



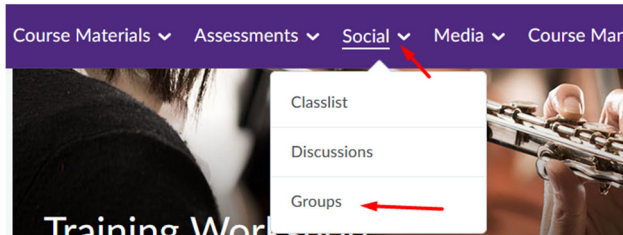
Creating and Using Groups in iLearn

Center for Innovation in Teaching and Learning

This document covers the iLearn Group tool. It will walk you through creating groups and the setup options, managing the groups, and using groups throughout the course once created.

Creating Groups

1. Login to iLearn and select the course you would like to work in
2. Go to **Social** - select **Groups**

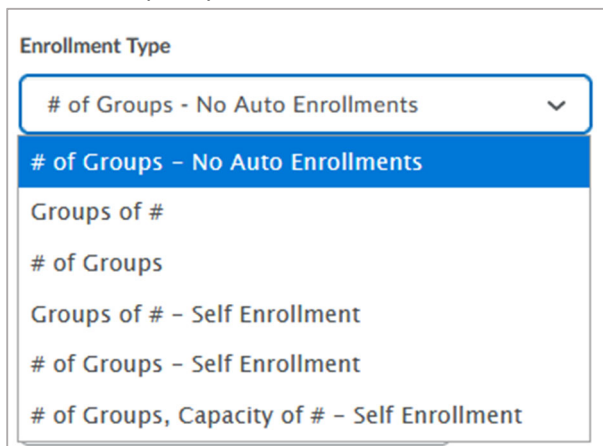


a. You can also access Groups through **Course Management – Course Admin**

3. Select **New Category**



4. Enter a **Category Name**. Groups are setup by categories. *For example: Project Groups or Project 1 Groups*
5. Enter a **Description** of the group, if needed
6. Select the **Enrollment Type**
 - a. **# of Groups – No Auto Enrollments** – this option allows you to setup the number of groups needed, but will not auto-enroll any users.
 - b. **Groups of #** - this option will allow you to choose the number of users in each group and auto enroll the users.
 - c. **# of Groups** - this option will allow you to choose the number of groups and auto enroll the users.
 - d. **Groups of # - Self Enrollment** – this option allows you to choose the number of users in a group and then students will enroll themselves in a group.
 - e. **# of Groups – Self Enrollment** - this option allows you to choose the number of groups and then students will enroll themselves in a group.
 - f. **# of Groups, Capacity of # - Self Enrollment** - this option allows you to choose the number of groups and their capacity and then students will enroll themselves in a group.



7. Enter either the **Number of Users** or **Number of Groups**
8. **Restrict Enrollments To** – this option is helpful if you have larger groups setup and need to only have those groups choosing to enroll (or be assigned) to a sub-group.
9. **Group Prefix** – allows you to add a prefix to the auto assigned info, optional. By default it will be Group 1, Group 2, etc.

The screenshot shows a form with the following fields:

- Enrollment Type:** A dropdown menu currently showing "# of Groups - No Auto Enrollments".
- Number of Groups *:** An empty text input field.
- Restrict Enrollments To *:** A dropdown menu currently showing "No restrictions".
- Group Prefix:** An empty text input field.

10. Advanced Properties

- a. **Auto-enroll new users** – important if you set these up prior to the drop/add deadline
- b. **Randomize users in groups** – otherwise it will be in the alphabetical order
- c. **Make category and group descriptions visible to group members** – *optional*

The screenshot shows the "Advanced Properties" section with the following options:

- Hide Advanced Properties:** A blue link with a downward arrow.
- Groups Options:**
 - Auto-enroll new users
 - Randomize users in groups
 - Make category and group descriptions visible to group members

11. Additional Options

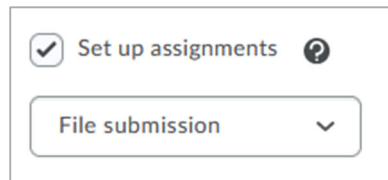
- a. **Set up discussions** areas
 - i. Choose a **Forum** (or create a **New Forum**)
 - ii. Choose to either **Create new topic** for the group or **Attach to existing topic**. If you choose *Attach to existing topic*, select the topic from the list.

The screenshot shows the "Create Workspace" section with the following options:

- Set up discussion areas
- Forum *:** A dropdown menu showing "Group Discussions" and a "[New Forum]" link with a help icon.
- Create new topic
Create a new topic to restrict with this group category.
- Attach to existing topic
Create a group-restricted thread in an existing topic. This option is only available for empty topics without previous group restrictions or posts.

b. Setup assignments

- i. Select the assignment type
 1. **File submission** – if the students will be submitting a file
 2. **Text submission** – great for quick comments, journaling, or video link submissions
 3. **On paper submission** – submissions that will be handed in physically
 4. **Observed in person** – for example, a presentation online or in a physical classroom.



12. Click **Save**

Setting up Discussions and Assignments Through the Group Creation Tool

While setting up the group, if you choose to setup a discussion area or an assignment, you will have to select a few more options. You can always setup Group discussions and assignments later through the actual tools also.

