

# WebCT CE6: Groups

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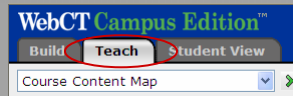
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## Objectives

- At the end of this workshop, you will be able to:
  - Explain Group Manager tool (overview)
  - Identify the Types of Groups
  - Create Groups or Sign-Up Sheets.
  - Send Mail to Groups
  - Create Group Activities

## Group Manager tool

- Allows you to create and edit groups to allow students to work on projects collaboratively.
- Replaces Student Presentations in CE 4.1.
- Available only from the Teach tab.

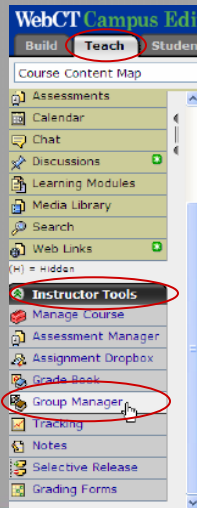


## Types of Groups

- Custom
  - Create a single group
  - Individually select group members
  - Create unique group names
- Multiple
  - Create more than one group
  - Individually or randomly select group members
- Sign-Up Sheet
  - Students self-assign to a group of their choice

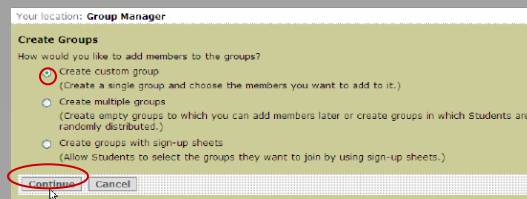
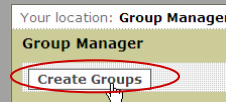
## How to Create a Group? Custom

- Go to Teach, and select Group Manager under Instructor Tools.



## How to Create a Group? Custom

- Click Create Groups
- Select Create Custom Group
- Click Continue



## How to Create a Group? Custom

- Type in Group Name and Group Description.
- Click Add Members to assign students to the group.
- Check student names to be added.
- Click Save to complete the process.

The screenshot shows the 'Create Custom Group' interface. The 'Settings' section has 'Group name' set to 'Instructional Design' and 'Group description' set to 'Group is responsible for presenting on best practices on instructional design'. The 'Add Members' dialog box is open, displaying a table of users with checkboxes for selection.

Last Name	First Name	User ID	Role	
<input type="checkbox"/>	13	webCT	web113	Section Design Section Design
<input type="checkbox"/>	Andalo	Christopher	ecstudent01	Student
<input type="checkbox"/>	Angel	Oliver	ecstudent04	Student
<input type="checkbox"/>	Barin	Elena	ecstudent06	Student
<input type="checkbox"/>	Bo	John	ecstudent02	Student

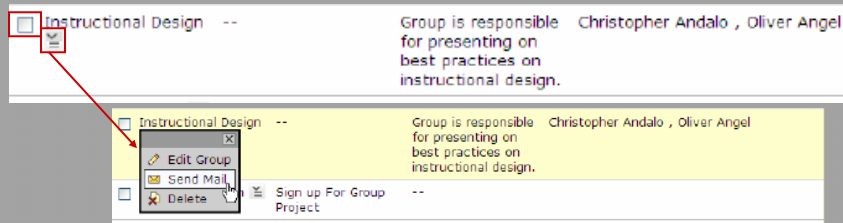
## How to Create a Group? Custom

The screenshot shows the 'Membership Information' dialog box. It contains a table of users with checkboxes for selection. The 'Remove Selected' button is highlighted.

Last name	First name	User name	Role	
<input type="checkbox"/>	Andalo	Christopher	ecstudent01	Student
<input type="checkbox"/>	Angel	Oliver	ecstudent04	Student

- The Group List appears.
- Check the student name and use Remove Selected to delete a student from the group.
- Click Save to save changes.

