

Competencies

After reading this document, you will be able to:

- ◆ Create groups for use with discussions
- ◆ Apply release criteria to discussions

Using Discussions for Groups

You can create groups and assign them to discussion topics. This will provide a private discussion area for the group members to collaborate on a project or topic. You will not be able to assign students to group until after they are enrolled in the section. You may prefer to do this once enrollments are processed.

Creating Groups

These steps will take place on the *Teach Tab*.

- 1 Click **Group Manager** on the *Instructor Tools* menu. The *Group Manager* screen displays.
- 2 Click **Create Groups**. The *Create Groups* screen displays.

Create Groups

How would you like to add members to the groups?

- Create custom group
(Create a single group and choose the members you want to add to it.)
- Create multiple groups
(Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)
- Create groups with sign-up sheets
(Allow Students to select the groups they want to join by using sign-up sheets.)

Figure 1: Discussion Groups - Create Groups menu (*Teach Tab*)

- 3 Select the method to add members to the group:
 - **Create custom group:** creates one group and you choose the members
 - **Create multiple groups:** creates multiple groups and students are chosen randomly, you will have the option to create groups based on total number of groups or total number of members in a group
 - **Create groups with sign-up sheets:** you create the groups and the students sign-up to be in the group

- 4 Click **Continue**. The next screen displays, continue with the appropriate directions below.

Selecting Members using Criteria

When you add members to groups, you can select criteria to filter the students. The criteria include name, any grade book column, user ID, and role in the course.

The screenshot shows a web browser window titled "http://ce6.collegis.com - Find Members - Microsoft Internet Explorer". The main content area is titled "Find Members". Underneath, there is a section "Show Members Whose:" with three columns: "Column:", "Condition:", and "Value:". The "Column:" dropdown is set to "Last Name". The "Condition:" dropdown is set to "Contains". The "Value:" field is empty. Below this, there is an "Add Criteria" button. Below that, there are two rows of filters. The first row has a checkbox for "Roles" (unchecked), radio buttons for "contain" (selected) and "do not contain" (unchecked), and a dropdown menu with options: Student, Teaching Assistant, Section Instructor, Auditor. The second row has a checkbox for "Groups" (unchecked), radio buttons for "contain" (selected) and "do not contain" (unchecked), and a dropdown menu with options: Group 1a, Group 2, Group 3. At the bottom of the form are three buttons: "Run Query", "Reset", and "Cancel". The status bar at the bottom shows "Done" and "Internet".

Figure 2: Discussion Groups - Find Members window (Teach Tab)

- 1 Navigate to the *Add Members* window in *Create Custom Groups*. Click **Find Members**. The Find Members window displays.
- 2 Select the Criteria in the **Column** drop-menu:
 - **Last Name, First Name, and User ID**
 - **Role:** Student, Teaching Assistant, Section Instructor, or Auditor, this filter is pre-set for you, use the Roles filter already
 - *Grade Book columns:* these will vary depending on what graded content you have created, midterm and final are default columns
- 3 Select the **Condition**.
- 4 Enter a **Value**.
- 5 Click **Add Criteria** if you have another set of criteria to filter with. Otherwise, click **Run Query**. The results window displays.
- 6 Select all the names to add to the group.
- 7 Click **Save**. The Create Custom Groups screen redisplay with the list of group members. Click **Save** again.



Tip To create a group of students who earned 90% or better on an assignment, select the grade book column for that assignment. For the condition, choose Greater than or equal to. For the value, enter 90%. This same technique can be used on content pages to release advanced or remedial content. Look for Selective Release on the Designer Tools Menu on the Build Tab. Apply the criteria for the content page as desired.

Assigning Groups to Discussion Topics

Once the groups are created, you have two choices about how to assign the groups to specific discussion topics.

- ◆ **Create Group Activity** in *Group Manager*: use when the discussion topics also need to be created. Must be performed on the Teach Tab.
- ◆ **Set Release Criteria** in *Action Link Menu* for a **Discussion Topic**: use when the discussion topic is already created and need to have the group assigned to it. Can be performed on the Build or Teach tabs.

