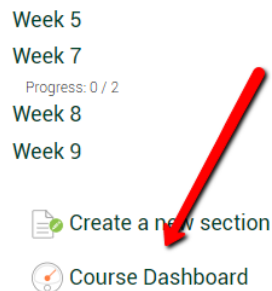
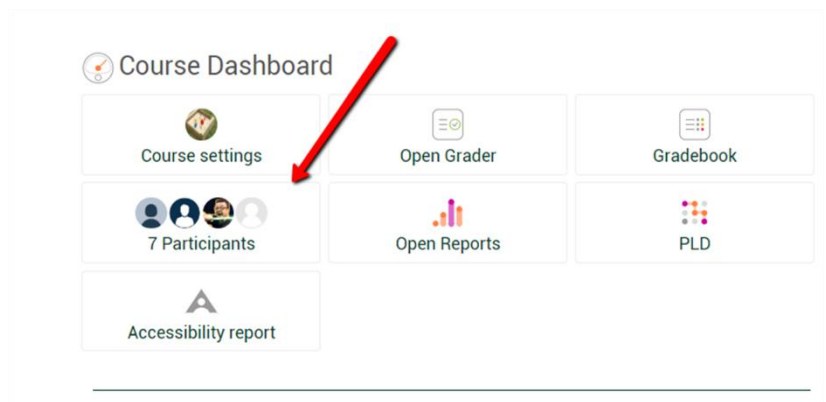


Adding Students to Groups

1. Find and click the Course Dashboard button on the left hand menu.



2. On the Course Dashboard, select Participants.



3. On the Participants page, locate the Group column. Notice there is a pencil (edit icon) next to the group for each person. By selecting this pencil, you will be able to put students into groups one at a time.

Number of participants: 7

First name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name ^ / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	James Smith	test1234@tiffin.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Jason Bock	BockJE@tiffin.edu	Instructor	No groups	now	Active
<input type="checkbox"/>	John test	johnstest@tiffin.edu	Student	No groups	Never	Active
<input type="checkbox"/>	Mike Scott	testabcd@tiffin.edu	Student	No groups	Never	Active
<input type="checkbox"/>	student1 test	teststu1@tiffin.edu	Student	No groups	Never	Active
<input type="checkbox"/>	student2 Test	teststu2@tiffin.edu	Student	No groups	Never	Active
<input type="checkbox"/>	test STUDENT		Student	No groups	Never	Active

- Once you hit the pencil, use the drop-down menu to assign the student to a group. Note that it is possible to add a student to more than one group.

Number of participants: 7

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name ^ / Last name	Email address	Roles	Groups
<input type="checkbox"/>	James Smith	test1234@tiffin.edu	Student	No selection
<input type="checkbox"/>	Jason Bock	BockJE@tiffin.edu	Instructor	Group 1
<input type="checkbox"/>	John test	johnstest@tiffin.edu	Student	Group 2
<input type="checkbox"/>	Mike Scott	testabcd@tiffin.edu	Student	Group 3
<input type="checkbox"/>	student1 test	teststu1@tiffin.edu	Student	Group 4
<input type="checkbox"/>	student2 Test	teststu2@tiffin.edu	Student	Group 5
<input type="checkbox"/>	test STUDENT		Student	No groups

- Once you have put the student in the correct group, hit the Save button (disc icon).

Groups

Group 2

Group 1

Group 3

Group 4

Group 5

Group 6

No groups

- Success! Now you can see the student is assigned to Group 2.

Select	First name ^ / Last name	Email address	Roles	Groups
<input type="checkbox"/>	James Smith	test1234@tiffin.edu	Student	Group 2
<input type="checkbox"/>	Jason Bock	BockJE@tiffin.edu	Instructor	No groups
<input type="checkbox"/>	John test	johnstest@tiffin.edu	Student	No groups

How Groups Work in Forums

This course includes forums organized and restricted by groups. The functionality means students will only be able to read posts and reply to members of their group.

You, as the instructor, must place students in groups. There are two methods to do this beginning on the next page. You must make groups before the forums begin. It is recommended you make groups in Week 1 and inform the students of their groups via Course Announcement.

An instructor will always be able to see all groups and all discussions. You do not have to toggle the views between groups. However, there is a drop down menu that defaults to "All participants" when you view a forum. You can select an individual group, limiting what you can see at that time to a particular group, if that makes more sense to you.

When you add a new discussion to the forum, you will be able to select whether it goes to all students or just to a particular group in a similar drop-down menu. The default is again "all participants."

If an instructor replies to a post in one of the group sub-forms, it will automatically be restricted only to that group's forum. In other words, if you reply to Bob in Group 1, Susie in Group 2 won't see that reply.

For students, the discussion looks like it always does. The only indication anything is different is a small sub-header (where the drop down menu is for an instructor) which indicates the student's group. Students will only be able to view, post, and reply to their respective group.

For students, this is all automatic once they are placed in groups. They do not have to do anything different from a normal discussion post or reply.

The course will come with six pre-made groups (titled "Group 1" – "Group 6"). These pre-made groups give you options. It is not necessary to assign students to all groups. You may leave a group empty. If a group is empty, it will essentially be invisible to the students in the class.

If you have additional questions about group functionality, please contact moodlesupport@tiffin.edu.