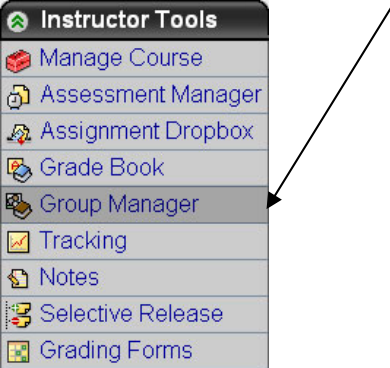


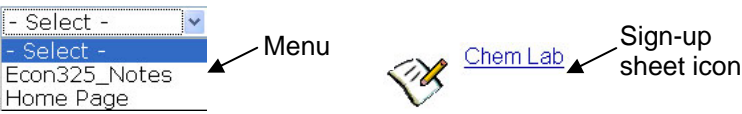

WesternOnline Quick Tips – Group Manager

How do I...	Quick Answers
<p>Know which type of group to choose?</p>	<p>Note: There are three options for creating groups in Group Manager.</p> <ul style="list-style-type: none"> • Custom groups: Create/name empty groups in which you select and add students. Students can be placed in more than one group. • Multiple groups: Create full groups in which students and auditors who are currently enrolled in your course are randomly distributed. Group size and selection are based on whether you specify the number of members that you want in each group or specify the number of groups you want created. • Create groups with sign-up sheets: Create/name one or more empty groups that students can join by using a sign-up sheet. This allows students to choose the group that they want to join. Students can sign up for only one group. After students sign up for a group, they cannot remove themselves from the group. Only Section Instructors and Teaching Assistants can remove students from groups.
<p>Create a Custom Group?</p>	<ul style="list-style-type: none"> • Go to Teach > Group Manager (under Instructor Tools)  <p>The screenshot shows a vertical menu titled 'Instructor Tools' with the following items: Manage Course, Assessment Manager, Assignment Dropbox, Grade Book, Group Manager (highlighted in grey), Tracking, Notes, Selective Release, and Grading Forms. A black arrow points from the right side of the menu to the 'Group Manager' item.</p> <ul style="list-style-type: none"> • Click Create Groups • Select Create custom group and click Continue • Enter a name in the Group name text box • Enter a description in the Group description text box • Under Membership Information, click Add Members <ul style="list-style-type: none"> ○ To add one or more members, select the box next to the member and click Add Selected ○ To add all members, click Add All • Click Save

WesternOnline Quick Tips – Group Manager

How do I...	Quick Answers
<p>Create Multiple Groups?</p>	<ul style="list-style-type: none"> • Go to Teach > Group Manager (under Instructor Tools) • Click Create Groups • Select Create multiple groups and click Continue • Under Group Information, in the Word or phrase all group names start with text box, enter the name word or phrase that you want the group names to begin with. Ex: If you enter Midterm Project Group – the group names will be Midterm Project Group 1, Midterm Project Group 2, Midterm Project Group 3... • Under How Should the Groups Be Created?, specify how you want to create the groups <ul style="list-style-type: none"> ○ To create empty groups, and add members later: <ul style="list-style-type: none"> ▪ Select Create empty groups, and add members later. ▪ In the text box labeled Number of groups, enter the number of groups you want to create. ○ To create full groups in which students and auditors who are currently enrolled in your course are randomly distributed: <ul style="list-style-type: none"> ▪ Select Create full groups, and randomly distribute students. ▪ If you want to include the Demo Student in one of the groups, select the box. ▪ Under Set Up Groups, specify how you want to setup the groups: <ul style="list-style-type: none"> • To randomly distribute the members by the number of groups, select By number of groups and, enter the number of groups you want to create in the text box. • To assign a specific number of members to each group, select By number of Students per group and, in the text box enter the number students and auditors you want in each group. ▪ Under What Should Be Done with Any Extra Members, select whether extra students and auditors should be randomly distributed among the groups, put in their own group, or left to be manually added to groups later. • Click Continue • If needed, edit the Group Names and Descriptions. • If you created full groups and you want to move group members between the groups, click Shuffle Members. • Click Save. If a group contains more than 10 members, to view all group members, click View All Members.

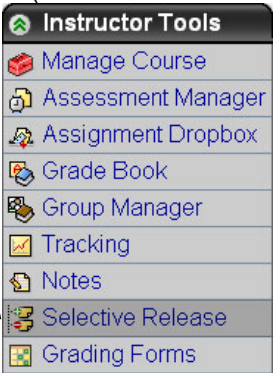
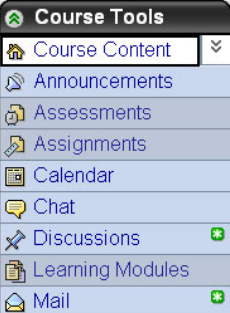
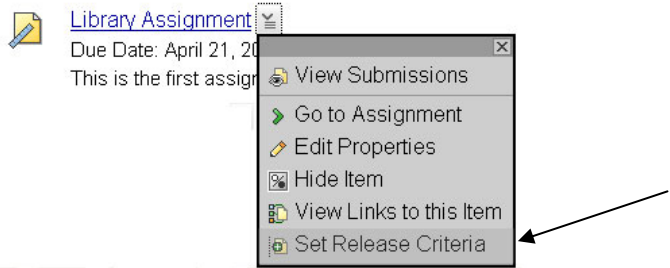
WesternOnline Quick Tips – Group Manager

