

Learning Management System user guide: Working with Groups in the LMS







Students can be arranged into groups within a subject or community for administrative purposes or to provide access to tools that facilitate communication and collaboration. Discussion Boards, Virtual Classroom, File Exchange, Group Email, Wikis and Blogs can all be made private and available only to members of the group. Content items can also be made selectively available to members of groups through Adaptive Release rules. Group folders can be created in the Content Collection to allow members to upload files for sharing within the group or the whole subject. Students can belong to multiple groups.

The default group tools have been supplemented by a new tool called the **BatchGE Group Manager**. The **Manage Groups** tool can still be used but the new tool provides a more user-friendly interface and includes options for the batch management of groups and users by file upload.

The *Group Management* display is the starting point for both one-at-a-time and batch management processes.

LMS TRAINING SUBJECT 40 (TRN040) > CONTROL PANEL > GROUP MANAGEMENT

Group Management

 Add Group
  Import Groups
  Export Groups
  Import Group Users
  Export Group Users
  Remove All Groups

2 Group(s) found.

Available	Title	Virtual Classroom	Discussion Board	Email	File Exchange	Members	
<input checked="" type="checkbox"/>	Monday's Tutorial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Modify Remove Members Assign
<input checked="" type="checkbox"/>	Tuesday's Tutorial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Modify Remove Members Assign

CREATING A GROUP

1. In the *Control Panel* of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click **Add Group**.
3. Select the creation method (the default method creates an empty group to which you can add users).
4. Click **Submit**.
5. Enter a name for the group (required) and a description (optional).
6. Select the preferred settings from the group options.
7. Click **Submit** and then **OK** on the following receipt page.

MODIFYING A GROUP

1. In the *Control Panel* of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click on the group title or the **Modify** link associated with the group.
3. Modify the Name, Description or Group Options as required.
4. Click **Submit** and then **OK** on the following receipt page.

REMOVING A GROUP

1. In the *Control Panel* of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click on the **Remove** link associated with the group.
3. Click **OK**.

ADDING USERS TO A GROUP

1. In the *Control Panel* of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click the **Assign** link associated with the group.
3. Select the user/s you wish to add to the group or use the search tool to locate the user/s.
4. Click **Add** and then **OK** on the following receipt page.

REMOVING USERS FROM A GROUP

1. In the *Control Panel* of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click the **Members** link associated with the group.
3. Select the user/s you wish to remove from the group.
4. Click **Remove**.
5. Click **OK** and then **OK** on the following receipt page.

RANDOMLY ALLOCATE USERS TO GROUPS

1. In the *Control Panel* of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click **Add Group**.
3. Select **Create Tutor Groups** then click **Submit**.
4. Enter a group name (required), name suffix (required) and a description (optional).
5. Select the preferred settings from the group options.
6. Select the preferred enrolment options.
7. Click **OK** and then **OK** on the following receipt page.

Note that student view accounts for staff in the subject will also be allocated randomly to populate groups which may be problematic for group management. To avoid this, first create a single group manually populated with student view accounts then randomly allocate users to groups ensuring 'Ignore users enrolled onto other groups' is set to 'Yes'.

CREATING MULTIPLE GROUPS BY FILE UPLOAD

A text file containing group details must be prepared before starting the batch upload process. A text file of the correct form can be created in Microsoft Excel.

CREATING A TEXT FILE

1. In Excel, create a new spreadsheet.
2. For each group, enter the **Group Name** in the first column.
3. Enter Y or N to indicate **Group Availability** to students.
4. Enter Y or N in the next columns for the following group options:
Chat Room (Y/N) | Discussion Board (Y/N) | Email (Y/N) | File Exchange (Y/N)
5. Enter a description (optional) in the next column.
6. From the *File* menu in Excel, select **Save As**.
7. Enter a name for the file, then select **Text (Tab delimited) (*.txt)** from the drop-down list of file types and click **Save**.
8. The file should now be in this form.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Group 1	Y	N	Y	N	Y	A group for students focusing on beef in the major project this semester.						
2	Group 2	Y	N	Y	Y	Y	A group for students focusing on wool in the major project this semester.						
3													

UPLOADING THE TEXT FILE

1. In the *Control Panel* of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click **Import Groups**
3. Click **Browse**, locate your text file and click **Open**.
4. Select **Automatic** as the file delimiter
5. Select Yes or No to indicate whether or not the first line of your file has field names.
6. Select the appropriate group modification option
7. Click **Submit** and **OK**.

ADDING AND REMOVING MULTIPLE USERS BY FILE UPLOAD

A text file containing group names and user details must be prepared before starting the batch upload process. A files containing user details is available from the *Student Lists* tool in the *Control Panel* of the subject. This file can be modified using notepad or Microsoft Excel to create a text file of the correct format.

CREATING A TEXT FILE BY MODIFYING THE STUDENT LISTINGS FILE

1. In the *Control Panel* of your subject, select **Student Lists** from the *Subject Tools* module.
2. Click **Download Class List as a CSV file**.
3. Select *Save to Disk*.
4. Click **OK**.
5. Open the downloaded CSV file in Microsoft Excel and highlight column **B**.
6. From the *Insert* menu in Excel, select **Columns** to insert a column to the right of the student usernames. Enter the group name for each student in this column.
7. Remove the content of the other columns.
8. From the *File* menu in Excel, select **Save As**.
9. Select **Text (Tab delimited) (*.txt)** from the drop-down list of file types and click **Save**.
10. The file should now be in this form

	A	B	C
1	studenta	Group 1	
2	studentb	Group 2	
3	studentc	Group 1	
4	studentd	Group 2	
5	studente	Group 1	
6	studentf	Group 2	
7	studentg	Group 1	
8	studenth	Group 2	
9	studenti	Group 2	
10	studentj	Group 1	
11			
12			

UPLOADING THE TEXT FILE

1. In the Control Panel of your subject, select **BatchGE Group Manager** from the *Subject Tools* module.
2. Click **Import Users**
3. Click **Browse**, locate your text file and click **Open**.
4. Select Yes or No to indicate whether or not the first line of your file has field names.
5. Select Yes for the Use Blackboard username option.
6. Click **Submit** and **OK**.

EXPORTING GROUPS

1. In the Control Panel of your subject, select **BatchGE Group Manager** from the Subject Tools module.
2. Click **Export Groups**
3. Select Yes or No for the options to include or exclude particular information about the groups
4. Click **Submit** and **OK**.

EXPORTING USERS

1. In the Control Panel of your subject, select **BatchGE Group Manager** from the Subject Tools module.
2. Click **Export Group Users**
3. Select Yes or No for the options to include or exclude particular information about the users.
4. Click **Submit** and **OK**.

Report any errors or omissions in this user guide to:

les-guides@unimelb.edu.au

The University of Melbourne has used its best endeavours to ensure that material contained in this publication was correct at the time of printing. The University gives no warranty and accepts no responsibility for the accuracy or completeness of information and the University reserves the right to make changes without notice at any time in its absolute discretion. Users of this publication are advised to reconcile the accuracy and currency of the information provided with the relevant department of the University before acting upon or in consideration of the information. Copyright in this publication is owned by the University and no part of it may be reproduced without the permission of the University