

How do I create groups?

You may create groups in your site in several different ways:

- Manually create and assign users to a group.
- Create joinable groups that site participants can elect to join.
- Automatically generate groups by user role, number of groups per site, or number of users per group.
- Import group information from a file.

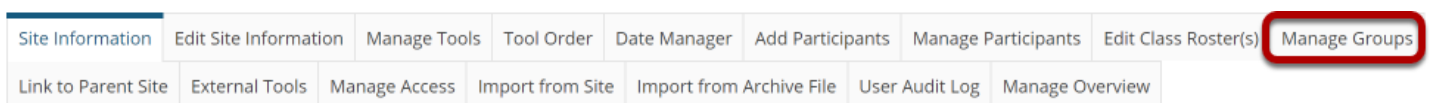
Once groups are created, group aware tools such as Assignments, Email, Resources, or Tests & Quizzes have options for restricting access by group.

Go to Site Info.



Select the **Site Info** tool in the Tool Menu of your site.

Click on Manage Groups.



Manually create a group.



Select **Create New Group**.

Enter group information.

Create New Group


Select members of the site member list and add to group. Select members of group list and remove.
Click Add to save changes.

- * Group title**
Group title
- Group description**
Group description
- Allow members to see the other members of this group

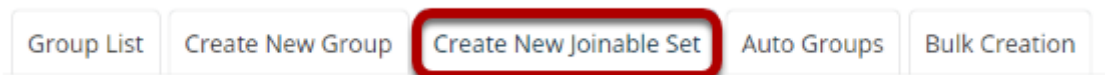
Available Members	Membership controls	Assigned Members
Search...		Search...
Role: Instructor	▶▶	
Role: Teaching Assistant	>	
Role: Student	<	
Demo, Instructor (demoinstruc	◀◀	
Demo, Student01 (student01)		
Demo, Student02 (student02)		

7 Add new group Cancel

1. Enter a **Group Title** for the group.
2. Enter a **Description** of the group. (Optional)
3. Check the box for **Allow members to see the other members of this group** if you want students to be able to see the names of their group members.
4. You may use the **Filter by group** drop-down menu to filter the site member list by another group or section. For example, if you have two sections combined into one site, and you want to set up groups of students within sections, you could filter the view by section to make assigning students easier. *(Note: You must have existing groups/sections for them to show up in this list.)*
5. If you would like this group to be part of a **Joinable Set**, select the set from the drop-down menu. *(Note: You must have existing joinable groups for them to show up in this list.)*
6. In the **Membership** section, click on a user or users' names to select participants from the **Site Member List**. Then select on the right arrow button > to move the selected participant(s) over to the **Group Member List** area.
7. Once you have selected all of the desired group members, click on the **Add** button to create the group.

 **Tip:** You may select more than one name at a time in the participant list by using **SHIFT+Click** to select a range of consecutive names, or **CTRL+Click** to select more than one non-consecutive name.

Create a joinable group.



Select **Create New Joinable Set**.

Specify the joinable set details.

New Joinable Set

Joinable sets consist of automatically created groups that users can elect to join. Each group in a set begins with the set name and ends with a unique number. An individual can join one group per set.

* Set name:

1

* Number Of Groups:

2

* Max members per group:

3

Allow user to see group membership before joining

Allow members to see the other members of these groups after joining

Allow members to unjoin (leave) groups in this set after joining

4

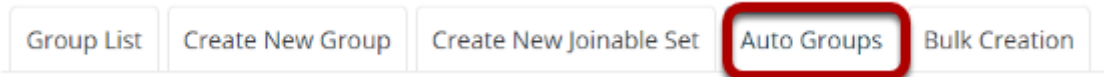
1. You will need to enter a **Set name** for the set of groups. Each group will begin with the same name and end with a unique number.
2. Indicate the **Number of groups**.
3. Enter the **Max members per groups**.
4. Click **Add** to create the joinable set.

Optionally, you may also select any of the following options:

- **Allow users to see group membership before joining**
- **Allow members to see the other members of these groups after joining**
- **Allow members to unjoin (leave) groups in this set after joining**

Note: Students will need access to Site Info to see and join any joinable sets of groups.

Automatically generate groups.



Select **Auto Groups**.

Step 1: Select Role(s)

Auto-generated Groups



Please start by selecting which site role(s) to include in the groups you are creating.

<input type="checkbox"/> Select All/None	Role
<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Teaching Assistant
<input checked="" type="checkbox"/>	Student



Select one or more roles from which you would like to create groups, and then click the **Continue** button.