If You Chose to Add Discussions

1. Select how you would like to create the topics
 - a. **Create one topic per group** – this will create the number of topics in the Discussions that corresponds with how many groups you are adding. These will be named after the group name. You will want to edit the descriptions in Discussions once they are created.
 - b. **Create one topic with threads separated by group** – this creates one topic in Discussions, but group members can only see the threads for their group.
 - i. Add a **Title** for the Topic
 - ii. Provide a **Description** with additional information

When to Use One Topic Per Group Versus One Topic For All

- **Topic per group** – you have different instructions for each group for their discussion, great for journaling where each student has an individual group, or it's easier for the instructor in terms of organization.
- **One topic for all** – all group instructions are the same, if it is easier for the instructor to have all the comments in one thread and filter them vs viewing multiple topics.

- c. Click **Create** and **Next** (or **Add Another** if needed)

Create Restricted Topics

Category Name
Groups for Final Project

Create one topic per group (5 topics total)
Each group has a separate, restricted topic.

Create one topic with threads separated by group
Groups share one group-restricted thread in a single topic.

Choose the option that best fits your needs

Title
Groups for Final Project Group Discussion

Description

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Enter the instructions for the students to let them know what the expectations are for this topic.

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Create and Next
Add Another
Skip

If You Chose to Add an Assignment

These options will just have you fill in all the important settings for creating an Assignment. If you would like to enable Turnitin, you will need to go to the Assignments area after you complete this process and set that up.

1. Enter a **Name**
2. Enter the assignment **Instructions**
3. Add any attachments needed
4. Make sure that **Group assignment** is selected and the choose the appropriate **Group Category** from the drop-down box.
5. Edit the **Submission type** and update settings if needed
6. Under *Evaluation and Feedback*,
 - a. Enter the **Score Out Of**
 - b. Associate the assignment with a **Grade Item** (if applicable)
 - c. Add a **rubric** if needed
7. Click **Create**

To complete the process of setting up the groups, discussions, and assignments:

1. Once done, you will see the *Workspace Summary*
2. Click **Done**
3. Click **Save**

Managing Groups

Enroll Users

Allows you to add and remove people in groups.

1. Go to **Social – Groups**
2. Select the group category you would like to add the users to from the *View Categories* drop-down box.
3. Select the arrow to the right of the group category name below, choose **Enroll Users**
4. The students will be listed with the options for the groups to the right of the name. Select the checkbox that corresponds to the correct group they should be associated with.
5. Uncheck the box to remove them.
6. Once done, click **Save**

Add Groups

1. Go to **Social - Groups**
2. Select the group category you would like to add the users to from the *View Categories* drop-down box.
3. Select the arrow to the right of the group category name below, choose **Add Group**
4. The information is pre-filled if you chose a prefix, you can add a description if needed.
5. Click **Save**, then enroll the users

Delete Groups

1. Go to **Social - Groups**
2. Select the group category you would like to add the users to from the *View Categories* drop-down box.
NOTE: Make sure all the users are removed and added to other groups
3. Select the checkbox to the left of the group, click the **Delete** icon at the top of the list.

Edit Group Names

1. Go to **Social - Groups**
2. Select the group category you would like to add the users to from the *View Categories* drop-down box.
3. Click on the group name link
4. Edit the name

Using Groups to Allow or Restrict Access to Areas of the Course

You can use the group enrollment throughout the course, if needed, to set restrictions on content and assessments that are only viewable to those who need it.

Using Groups for Releasing Content

When in any area/tool of the course where Release Conditions can be applied (most tools have this option), you can use a condition based on the group enrollment. Once you create a release condition for the group, you can reuse it throughout the course.

1. Go to the tool and look for the **Release Conditions** option
2. Select to **Create** or **Create and Attach** option
3. Select **Group Enrollment** under the *Classlist* heading
4. Choose the **Group** or **Group Category** that should have access
5. Click **Create**

6. If you choose more than one condition to apply, make sure to select whether someone needs to meet all or just any of the conditions.

NOTE: Once you setup a Release Condition, if you go to a new area to setup another Condition and would like to reuse this condition, select **Attach Existing** or **Create and Attach**. Then choose this condition to attach to the area/tool you would like.

Setting up Group Discussions

If you don't set this up when setting up the group, you can still do it manually in the Discussion area.

Setup One Topic for All Student Groups

1. Go to the **Discussions**
2. Select **New - New Topic**
3. Select the **Forum**
4. Choose **Group or section topic, everyone can access this topic but students only see threads from their own groups or section.**
5. Select the **Group Category** that should have access.
6. Enter the rest of the information for the Topic that is needed (Title, Description, and other options), click **Save and Close**

Setup a Topic for Each Student Group

1. Go to the **Discussions**
2. Select **New - New Topic**
3. Select **One topic, everyone can access this topic and its contents.**
4. Go to the **Restrictions** tab.
5. Scroll down and under *Group and Section Restrictions*, choose **Restrict this topic to the following group and sections.**
6. Select the **Add Groups and Sections** button
7. Select the **Group or Section Category**
8. Scroll down and select the Group that should have access.
9. Repeat for each group topic that is needed.

Setting up Group Assignments

1. Go to **Assignments**
2. Select **New Assignment**
3. Enter the appropriate information needed (Name, Instructions, Score out of, Due date)
4. Select **Submission & Completion** to the right.
5. Choose **Group Assignment**
6. Choose the **Group Category** from the drop-down list.
7. Finish entering all other options needed, click **Save and Close**.

NOTE: When grading through the iLearn Assignment tool, it will assign the grade to all members of the group. If you feel that you need to adjust an individual's grade, you can do so in the Grades area.

Sections work similarly to Groups. Sections are setup automatically when a course is created. If you combine sections, you can restrict access by the enrolled section just like you can with groups. This is helpful for undergraduate/graduate combined classes or classes with Honors sections.