

## Managing Learning Groups

The **Group Manager** allows you to create the following:

Option	Description
Create custom group	Creates one group in which you select the section members to add
Create multiple groups	Either: <ul style="list-style-type: none"> <li>• creates one or more empty groups to which you add section members later</li> <li>• creates one or more full groups in which Students are randomly distributed</li> </ul>
Create groups with sign-up sheets	Creates one or more empty groups that Students sign up for by using a sign-up sheet that they access from the course's Home Page or an organizer page

Once the groups are created, you can do the following:

- ✓ In **Group Manager**, you can:
  - add and remove group members.
  - create discussion topics for groups, in which group members can read and post messages.
  - create chat or whiteboard rooms for groups, in which group members can communicate in real-time.
  - send mail messages to all members of one or more groups.
  - edit group settings, such as group name and description.
  - edit sign-up sheet settings, such as sign-up sheet title, instructions, and location.
  - delete groups.
- ✓ In **Assignments**, you can:
  - create assignments that can be assigned to groups, allowing Students to work collaboratively.
  - create assignments that Students all work on individually but in which you provide additional instructions to groups of Students.
- ✓ In **Selective Release Map**, you can set selective release criteria based on membership within a group.

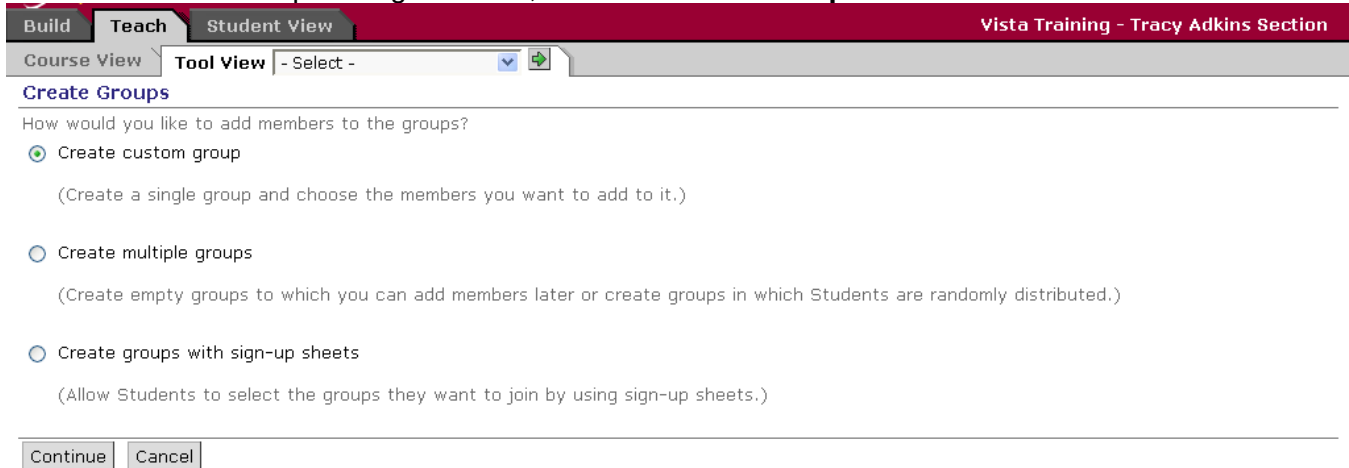
