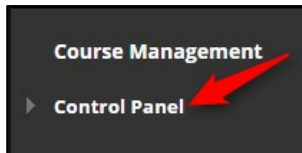


Creating Groups for Group Projects

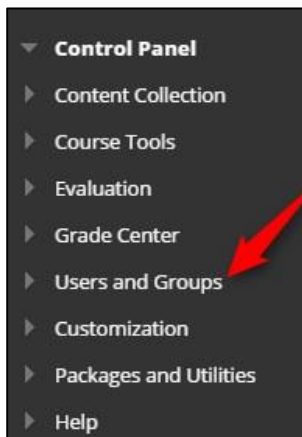
This tutorial will walk you through how to create a group for group projects. You can provide groups several collaboration tools such as discussion boards and journals.

Directions for Groups for a Project:

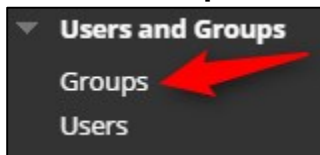
1. Go into your course.
2. Click on the **Control Panel**



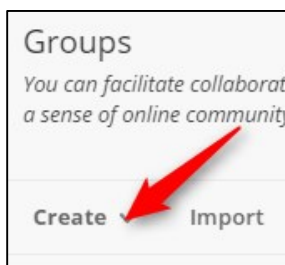
3. Click on **Users and Groups**



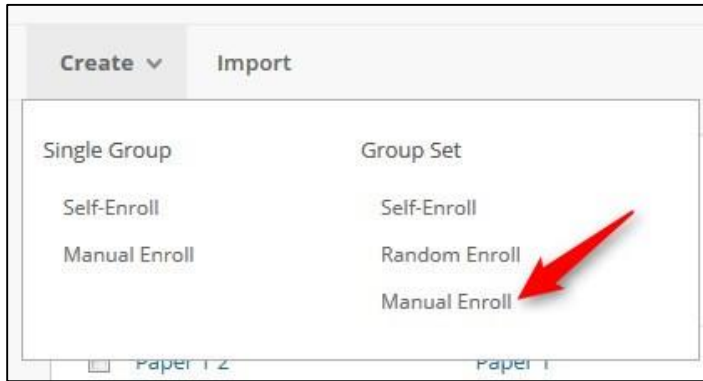
4. Click on **Groups**



5. Click on **Create**



6. Click on **Group Set – Manual Enroll**




7. Enter the **Name** of the Group Set (Your will name individual groups later) and a description. This will be visible to the students on their groups page.

GROUP INFORMATION

* Name

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p Words:41

* Group is visible to students No Yes

8. Under tool availability you will want to check only the tools you want groups to have access to.

TOOL AVAILABILITY

- Blogs
 - No grading
 - Grade: Points possible:
- Discussion Board
 - Allow any group members to create forums.
 - Do not allow student group members to create forums.
- Email
- File Exchange
- Journals
 - No grading
 - Grade: Points possible:
- Tasks
- Academic Materials
- Content Market Tools
- Wikis
 - No grading
 - Grade: Points possible:

9. Uncheck the Allow Personalization option.

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

Allow Personalization

10. Enter in the Number of Groups in the box.

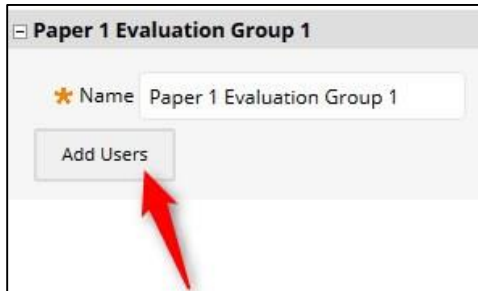
GROUP SET OPTIONS

* Number of Groups

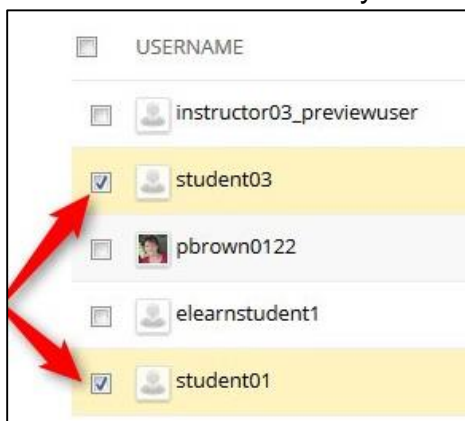
11. Click on **Submit**.



12. Under Group 1 you will click on **Add Users**.



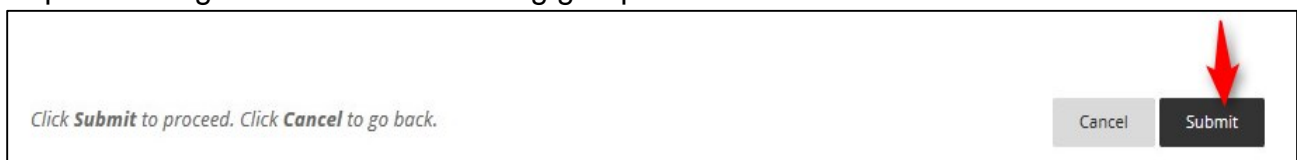
13. Click on the check box by each user name that you want to add to the group.



14. Click on **Submit**.



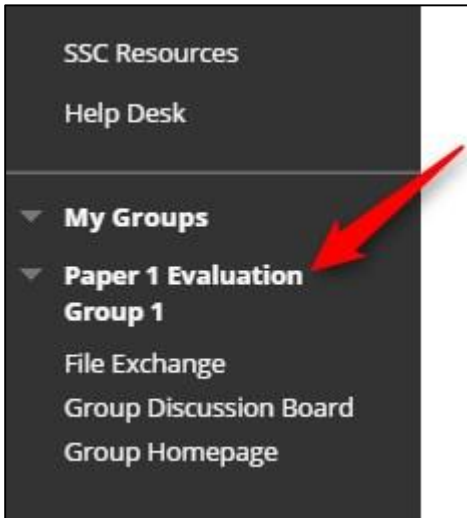
15. Repeat adding users for the remaining groups. After all users are added click on **Submit**.



You have now added groups to your class. When the student logs in they will see these groups under their navigation. The next page will show you student view.

Student View of Groups

Under navigation the student will now see a My Groups link. When they click on that any groups that they are members of will display.



If the student clicks on Group Homepage they will see the following:

