

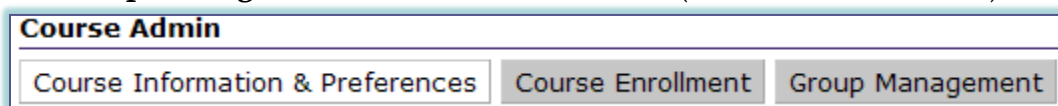
Group Management

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.

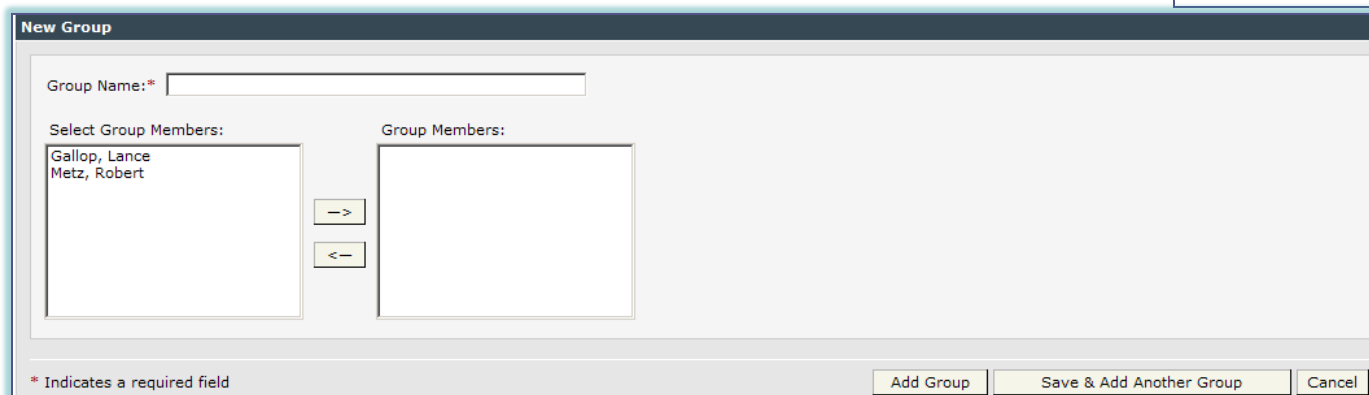
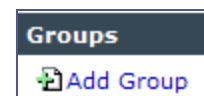
The instructor can create groups and select members for each group. Instructors have access to every group; students can only access groups in which they are enrolled.



Creating a Group

- ❖ In the **Navigation Tree**, click the **Author** tab.
- ❖ Click the **Course Admin** tab on the **Tools Menu**.
- ❖ The **Course Admin** window will display.
- ❖ Click the **Group Management** button in this window (see illustration below).



- ❖ The **Group Management** window will display.
- ❖ Click the **Add Group** link (see illustration at right).
- ❖ The **New Group** window will display (see illustration below).




A screenshot of the 'New Group' window. At the top, the title 'New Group' is displayed. Below the title, there is a form with the following elements: a 'Group Name:*' text box; a 'Select Group Members:' list box containing 'Gallop, Lance' and 'Metz, Robert'; a 'Group Members:' list box which is currently empty; two arrow buttons between the list boxes, one pointing right and one pointing left; and three buttons at the bottom: 'Add Group', 'Save & Add Another Group', and 'Cancel'. A legend at the bottom left indicates that the asterisk in the Group Name field indicates a required field.

- ❖ In the **Group Name** box, input a name for the group that is to be created.
- ❖ Under **Select Group Members**, click the **Names** of the students who are to be in the group.
- ❖ To select more than one student, hold down the **Ctrl** key while clicking the names.
- ❖ Click the arrow that points to the right to add the selected students to the **Group Members** list (see illustration at right). 
- ❖ To remove a student from the **Group Members** list, click the arrow that points to the left (see illustration at right). 
- ❖ 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

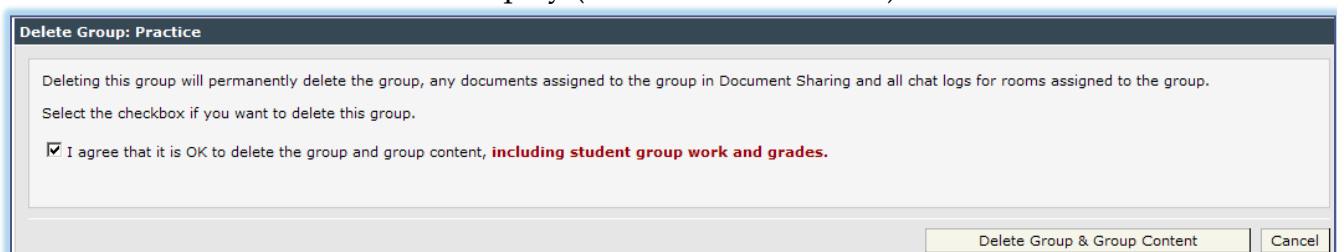
- ❖ Click the **Author** tab on the **Navigation Tree**.
- ❖ Click the **Content Item** that is to be assigned to a group.
- ❖ Click the **Toolbox** button.
- ❖ In the **Assigned To** list, select the group to which the content is to be assigned.
- ❖ The **Assigned To** list will only appear if groups have already been created within the course.
- ❖ Click **Save Changes**.

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 at right). 
- ❖ 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 (see illustration at right). 
 - 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 (see illustration). 
 - 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 at right). 
- ❖ A confirmation window will display (see illustration below).



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