



Groups

Groups are a way of segmenting work in your online classroom. They can be set up and associated with Assignments, Discussions, and the Locker. Consider group projects through the Assignments tool or peer review in Discussions. Four or five students in one group is ideal especially in the event of one or two students being unable to participate.

- Groups are usually used for **Assignments** or **Discussions**. The instructions that follow are for Discussions.
- Click on **Course Admin** and then click on **Groups**

A screenshot of the 'Course Administration' interface. At the top, there are two tabs: 'Category' and 'Name'. Below this, the menu is organized into sections: 'Site Setup' (with links for Course Offering Information, Homepages, and Widgets), 'Site Resources' (with links for Book Management, Course Builder, Frequently Asked Questions, Calendar, External Learning, and Import / Export Components), 'Manage Files', and 'Learner Management' (with links for Attendance, Class Progress, and Groups). A red arrow points to the 'Groups' link, which is also enclosed in a red rectangular box.

- Click on **New Category**
- Scroll down and select **Enrollment Type and Number of Groups**
 - There are a few different types from which to choose – self-enrollment included

A screenshot of the 'Enrollment Type' dropdown menu. The selected option is '# of Groups - No Auto Enrollments'. A red rectangular box highlights the dropdown arrow icon on the right side of the menu.



- Then choose where you would like to associate your groups.

Create Workspace

Set up discussion areas ?

Set up lockers ?

Set up assignments ?

Example of possible selection for group set-up for **Discussions**:

Peer critique

Description

Paragraph | **B** | *I* | U | ~~A~~ | | | |

| | | | |

Enrollment Type

Groups of #

Number Of Users *

5

Restrict Enrollments To *

No restrictions



When setting up groups in **Discussions**, having a forum just for this Group activity is necessary.

Auto-enroll new users

Randomize users in groups

Make category and group descriptions visible to group members

Additional Options

▼ Collapse additional options

Create Workspace

Set up discussion areas

Forum *

Critiques: Prospectus, Synthesis Essay, Final Essay [\[New Forum\]](#)

Create new topic
Create a new topic to restrict with this group category.

Attach to existing topic
Create a group-restricted thread in an existing topic. This option is only available for emp

Set up lockers

Set up assignments

Create Restricted Topics

Category Name
Prosp Peer

Create one topic per group
Each group has a separate, restricted topic.

Create one topic with threads separated by group
Groups share one group-restricted thread in a single topic.

[Create and Next](#) [Add Another](#) [Skip](#)



Workspace Summary

✓ Forum topics will be created

Done

If you need further assistance, please contact the TLC at 303-352-3201 or tlc@ccd.edu .