Quick Guide - MyAberdeen: Creating Groups

Creating and Managing Groups (Ultra Course View)

There are two areas for creating groups in the Ultra Course View. The first is within Assignments or Discussions. If you are expecting your students to work in groups, then you set the relevant groups up within the settings for those activities. The second is Course Groups in the left-hand menu under Details and Actions and can be used with Turnitin or messaging groups.

Group Assignments and Group Discussions

The process to create Assignments and Discussions is very similar. For example, create an assignment in the normal way and then allocate the group, i.e.:

- Select the ‘plus’ to create content within the Ultra course content page
- Select Assessment, from the right-hand panel then Assignment
- Once the New Assignment page opens, select the Settings icon (the cog) to open the Assignment Settings panel:
  - Provide a due date
  - If you wish you can allow class conversations
  - Choose to collect submissions offline if relevant
  - Scroll down the settings to select Assign to groups

At this time, you cannot create a group assignment with multiple attempts, a time limit or hidden names. You also cannot add questions, grade anonymously, or enable parallel grading.

Create Groups

The group page opens displaying a partial list of students in the Unassigned Students section, select Show All to view the entire list. There are several ways to divide your students into groups: custom, random, self enrol or re-use. Students who are not assigned to a group will not have access to the group assignment as it will not appear on their course content page. If students are self-enrolling they cannot access the assignment until they join a group.

Custom Groups

You can create as many groups as you want, with any number of students in each group. You can also create new groups or remove groups based on how many you want for the assignment.

1. In the Group students drop down menu, select Custom
2. Click on each student’s name to select them at the same time and allocate them into the same group (to remove a selected student, just click on their name again to deselect them)
3. Once you have selected the students, open the menu next to their names (the ellipses) and select Create a new group)
4. Edit the group name to change the default naming and add a group description if you wish.

Select the plus sign wherever you want to add another group, or just repeat steps 2 to 4.

You can also move multiple students to a group listed in the menu. You cannot move students to a group where work has already been submitted.
Randomly Assign

Students can be randomly assigned to the number of groups you choose.

1. In the **Group students** drop down menu, select **Randomly assign**

2. In the **Number of groups** menu, select how many groups to create. Students are equally assigned to the number of groups you choose. To remove all students from the current group set, select **Unassign All** at the top of the page. The setting changes to **Custom** if you move students to different groups after they are grouped and before you save.

3. Edit each group name if you want to change the default naming ‘New Group 1’ and add optional descriptions if you so wish.

Self-enrollment

Students can self enrol in groups to complete a group assignment. They will see the group assignment on the course content page and a link to enrol. You can also set an enrolment period and you can add unenrolled students to groups you choose. There is the option to defer the release date of the assignment, however the students can still sign up for their chosen group, whilst waiting for the assignment to be released.

1. In the **Group students** drop down menu, select **Self-enrollment**

2. In the **Number of groups** menu, select how many groups to create, you also have the option to add an enrolment start and end date.

3. Optionally, change or clear the maximum number of members per group, this defaults to the upper number in the Number of groups menu, the number must be 2 or more and you can override that number for a group, e.g. add in a newly enrolled student if the group hasn’t submitted work. You can also have unlimited members per group if you leave it blank.

4. You can select **hide** enrolled members if you don’t want students to see who has joined, edit group names and add optional descriptions to help students choose which group to enrol upon.

Be careful of changes you make after students have started to join groups. For example, if you have created four groups with titles, then use the menu and change to six groups, your previous groups are removed. Six new groups are created and students are no longer in groups, however you can change enrolment dates without the removal of groups and membership.

Reuse Groups

You can re-use groups from a previous assessment or discussion, just choose the original group name to apply these groupings to the new assignment, by selecting from the **Group student** menu, **Reuse group**.

You cannot add to or change membership in groups with submitted work.
Creating Course Groups

Use of Course Groups allows you to delegate grading for Turnitin submissions and/or send group messages. If you require to grade Turnitin assignments with students split into groups:

- Select Create and manage groups from the Details and Actions Menu. This will allow you to create a group set.
- Name the group set (top left)
- Select Custom from the drop-down menu
- Select the group members by clicking student names (turns black when selected)
- Select the ellipsis icon next to one of the selected students and choose new group
- Edit the group by clicking on “New Group 1”
- Repeat as necessary

Within the Turnitin Inbox, staff can now select their group from the drop-down menu.

Messaging Course Groups

This can be done from the left-hand menu under Details and Actions, when you click on the ellipses, next to a group name, select Edit, this opens the groups and next to your group name click on the ellipses and select message group.

Further Resources

- Blackboard: Create Group Assignments
- For further eLearning advice, visit: www.abdn.ac.uk/elearning
- For course design information, check our Course Design Guidelines