

Oncourse: Working with Groups

'Group-aware' tools can be configured to facilitate group work, after groups are created.

Creating a Group

Creating groups can help facilitate group work. Tools such as Forums, Messages, and Resources are group aware. The options for groups in these tools only become available when groups exist.

1. From the menubar on the left, **Click Site Setup**.
2. **Click Manage Groups**.
3. **Click Create New Group**.
4. In the **Title** field, **type a title for the group**.
Note: Avoid using the word "group" in your groups' titles.
5. In the **Description** field, **type a description for the group**.
6. In the **Membership Site Member List**, **Click the participants you want to add to the Group Member List**.
Note: To select multiple participants, Ctrl + Click [Mac: Command-Click] on the names.
7. **Click the right-facing double-arrow** to add group members.
8. **Click Add** to save changes.

Viewing Groups within the Roster

Groups can be viewed from the Roster page.

1. From the menubar on the left, **Click Roster**.
2. From the list of links at the top of the screen, **Click Group Membership**.
3. To display the class member list according to groups, from the **View drop-down box**, **select By Group**.
4. To view members of a specific group, **Click Overview** and in the View drop-down, **Select the group you wish to view**.
5. To view pictures of members within each group, **Click Pictures**.
6. From the View drop-down box, **Select the group you wish to view**.

Sending Messages to Groups

You can choose to send a message to all members of a group.

1. From the menubar on the left, **Click Messages**.
2. From the list of links at the top of the page, **Click Compose Message**.
3. In the **To** field, **select the group(s)** to whom you wish to send your message.
Note: To select multiple groups, Ctrl + Click on the group names [Mac: Command + Click].
4. **Add a subject line** to the **Subject** field, and **add your message** to the **Message** field.
5. **Click Send** when finished.

Sending Announcements to Groups

Announcements can be made viewable only to specific groups.

1. From the menubar on the left, **Click Announcements**.
2. From the list of links at the top of the page, **Click Add**.
3. Add data to fields such as **Title**, **Body**, etc., as required.
4. In the **Access** section, **Click Display this announcement to selected groups only**.
A list of all groups within the site appears.
5. To select/deselect groups you wish to send the announcement to, **Click the appropriate checkboxes**.
6. Select remaining options as required, and **Click Add Announcement** when finished.

Posting Assignments to Groups

Follow the steps below to post an assignment to specific groups.

1. From the menubar on the left, **Click Assignments 2**.
2. From list of links near the top of the screen, **Click Add**.
3. In the **Access** section, **Click Display to selected groups**. A list of all groups within the site appears.
4. To select/deselect groups you wish to send the assignment to, **Click the appropriate checkboxes**.
5. Add data to fields like **Title**, **Instructions**, **Submission Details**, **Availability**, **Details**, etc., as required.
6. Select remaining options as required, and **Click Save** when done.

Making Resources Available to Specific Groups

Follow the steps below to make resources available only to specific groups.

1. From the menubar on the left, **Click Resources**.
2. **Mouse over the Actions drop-down arrow** in front of the file or folder to which you wish to grant group access.
3. **Click on the Edit Details link**.

4. Under the **Availability and Access** section, **Click on Display this folder and its contents to selected groups only.**
A list of all groups within the site appears.
5. To select/deselect groups to which you wish to make the resource visible, **Click the appropriate checkboxes.**
6. Select any remaining options as required.
7. **Click Update** when finished.

Displaying Calendar Events to Specific Groups

Calendar events can also be made visible for specific groups.

1. From the menubar on the left, **Click Calendar.**
2. From the list of links at the top of the page, **Click Add.**
3. Add data to fields such as **Title, Date,** etc.
4. Below the **Message** textbox, **Click the Display to Selected Groups** option.
A list of all groups within the site appears.
5. To select/deselect groups you wish to display the calendar event to, **Click the appropriate checkboxes.**
6. Select any remaining options as required.
7. **Click Save Event** when finished.

Creating and Customizing Forums for Individual Groups

Follow the steps below to create and customize forums for different groups.

1. From the menubar on the left, **Click Forums.**
2. From the list of links near the top of the screen, **Click New Forum.**
3. Add data to fields like **Forum Title, Description,** etc.
4. Under the **Permissions** section, **select the group that you wish to set permissions for** from the drop-down box labeled "This site role."
5. **Click on the drop-down menu labeled "gets this permission level"** to choose an appropriate permission for the group selected.
Note: By default, the permission for all groups is set to None.
6. **Click on the appropriate checkboxes** below the label "which you can customize below" to select the rights you want to associate with that permission level.
7. To save the forum settings and add a new topic to the forum, **Click Save Settings & Add Topic.**
Note: Permission settings for each topic can be configured, similar to the settings for a forum.
8. **Fill in the Topic Settings screen as needed.**
9. To finish configuring the topic settings, **Click Save.**