

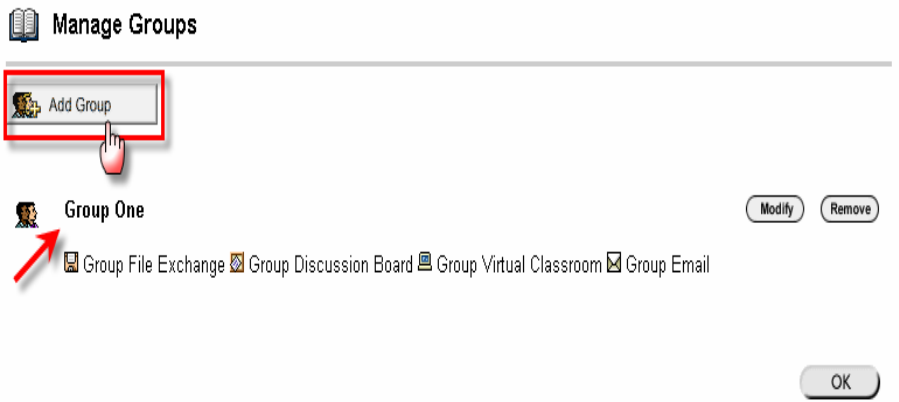


Control Panel: Manage Groups Goucher College

<p>Groups</p>	<p>Instructors may use the Groups feature to divide the class into small groups for special projects and collaborative work. The features assigned to each group are only visible to group members.</p>
<p>Click on Control Panel</p>	
<p>Click on Manage Groups</p>	
<p>Adding a Group</p>	
<p>The Manage Groups page opens.</p> <p>The page shows a group already added.</p> <p>To start a new group, click on Add Group.</p>	

The **Add Group** page opens.

In this area instructors add tools to the group page.

Add Group

1 Group Information

Name

Description

Path: [body](#)

2 Group Options

- Group Discussion Board Available
 - Group Virtual Classroom Available
 - Group File Exchange Available
 - Group Email Available
- Group Available Yes No

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

Group Information

Type the **Name** of the group and a **Description** if needed.

Group Information

Name

Description

Path: [body](#)

Group Options

Check the tools you will allow the group.

By default the group is available, but instructors may check no to make it unavailable.

Click **Submit** to post the group.

Note: Group tools work the same as tools for the general course.


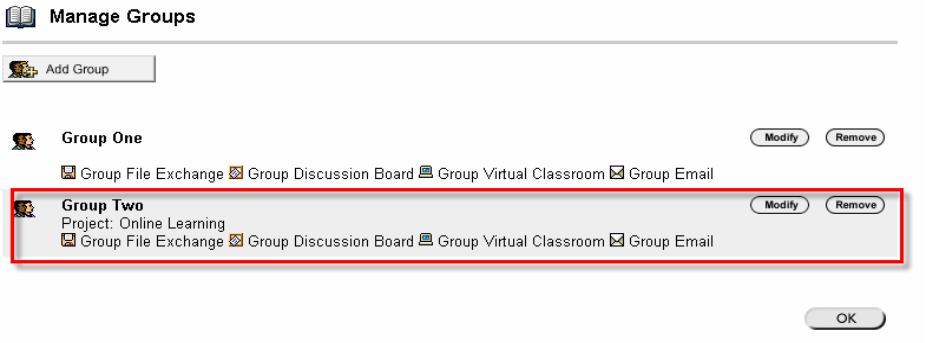
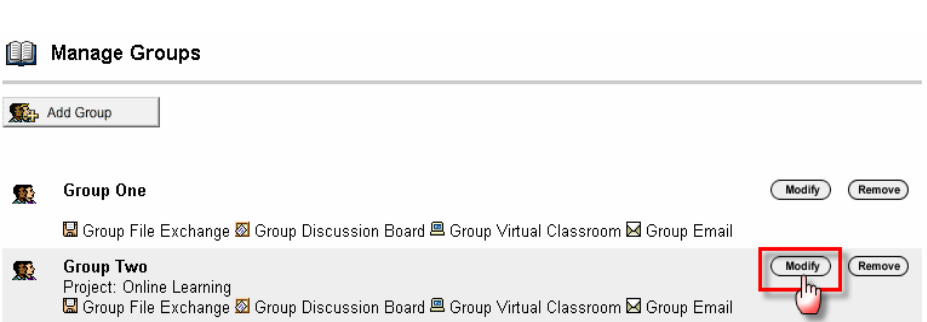
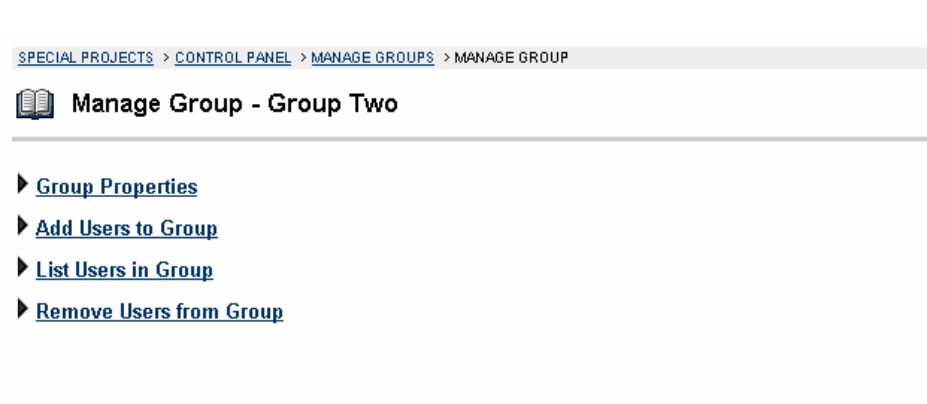