### To Access Group Manager

1. Click the **Teach tab**, and then click the **Tool View subtab**.
2. Then click the **Group Manager link**.

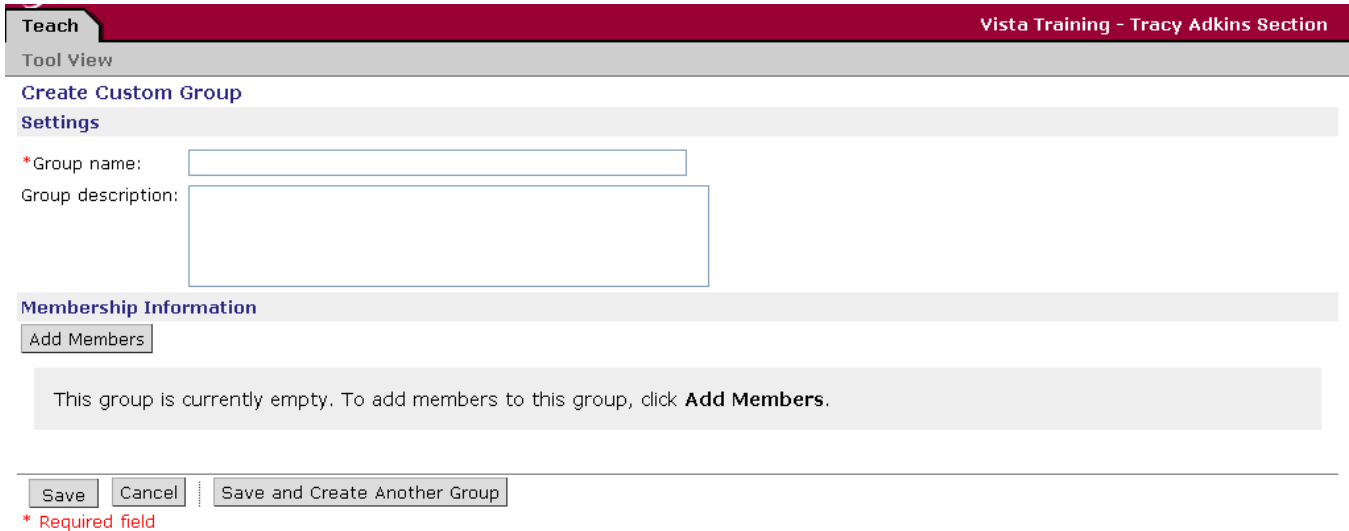
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## To Create Custom Learning Groups

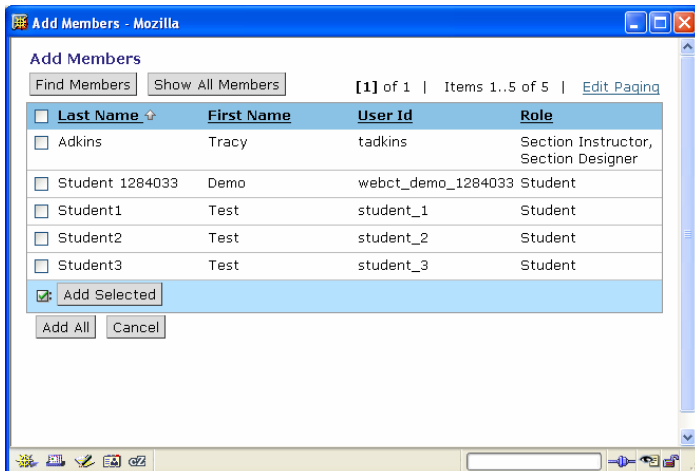
1. From the Group Manager screen, click the **Create Groups** button.



2. From the Create Groups screen, select the **Create custom group radio button**, then click the **Continue** button.



3. In the Group name box *enter a name for the group*. i.e. Group A If you wish, enter a description of the group.
4. Click the **Add Members** button.



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5. Select the check box next to each member that should be placed in the group. Then click the **Add Selected** button.
6. Click **Save**.

### To Create Multiple Learning Groups

1. From the Group Manager screen, click the **Create Groups** button.

Build Teach Student View Vista Training - Tracy Adkins Section

Course View Tool View - Select -

### Create Groups

How would you like to add members to the groups?

Create custom group  
(Create a single group and choose the members you want to add to it.)

Create multiple groups  
(Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)

Create groups with sign-up sheets  
(Allow Students to select the groups they want to join by using sign-up sheets.)

Continue Cancel

2. From the Create Groups screen, select the **Create multiple groups radio button**, then click the **Continue** button.