## How to Create a Group? Custom

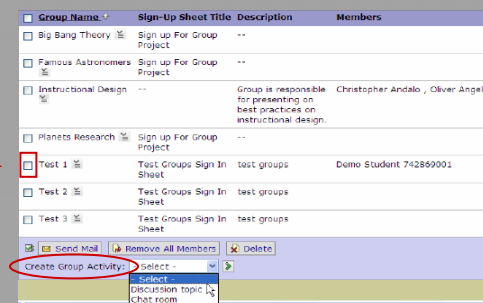


- The newly created group appears on the Course Group List.
- Check box and click arrow-down button to (1) Edit Group, (2) Send Mail, or (3) Delete group.

## How to Create a Group? Custom

- Check box to select group
- Use drop-down arrow in Create Group Activity to select activity:

- Discussion topic
- Chatroom



## How to Create a Group? Multiple

- Click Create Groups
- Select Create Custom Group
- Click Continue

Your location: **Group Manager**

**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.)

## How to Create a Group? Multiple

- Type in common words for group names, e.g., Presentation Group
- WebCT CE6.0 will number the groups, e.g., Presentation Group 1, Presentation Group 2, etc.

Your location: Group Manager • **Create Multiple Groups**

**Create Multiple Groups**

**Group Information**

All group names will start with the same word or phrase, followed by a unique number.  
Enter the word or phrase that will be used in all group names in the text box below.  
For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

\*Word or phrase all group names start with:

Default description:

## How to Create a Group? Multiple

• Complete required information indicated with a **red asterisk(\*)**

- No. of groups
- Set up groups
- What should be done with Extra Members?

• Click Continue

**How Should the Groups Be Created?**

Create empty groups, and add members later  
Number of groups:

Create full groups, and randomly distribute Students

Students  
There are 26 Students currently enrolled in this class, including the demo Students.  
 Include the demo Student in one of the groups  
(Including the demo Student allows the Section Instructor to experience the full course by using the Student View tab.)

Set Up Groups  
 By number of groups:   
 By number of Students per group:

What Should be Done with Any Extra Members?  
 Distribute extra members among the groups.  
 Put extra members in their own group.  
 Leave extra members to be added manually to groups.

**Continue** **Cancel**

## How to Create a Group? Multiple

- The Group List appears
- Click Shuffle Members to change group members
- Click Save to complete the process

Group total: 5  
(4 groups with 5 members) (1 group with 6 members). Verify group membership and rename groups if desired.

Group Name	Description	Members	Member Names
1 - [Presentation Group 1]		5	Chris Arora, Craig Johnson, Amanda Knox, Eric Loug, Demo Student (7429599)
2 - [Presentation Group 2]		5	Eric Cheng, Jill Elliz, Kip De Shaw, Practice Student, Victor Wilbur
3 - [Presentation Group 3]		5	Craig Chen, Hanna Kennedy, Elliot Sauer, Norous Schmitt, Josh Siegler
4 - [Presentation Group 4]		5	Christopher Andalo, Meghan Carter, Kelly Mason, Luis Ramirez, Lachman Spatton
5 - [Presentation Group 5]		6	Oliver Angel, John BP, Robby Brindjal, Ren Ng, Abe Stewart, Mark Walsh

Total in Groups: 26

**Save** **Shuffle Members** **Cancel**

## How to Create a Group? Sign-Up Sheet

Your location: **Group Manager**

**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.)

**Continue** **Cancel**

- Click Create Groups
- Select Create Group with sign-up sheets
- Click Continue

## How to Create a Group? Sign-Up Sheet

- Complete required Group Settings information indicated with a **red asterisk(\*)**
  - No. of groups
  - Base name of groups (course description is optional)
  - Maximum no. of students per group
- Choose whether students can preview group member names

Your location: **Group Manager > Create Groups with Sign-Up Sheets**

**Create Groups with Sign-Up Sheets**

**Group Settings**

All group names will start with the same word or phrase, followed by a unique number.  
Enter the word or phrase that will be used in all group names in the text box below.  
For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

\*Number of groups:

\*Word or phrase all group names start with:

Default description:

\*Maximum Students per group:

Student view:  Allow Students who have not yet joined a group to see the names of group members. After Students join a group, they will see a list of group members.

## How to Create a Group? Sign-Up Sheet

**Sign-Up Sheet Settings**  
 Students join a group by clicking a sign-up sheet, which is placed in a folder.

\* Sign-up sheet title: Study Group Sign-Up for WebCT 101

Sign-up sheet instructions: Sign up by July 7/31.