How do I...	Quick Answers
<p>Create groups with Sign-Up Sheets?</p>	<ul style="list-style-type: none"> Go to Teach > Group Manager (under Instructor Tools) Click Create Groups Select Create groups with sign-up sheets and click Continue Under Group Settings, in the Number of groups text box, enter the number of groups that will appear on the sign-up sheet. In the Word or phrase all group names start with text box, enter the word or phrase. Ex: If you enter Midterm Project Group – the group names will be Midterm Project Group 1, Midterm Project Group 2, Midterm Project Group 3... In the Default description, enter a description. You will be able to add or edit the description for each group at a later time. In the Maximum Students per group text box, enter the number. Select Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet, if you want Students who have not yet signed up for a group to see the names of group members on the sign-up sheet. In the Sign-up sheet instructions text box, enter the instructions for the Students. Next to Place the sign-up sheet link on, select where you want the sign-up sheet link to be located from the drop-down menu. <div style="text-align: center;">  </div> <ul style="list-style-type: none"> Click Continue. Click Save.
<p>Add Members to a Group?</p>	<ul style="list-style-type: none"> Go to Teach > Group Manager (under Instructor Tools) Locate the group and click on its ActionLinks Menu  Click on Edit Group Under Membership Information, click Add Members Do one of the following: <ul style="list-style-type: none"> To add one or multiple section members, select each member and click Add Selected. To add all section members, click Add All Click Save

WesternOnline Quick Tips – Group Manager

How do I...	Quick Answers
<p><i>Remove Members from a Group?</i></p>	<p>Note: When you remove members from a group, they remain enrolled in the course and in Grade Book. After students and auditors are removed from a group, they can no longer access the following:</p> <ul style="list-style-type: none"> • Any discussion topics created for that group • Any chat or whiteboard rooms created for that group <p>To Remove Members from groups, do one of the following from the Group Manager Screen:</p> <ul style="list-style-type: none"> • To remove selected members from a group: <ul style="list-style-type: none"> ○ Under Group Name, locate the group and click its ActionLinks Menu ○ Click Edit Group ○ Under Membership Information, select each member and click Remove Selected • To remove all members from a group <ul style="list-style-type: none"> ○ Do one of the following: <ul style="list-style-type: none"> ▪ To remove members from one or multiple groups, select the groups ▪ To remove members from all groups, in the table heading row, select the check box ○ Click Remove All Members ○ Click OK ○ Click Continue
<p><i>Create Discussion Topics and Chat Rooms for Groups from Group Manager?</i></p>	<p>Note: You will need to have groups established before you complete these steps.</p> <ul style="list-style-type: none"> • Go to Teach > Group Manager under Instructor Tools • Check the box next to the group that you want to assign a chat room or discussion topic • Select the appropriate activity (Discussion topic or Chat room) from the Create Group Activity drop-down menu <div data-bbox="732 1283 1224 1398" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Create Group Activity: - Select - ▼ ▶</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> <p>- Select -</p> <p>Discussion topic</p> <p>Chat room</p> </div> </div> <ul style="list-style-type: none"> • Click the green Go button • If you chose Discussion topic <ul style="list-style-type: none"> ○ Select the type of discussion and click Next ○ Type in a title and description (if needed) for your Topic ○ Select the appropriate Category for the Topic ○ Choose if the discussion will be graded or not graded ○ Click Save • If you chose Chat room <ul style="list-style-type: none"> ○ Assign a name to the chat room and enter a description (if needed) ○ Enter a number of maximum users allowed in the chat room ○ Decide if the students will need to use the chat feature (text only), whiteboard, or both ○ Make sure the box next to Maintain Chat room log is marked, unless you do not want to ever have access to past chat sessions ○ Click Save

WesternOnline Quick Tips – Group Manager

How do I...	Quick Answers
<p>Release a File or Folder to a Group?</p>	<ul style="list-style-type: none"> • Create file or folder on the Homepage or in a Learning Module that you want to release to the group • Go to Teach > Selective Release (under Instructor Tools)  <ul style="list-style-type: none"> • Click on Set Release Criteria • Click on Add Group Criteria • Click on the box next to the group(s) that you want to release the information to • Click Save
<p>Release a Learning Module, Assignment, or Assessment to a group?</p>	<ul style="list-style-type: none"> • On the Teach Tab click on Learning Module, Assignment, or Assessment  <p>Click on the ActionLink associated with the activity you are wanting to release to the group members</p>  <ul style="list-style-type: none"> • Select Set Release Criteria from the menu • Click on Add Group Criteria • Select the group(s) that you want to access the activity • Click Save