2 Group Options

- Group Discussion Board Available
 - Group Virtual Classroom Available
 - Group File Exchange Available
 - Group Email Available
- Group Available Yes No

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

<p>A Receipt is given</p> <p>Click OK</p>	 <p>Add Group</p> <hr/> <p>Receipt: Success The attempted action was successful.</p> <p>2006-10-23 12:42:48 PM</p> <p style="text-align: right;">OK</p>
<p>The new group is added to the Manage Groups page.</p>	 <p>Manage Groups</p> <p>Add Group</p> <p>Group One Modify Remove</p> <p>Group File Exchange Group Discussion Board Group Virtual Classroom Group Email</p> <p>Group Two Modify Remove</p> <p>Project: Online Learning Group File Exchange Group Discussion Board Group Virtual Classroom Group Email</p> <p style="text-align: right;">OK</p>
<p>Modify a Group</p>	
<p>Click on Modify</p> <p><i>Note: Modify allows instructors to make changes and to add participants into each group.</i></p>	 <p>Manage Groups</p> <p>Add Group</p> <p>Group One Modify Remove</p> <p>Group File Exchange Group Discussion Board Group Virtual Classroom Group Email</p> <p>Group Two Modify Remove</p> <p>Project: Online Learning Group File Exchange Group Discussion Board Group Virtual Classroom Group Email</p>
<p>The Manage Group page opens.</p> <p><i>Note: Instructors need to take these steps with each group.</i></p>	 <p>SPECIAL PROJECTS > CONTROL PANEL > MANAGE GROUPS > MANAGE GROUP</p> <p>Manage Group - Group Two</p> <ul style="list-style-type: none"> ▶ Group Properties ▶ Add Users to Group ▶ List Users in Group ▶ Remove Users from Group
<p>Click on Group Properties</p>	 <p>Manage Group - Group Two</p> <ul style="list-style-type: none"> ▶ Group Properties ▶ Add Users to Group ▶ List Users in Group ▶ Remove Users from Group

The **Group Properties** page opens. This page is only for the group selected.

Instructors may change or deselect some options for the group. The example shows that the virtual classroom was deselected.

Click **Submit** after making changes.

The screenshot shows the 'Group Properties - Group Two' page. It has a breadcrumb trail: 'SPECIAL PROJECTS > CONTROL PANEL > MANAGE GROUPS > MANAGE GROUP > GROUP PROPERTIES'. The page is divided into three sections: 1. Group Information: Name is 'Group Two', Description is 'Project Online Learning'. 2. Group Options: Includes checkboxes for 'Group Discussion Board Available' (checked), 'Group Virtual Classroom Available' (unchecked), 'Group File Exchange Available' (checked), and 'Group Email Available' (checked). There is also a 'Group Available' radio button set to 'Yes'. 3. Submit: A message says 'Click Submit to finish. Click Cancel to quit.' with 'Cancel' and 'Submit' buttons.

A **Receipt** is given.

Click **OK**

The screenshot shows a 'Receipt: Success' message. The text reads: 'Receipt: Success', 'The attempted action was successful.', and '2006-10-23 01:09:59 PM'. An 'OK' button is visible in the bottom right corner.