Place the sign-up sheet link on: Home Page

This is where the Students will go to choose the group they want to join.

Continue Cancel

\* Required field

- Complete required (\*) Sign-Up Sheet Settings:
  - Sign-Up sheet title
  - Sign-Up Instructions (optional)
  - Location of Sign-Up sheet (defaults to Home Page)
- Click Continue

## How to Create a Group? Sign-Up Sheet

**Confirm Created Groups**  
 Sign-up sheet title: Study Group Sign-Up for WebCT 101  
 Sign-up sheet instructions: Sign up by July 7/31  
 Group Name: 1

Group Name	Description	Maximum Students per Group
1 * Study Group 1		10
2 * Study Group 2		10
3 * Study Group 2		10
4 * Study Group 4		10
5 * Study Group 3		10

Save Cancel

**WebCT Campus Edition**  
 Test Groups Sign-Up Sheet

Group Name	Description	Maximum Students	Members	Sign-Up for Group
Test 1	Test group	10	0	Sign-Up
Test 2	Test group	10	0	Sign-Up
Test 3	Test group	10	0	Sign-Up

- Click Save to confirm Sign-Up sheet settings.
- Students click on the Sign-Up sheet link, click the Sign-Up button to sign up for a particular group

## Send Mail to Groups

The first screenshot shows the 'Group Manager' interface. A table lists groups with columns for 'Group Name' and 'Sign-Up Sheet Title'. The 'Instructional Design' group is selected. Below the table, there are buttons for 'Send Mail', 'Remove All Members', and 'Delete'. The 'Send Mail' button is circled in red. Below the buttons is a 'Create Group Activity' dropdown menu.

The second screenshot shows the 'Create Message' form. It has fields for 'To', 'CC', 'BCC', 'Subject', and 'Message'. The 'To' field is filled with 'Christopher Andale (candale@msd)'. The 'Subject' field is empty. The 'Message' field is a large text area. At the bottom, there are buttons for 'Submit', 'Review', 'Cancel', and 'Save as Draft'. The 'Submit' button is circled in red.

- Check Group to whom the email is sent
- Click Send Mail
- Complete required information (\*)
- Click Submit to send mail

## Create Group Activities: Discussion Topic

- Check Group to whom the Activity is created
- Click Create Group Activity drop-down box to select activity Discussion topic
- Complete required information (\*)
- Click Expand Options to view additional options
- Click Save to complete process

The first screenshot shows the 'Group Manager' interface. A table lists groups with columns for 'Group Name', 'Sign-Up Sheet Title', 'Description', and 'Members'. The 'Instructional Design' group is selected. Below the table, there are buttons for 'Send Mail', 'Remove All Members', and 'Delete'. The 'Create Group Activity' dropdown menu is open, showing options like 'Discussion Topic' and 'Your choice'. The 'Discussion Topic' option is selected.

The second screenshot shows the 'Create Threaded Topic' form. It has fields for 'Title', 'Description', and 'Category'. The 'Title' field is filled with 'Instructional Design'. The 'Description' field is empty. The 'Category' dropdown menu is set to 'Select...'. At the bottom, there are buttons for 'Save' and 'Cancel'.

## Create Group Activities: Chat Room

Group Manager

Create Groups

Group Name	Sign-Up Sheet Title
<input checked="" type="checkbox"/> Instructional Design	...
<input type="checkbox"/> Test 1	Test Groups Sign In Sheet
<input type="checkbox"/> Test 2	Test Groups Sign In Sheet
<input type="checkbox"/> Test 3	Test Groups Sign In Sheet

Send Mail Remove All Members Delete

Create Group Activity: Chat room

Create Chat or Whiteboard Room

Name: Instructional Design

Description:

Use HTML  
Micro-Blog  
White Board

Type:  
Chat and Whiteboard  
Chat only  
Whiteboard only

Group check:  
Instructional Design

- Check Group to whom the Activity is created
- Click Create Group Activity drop-down box to select activity Chat Room
- Complete required information (\*)
- Click Expand Options to check Enable Chat Log
- Click Save to complete process

## Questions?

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