Using Create Group Activity

- 1 Click **Group Manager** in the *Instructor Tools* menu on the *Build Tab*. The *Group Manager* screen displays with the groups listed.

The screenshot shows the 'Group Manager' interface. At the top, there is a 'Create Groups' button. Below it is a table with the following columns: 'Group Name', 'Sign-Up Sheet Title', 'Description', and 'Members'. The table contains five rows, each representing a group (Group 1 through Group 5). Each row has a checkbox next to the group name. Below the table, there are three buttons: 'Send Mail', 'Remove All Members', and 'Delete'. At the bottom, there is a 'Create Group Activity' dropdown menu set to '- Select -' and a 'Go' button.

<input type="checkbox"/> Group Name	Sign-Up Sheet Title	Description	Members
<input type="checkbox"/> Group 1	--	--	
<input type="checkbox"/> Group 2	--	--	
<input type="checkbox"/> Group 3	--	--	
<input type="checkbox"/> Group 4	--	--	
<input type="checkbox"/> Group 5	--	--	

Buttons: Send Mail, Remove All Members, Delete

Create Group Activity: - Select - [Go]

Figure 3: Discussion Groups - Group Manager screen with groups listed (Teach Tab)

- 2 Select the groups you wish to create group activities for by checking the boxes next to their names. You can select as many as needed. To select all, check the box next to Group Name.
- 3 Under *Create Group Activity*, select **Discussion topic** in the drop menu.
- 4 Click the **Go** button. The *Create Threaded Topic* screen displays.

Create Threaded Topic

*Title:

Description: Enable HTML Creator

Use HTML

Item Visibility: Show Item
 Hide Item

Category: Topics can be organized into categories.
Select Category:

Grading

Topic is not gradable

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

A column is automatically created for this topic in Grade Book

Grade Book column title:

Release grade to Students in My Grades

Group Work

Create a topic for each of the following groups. The name of each topic will include the topic title followed by the group name.

Group 2

Group 4

Group 1

Group 5

Group 3

Topic Behavior Options (Expand this area to see more options.)

* Required field

Figure 4: Discussion Groups - Create Threaded Topic screen accessed via Group Manager (Teach Tab)

- 5 Enter a **Title**. Include **Description** as desired.
- 6 Select **Item Visibility**. The default is shown.
- 7 Select a **Category** for the topic to appear under in *Discussions*. You can create a new category here, if desired.




Tip Categories are organizers for topics on the Discussions screen. If the discussion groups all post about Unit 3, you could make a category of Unit 3 to place all the group topics in.

- 8 Under *Grading* select whether topic will be graded or not. Complete the fields as necessary. The default is not graded.
- 9 Under *Group Work*, confirm that the groups you selected are listed. Click the Remove button as needed.
- 10 Click **Save**. The page redisplay with a success confirmation.



Note The default settings under Topic Behavior Options are students can post and reply to messages and they are identified by their names as the author. You can change these to being able to post but not reply or reply but not post. You can also lock the topic so students can read only. You can also set the topic to be anonymous.

Using Set Release Criteria

- 1 Click **Discussions** in the *Course Tools* menu. The *Discussion* screen displays.
- 2 Click the **Action Link Menu icon** [] for the topic you want to assign to a group. The *Action Link Menu* displays.

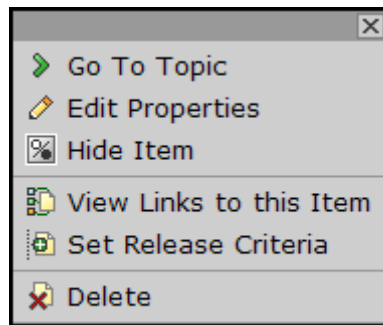


Figure 5: Action Link Menu

- 3 Click **Set Release Criteria**. The *Set Release Criteria for* screen displays.

