



Create a Group Discussion

Introduction

The Group Manager tool allows you to create individual, small-group, learning communities as a means to facilitate group activities, projects and assignments. In this guide, we will demonstrate how to create a group and create a group discussion topic.

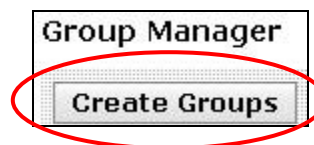
Step 1: To begin, click on the **Teach** tab after you have logged into your course.



Step 2: Next, click **Group Manager** from the *Instructor Tools* menu.



Step 3: Click **Create Groups**. The *Create Groups* screen will appear.



Step 4: Select the type of Group you want to create. A description of each type of Group appears below each option. In this example, we will select **Create custom group** (default selection).

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.)

Step 5: Click **Continue**. The *Create Custom Group* Screen will appear.

Step 6: Enter the **Group name** in the field provided. In this example, we will enter *Group 1*.

*Group name:

Step 7: Enter the group description in the field provided.

Group description:

Step 8: Click **Add Members**.

The Add Members screen will appear that allows you to select individual group members.

Add Members

<input type="checkbox"/> Last Name ↑	First Name	User ID	Role
<input type="checkbox"/> Brown	Ann	abrown9999	Student
<input type="checkbox"/> Buck	Jack	jbuck9999	Student
<input type="checkbox"/> Doe	John	jdoe9999	Student
<input type="checkbox"/> Due	Mike	mdue9999	Student
<input type="checkbox"/> Harris	Tom	tharris9999	Student

Step 9: Select the **checkbox** next to each student's name who you want to add to the current group. In this example, we will select three sample students.

<input type="checkbox"/> <u>Last Name</u> ↑	<u>First Name</u>	<u>User ID</u>	<u>Role</u>
<input checked="" type="checkbox"/> Brown	Ann	abrown9999	Student
<input checked="" type="checkbox"/> Buck	Jack	jbuck9999	Student
<input checked="" type="checkbox"/> Doe	John	jdoe9999	Student

Step 10: Click **Add Selected** when finished making your selections.



A list of members will appear in the *Membership Information* area.

Membership Information

To add members to this group, click **Add Members**.
To remove members from this group, select from the list below, and click **Remove Selected**.

<input type="checkbox"/> <u>Last name</u> ↑	<u>First name</u>	<u>User name</u>	<u>Role</u>
<input type="checkbox"/> Brown	Ann	abrown9999	Student
<input type="checkbox"/> Buck	Jack	jbuck9999	Student
<input type="checkbox"/> Doe	John	jdoe9999	Student

To add additional members to this group, click *Add Members* and add additional members as needed. To remove members, check the checkbox corresponding with the member's name and click *Remove Selected*.

Step 8: Click **Save** when finished.

Notice that the group created will appear in the *Group Manager*. Each Group contains the Group Name, Sign up Sheet Title (if any), Description, and Members of the group.

Group Manager

<input type="checkbox"/> <u>Group Name</u> ↑	<u>Sign-Up Sheet Title</u>	<u>Description</u>	<u>Members</u>
<input type="checkbox"/> Group 1 ▾	--	--	Ann Brown , Jack Buck , John Doe

Create Group Activity:

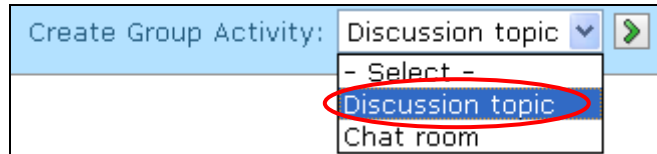
Creating a Group Activity

Now that you've created a group using the Group Manager tool, you will learn how to create a group activity. In this example, we will create a group discussion.

Step 1: From the *Group Manager* page, select the **checkbox** corresponding with the Group that you would like to manage.



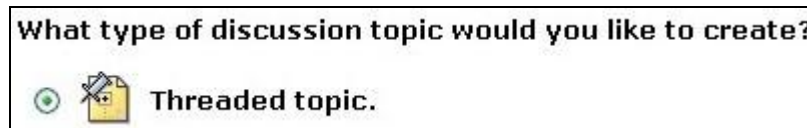
Step 2: Next, use the drop down menu located at the bottom of the screen to select the desired group activity for your group. In this example, we will select *Discussion topic*.



Step 3: Click the **Green (Go) arrow** when finished. The *Create Discussion* screen will appear.



Step 4: Select what type of discussion topic you would like to create. A detailed description of each type of discussion topic appears below each option. In this example, we will select **Threaded topic** (default selection).



Step 5: Click **Next** to continue.

Step 6: Enter a **Title** in the field provided.

Create Threaded Topic

*Title:

Think of each topic as its own “room” where this group of students actively participate in a discussion facilitated by you. Discussion questions should stimulate meaningful dialogue at two levels; student to student as well as student and instructor.

Step 7: Enter the **Description** of the discussion topic in the field provided.

Group description:

It is important to include any and all logistical information, instructions, guidelines and deadlines in this area so that your students are aware of your expectations.

Step 8: Next, select the **Numeric grade** option and **enter the possible grade** in the field provided. In this example, we will enter 100.

Allow the topic to be graded

Numeric grade: Out of

Step 9: Modify the Grade book column Title as needed.

A column is automatically created for this topic in Grade Book

Grade Book column title:

Release grade to Students in My Grades

Modify the Grade Book column title as needed. Consider using a shortened grade book column title so that you can view more columns within the grade book view of the course.

Step 10. Select **Release grade to Students in My Grades**. This allows students to be able to view their own grade.

Release grade to Students in My Grades

Step 11. Click **Save** when finished. You will receive confirmation that Group Discussion has been created.

Created one discussion topic with the title Group 1.

For some, you may want to confirm that this process worked properly... If so, follow these steps.

Step 12: Click on the **Teach** tab.

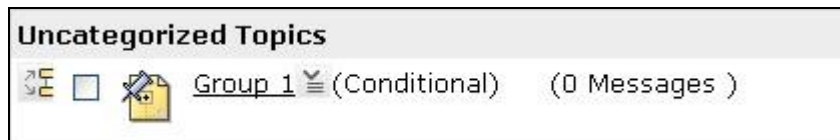


Step 13: Next, click **Discussions** from the *Course Tools* menu.



Step 14: Once inside the *Discussions* area, you will see the Group 1 discussion created under the heading **Uncategorized Topics**.

Notice that next to the Group name and associated Action Link icon appears the word "Conditional" in parentheses. In this case, "Conditional" means that only members assigned to the group will have access to the discussion topic. The instructor has access to all groups.



Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.