 *Tip: Click the **Role** checkbox to select all roles at once; click the checkbox again to de-select.*

Step 2: Select Section(s)

Auto-generated Groups

Step 1: Select Roles	Step 2: Select Rosters	Step 3: Define Group Structure	Step 4: Preview Groups
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You have selected to create groups from the following role(s):

- Student

Would you like to draw group members from specific rosters?

No, include all site participants in the selected roles, regardless of roster.

Continue Back Cancel

Choose the sections to be included in your groups. If your site has no sections, then all site participants will be included.

Step 3: Define Group Structure

Auto-generated Groups

Step 1: Select Roles	Step 2: Select Rosters	Step 3: Define Group Structure	Step 4: Preview Groups
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You have selected to create groups from the following role(s):

- Student

Now please select how to generate the groups.

1 Create groups containing a random mixture of users with the selected role(s) from the selected roster(s).

Create groups containing a random mixture of users with the selected role(s) from the selected roster(s).

3 Split by number of groups needed

Group title

Group title

Note: Numbers will be appended to the title for each group. For example, a title of 'Team' will result in 'Team-1', 'Team-2', etc.

Number of groups

0

4 Split by number of users needed per group

2 Create a group for each selected role containing members of the selected roster(s).

Continue Back Cancel

First, you need to select if you want your groups to be created across roles and/or sections, or within roles and/or sections.

1. Select **Create groups containing a random mixture of users with the selected role(s) and/or selected section(s)/roster(s)** to create groups randomly from all of the selected roles and sections.
2. Or, select **Create groups containing the members from the selected role(s) and/or selected section(s)/roster(s)** to create groups that are restricted within roles or sections. For example, if you have students in multiple sections, it will only place students in groups with other students enrolled in the same sections.

Once you have made your selection for the composition of the group, you need to choose how you want to break up the site participants.

3. Select the **Split by number of groups needed** radio button to indicate the total number of groups you want.
 - Enter a **Group Title**. This title will serve as the basis for all of the group names. Unique numbers will be appended to the title.
 - Enter the number of groups desired.
4. Or, select the **Split by number of users needed per group** to divide up the participants by a given number of group members.
 - Enter a **Group Title**. This title will serve as the basis for all of the group names. Unique numbers will be appended to the title.
 - Enter the number of participants per group desired.
5. Click the **Continue** button to proceed.

Step 4: Preview

⚙ SITE INFO

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Auto-generated Groups

[Step 1: Select Roles](#)
[Step 2: Select Rosters](#)
[Step 3: Define Group Structure](#)
[Step 4: Preview Groups](#)

Review the preview of the groups to be created and go **Back** to make any changes.

Allow members to see who else is in their Group.

[Create](#)
[Back](#)
[Cancel](#)

Team-1 (2 Members)

Name	User Eid	Role
Student03 Demo	student03	Student
Student01 Demo	student01	Student

Team-2 (2 Members)

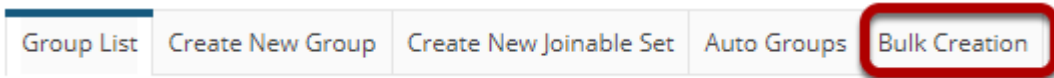
Name	User Eid	Role
Student04 Demo	student04	Student
Student02 Demo	student02	Student

[Create](#)
[Back](#)
[Cancel](#)

Preview your groups to make sure they look correct. If everything looks good, click **Create** to create your groups. (If you need to make a change, click **Back** to return to an earlier step in the process.)

Select Bulk Creation.

⚙ SITE INFO



Select **Bulk Creation**.

Provide group information.

Upload a file or type in the text box the groups you wish to create

File requirements or data format for the text box

- The CSV file or data should contain the group details in the columns: group title, username / email address.
- Columns must be in the order above, but **do not include a row of column headers**.
- Fields must be comma separated and the username/email address must already be a site participant.

```
group1, username1  
group2, username1  
group2, username2
```

1 Type or paste in the text box

Or choose a file 2

Choose File No file chosen

3 CONTINUE CANCEL

There are two methods to create or update multiple groups at once:

1. Type or paste the group information into the text box provided.
2. Click the **Choose File** button to browse for and select your import file.
 - Your import file should be in comma-separated (CSV) format with two columns of data. The first column should contain the group title, and the second column should contain the username of the site participant. Do not include a column header row and do not include spaces.

3. Select **Continue** to proceed with group creation.

Example: CSV File for Importing Groups