Teach Vista Training - Tracy Adkins Section

Tool View

### Create Multiple Groups

#### Group Information

All group names will start with the same word or phrase, followed by a unique number.  
Enter the word or phrase that will be used in all group names in the text box below.  
For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

\*Word or phrase all group names start with:

Default description:

#### How Should the Groups Be Created?

Create empty groups, and add members later  
Number of groups:

Create full groups, and randomly distribute Students

#### Students

There are 4 Students currently enrolled in this class, including the demo student.

Include the demo student in one of the groups  
(Including the demo student allows the Instructor to experience the full course by using the Student View tab.)

#### Set Up Groups

By number of groups:

By number of Students per group:

3. In the Word or phrase all group names start with: box *enter a prefix for your groups.* i.e. HW Group
4. Select the *appropriate radio button* for how groups are generated.
  - a. Review the options for having students randomly distributed. Be sure to pay attention to whether the demo student should be included.

**What Should Be Done with Any Extra Members?**

- Distribute extra members among the groups.
- Put extra members in their own group.
- Leave extra members to be added manually to groups.

Continue Cancel

\* Required field

5. Choose the appropriate radio button for handling extra members.

6. Click the **Continue** button.

Teach
Vista Training - Tracy Adkins Section

Tool View

**Confirm Created Groups**

**Student total: 3**  
**Group total: 1** (1 groups with 3 members)

Verify group membership and rename groups if desired:

Group Name	Description	Members	Member Names
1 * HW Group 1		3	Test Student1, Test Student2, Test Student3
<b>Total in Groups:</b>		<b>3</b>	

Save Shuffle Members Cancel

\* Required field

7. Review your group settings, click the **Shuffle Members** button if you do not like the way students have been distributed. Then click **Save**.

To Create Groups with Sign-up Sheets

1. From the Group Manager screen, click the **Create Groups** button.

Build Teach Student View
Vista Training - Tracy Adkins Section

Course View
Tool View
- Select -

**Create Groups**

How would you like to add members to the groups?

- Create custom group  
(Create a single group and choose the members you want to add to it.)
- Create multiple groups  
(Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)
- Create groups with sign-up sheets  
(Allow Students to select the groups they want to join by using sign-up sheets.)

Continue Cancel

2. From the Create Groups screen, select the **Create groups with sign-up sheets** radio button, then click the **Continue** button.

Teach Vista Training - Tracy Adkins Section

Tool View

### Create Groups with Sign-Up Sheets

#### Group Settings

All group names will start with the same word or phrase, followed by a unique number.  
 Enter the word or phrase that will be used in all group names in the text box below.  
 For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

\*Number of groups:

\*Word or phrase all group names start with:

Default description:

\*Maximum Students per group:

Student view:  Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet. (Whether this option is selected or not, after Students join a group, the names of their group's members will appear on the sign-up sheet.)

3. Complete the Group Setting section of the screen.

#### Sign-Up Sheet Settings

Students join a group by clicking a sign-up sheet, which is placed on an organizer page.

\*Sign-up sheet title:

Sign-up sheet instructions:


Place the sign-up sheet link on:

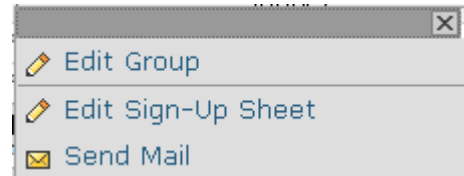
This is where the Students will go to choose the group they want to join.

\* Required field


4. Complete the Sign-up Sheet Settings section of the screen.
5. Click the **Continue** button.
6. Review groups then click the **Save** button.

To Edit a Sign-up Sheet

1. Next to the Group Name, click the drop down list arrow.
2. Then click the **Edit Sign-Up sheet button** .
3. Make necessary changes.
4. Click the **Save** button.




To Edit a Group

1. Next to the Group Name, click the drop down list arrow.
2. Then click the **Edit Group button** .
3. Make necessary changes.
4. Click the **Save** button.




To Send a Group Mail

1. Next to the Group Name, click the drop down list arrow.
2. Then click the **Send Mail button** .
3. Complete mail as normal.



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### To Delete a Learning Group

1. Click the **Delete button**  in the options column that corresponds to the appropriate group name.
2. Click **OK** to confirm the deletion.