Click **Add users to Group**

The screenshot shows the 'Manage Group - Group Two' page. It has a breadcrumb trail: 'SPECIAL PROJECTS > CONTROL PANEL > MANAGE GROUPS > MANAGE GROUP'. There are four menu items: 'Group Properties', 'Add Users to Group' (highlighted with a red box and a mouse cursor), 'List Users in Group', and 'Remove Users from Group'.

The **Add Users to Group** page opens.

Click **Search**: It will list all participants in the course.

Note: Only 20 names will appear on a page. Instructors may only select and submit students from one page at a time.

The screenshot shows the 'Add Users to Group - Group Two' page. It has a breadcrumb trail: 'SPECIAL PROJECTS > CONTROL PANEL > MANAGE GROUPS > MANAGE GROUP > ADD USERS TO GROUP'. There is a search interface with a 'SEARCH' button, 'STARTS WITH', and 'LIST ALL' tabs. Below is a search input field and a 'Search' button. The 'Search by:' section has radio buttons for 'Last Name' (selected), 'Username', and 'Email'. An 'OK' button is visible in the bottom right corner.

Select the participants you wish to include in the group. You may include students as well as instructors in each group.

Note: Instructors have access to groups even when their names are not added to the group.

Click **Submit**

Add Users to Group - Group Two

SEARCH STARTS WITH LIST ALL

SEARCH

Search by: Last Name Username Email

2 users located.
Displaying records 1-2.

Add	Name	Username	Email	Role
<input checked="" type="checkbox"/>	Smith, Frank		noemail@goucher.edu	Student
<input checked="" type="checkbox"/>	val, adriana		adriana.val@goucher.edu	Instructor

Cancel Submit

A **Receipt** is given

Click **OK**

Add Users to Group

Receipt: Success
The attempted action was successful.
2006-10-23 01:28:51 PM

OK

Click on **List Users in Group**

[SPECIAL PROJECTS](#) > [CONTROL PANEL](#) > [MANAGE GROU](#)

Manage Group - Group Two

- ▶ [Group Properties](#)
- ▶ [Add Users to Group](#)
- ▶ [List Users in Group](#)
- ▶ [Remove Users from Group](#)

Click on **Search**

All participants added to the group should be listed.

Click **OK** to exit.

List Users in Group - Group Two

SEARCH STARTS WITH LIST ALL

SEARCH

Search by: Last Name Username Email

2 users located.
Displaying records 1-2.

Name	Username	Email	Role
Smith, Frank		noemail@goucher.edu	Student
val, adriana		adriana.val@goucher.edu	Instructor

OK

Click on **Remove Users from Group**

Manage Group - Group Two

- ▶ [Group Properties](#)
- ▶ [Add Users to Group](#)
- ▶ [List Users in Group](#)
- ▶ [Remove Users from Group](#)

The **Remove Users from Group** page opens.

Click on **Search**

A list of users is displayed. Select the participants you need to remove.

Type “**Yes**” inside the textbox.

Click on **Submit**.

Remove Users from Group - Group Two

SEARCH STARTS WITH LIST ALL

Search by: Last Name Username Email

2 users located.
Displaying records 1-2.

Remove	Name	Username	Email	Role
<input checked="" type="checkbox"/>	Smith, Frank		noemail@goucher.edu	Student
<input type="checkbox"/>	val, adriana		adriana.val@goucher.edu	Instructor

Type the word **Yes**.
Click **Submit** to remove selected items.

Cancel Submit

Removing a user from the group is final and cannot be undone.

Click **OK** to continue or **Cancel** to quit.

Microsoft Internet Explorer

This action is final and cannot be undone. Continue?

OK Cancel

A **Receipt** is given.

Click **OK**

Remove Users from Group

Receipt: Success
The attempted action was successful.
2006-10-23 01:52:40 PM

OK

Click **OK** to exit the **Manage Group** page

Manage Group - Group Two

- ▶ [Group Properties](#)
- ▶ [Add Users to Group](#)
- ▶ [List Users in Group](#)
- ▶ [Remove Users from Group](#)

OK

In the **Manage Groups** page, each group displays the tools selected by the instructor. Notice that *Group Two* has fewer tools than *Group One*.

