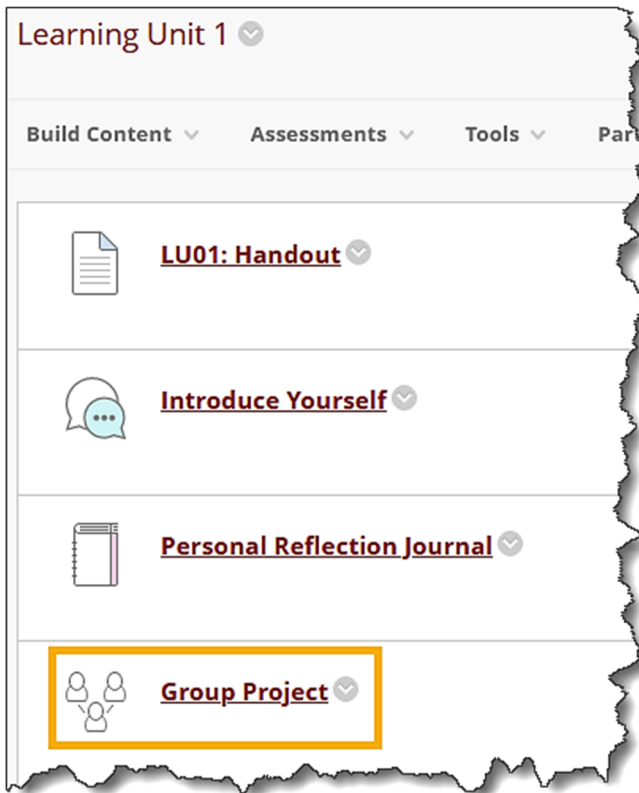
Congratulations! You now know how to create a group and add a group link to a Content Area!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk** Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*