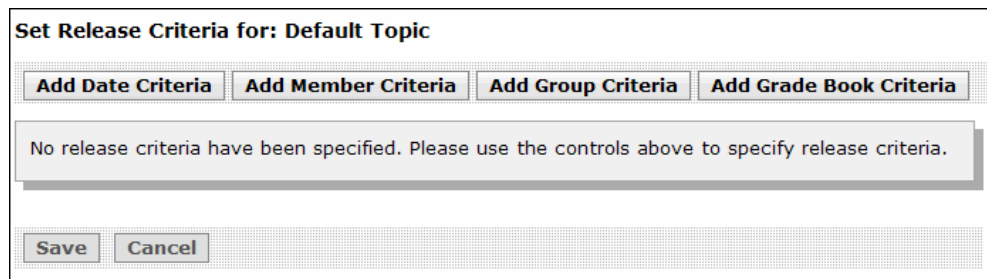


Figure 6: Set Release Criteria for screen access via the Action Link Menu.

- 4 Click **Add Group Criteria**. The *Add Group Criteria* window opens.

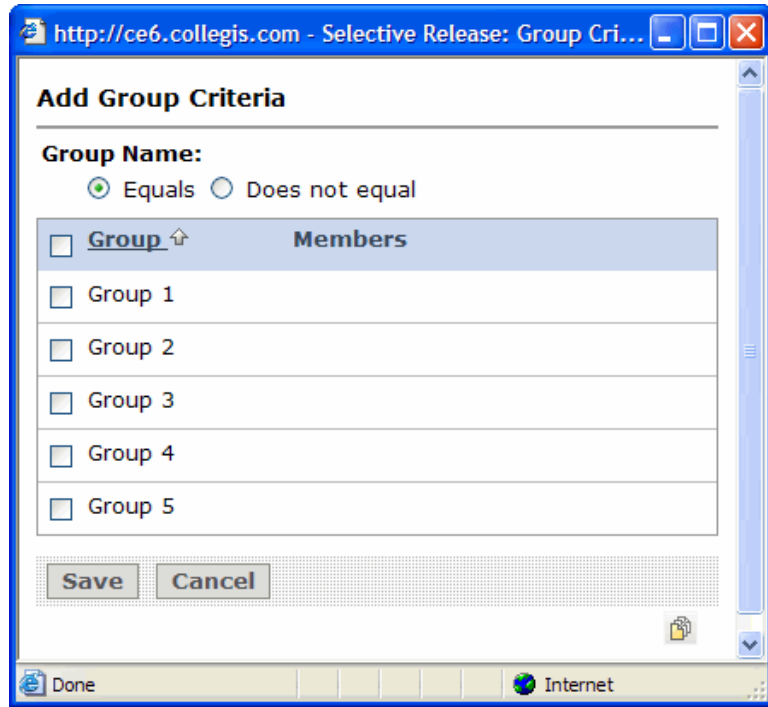


Figure 7: Discussion Groups - Add Group Criteria window

- 5 Select the **group** to add.
- 6 Click **Save**. The *Set Release Criteria* for screen redisplay with your selection.
- 7 Click **Save**. The *Discussions* screen displays with the topic marked as *conditional*.

Editing Groups

If you created empty groups and now need to add students or remove students from a group, you will need to return to the Group Manager to edit the group.

- 1 Navigate to **Group Manager**.
- 2 Click the **Action Link Menu icon** for the group to edit.
- 3 Select **Edit Group**. The *Edit Group* screen displays.

To Add Members

- 1 Click **Add Members** to select from list of students. The *Add Members* window opens.
- 2 Select the members to add. Click **Add Selected**.
- 3 Click **Save**.

To Remove Members

- 1 Select the member to remove from the *Edit Group* screen.
- 2 Click **Remove Selected**. The *Edit Group* screen redisplay with the changes.
- 3 Click **Save**.