Manage Groups

Add Group

Group One
Group File Exchange Group Discussion Board Group Virtual Classroom Group Email

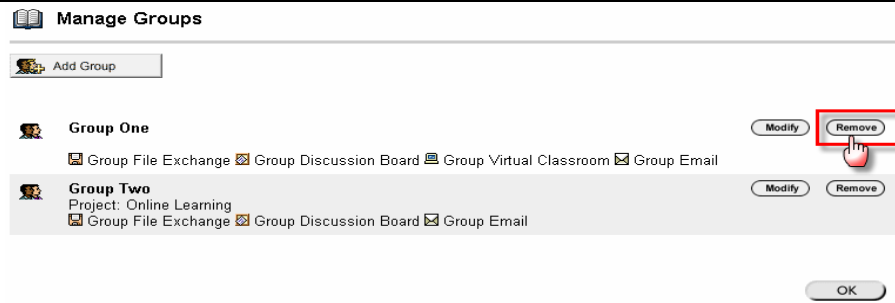
Group Two
Project: Online Learning
Group File Exchange Group Discussion Board Group Email

OK

Removing a Group

In the **Manage Groups** page instructors are able to remove groups.

Click on **Remove**



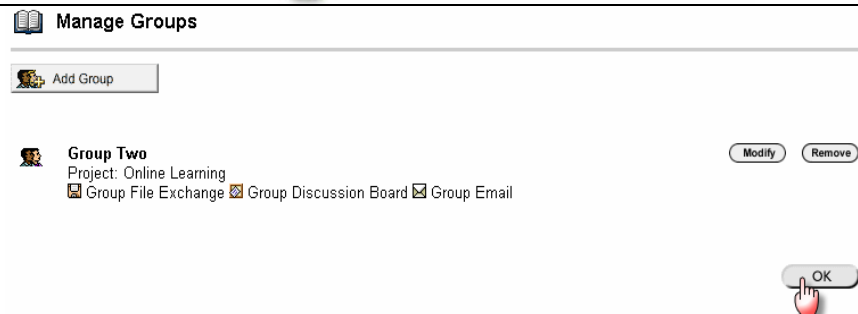
Removing a group is final and cannot be undone.

Click **OK** to confirm or **Cancel** to quit.



The group has been removed, only *Group Two* is displayed.

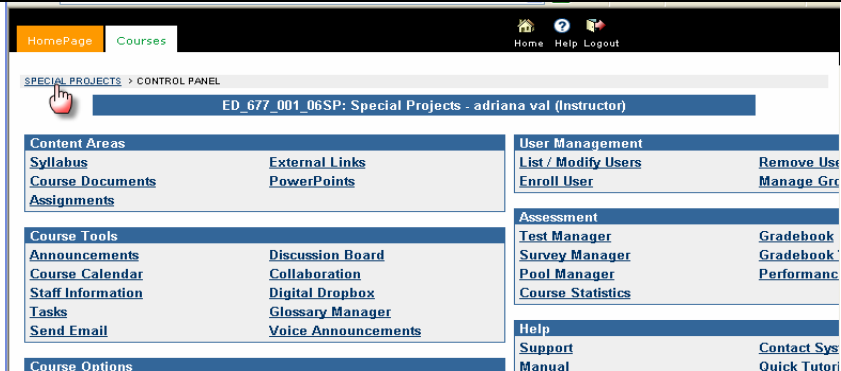
Click **OK** to exit.



Group Work: Viewing Group Activities

Click on the name of the course on top of the screen.

From this view instructors may view the work students are doing in each group.



Click on **Communication or Groups** from the left navigation buttons.

- Announcements
- Syllabus
- Faculty
- Course Documents
- Assignments
- Discussion Board
- External Links
- Groups
- PowerPoints

Tools

- Communication
- Course Tools
- Course Map

Control Panel

SPECIAL PROJECTS > ANNOUNCEMENTS



VIEW TODAY VIEW LAST 7 DAYS VIEW LAST 30 DAYS VIEW ALL

October 16, 2006 - October 23, 2006

No announcements found.

Click on **Group Pages**

HomePage Courses Home Help Logout

- Announcements
- Syllabus
- Faculty
- Course Documents
- Assignments
- Discussion Board
- External Links
- Groups
- PowerPoints

Tools

- Communication
- Course Tools
- Course Map

Control Panel Refresh Detail View

SPECIAL PROJECTS > COMMUNICATIONS

- Announcements
- Collaboration
- Discussion Board
- Group Pages**
- Live Classrooms
- Roster
- Send Email

All the groups created by instructors are displayed on this page. Groups are displayed in alphabetical order.

Click on *Group Two*.

SPECIAL PROJECTS > COMMUNICATIONS > GROUP PAGES



[Group One](#)



[Group Three](#)



[Group Two](#)

Project, Online Learning

This page shows the tools available for participants, and the participants' names.

SPECIAL PROJECTS > COMMUNICATIONS > GROUP PAGES > GROUP TWO > GROUP TOOLS

Group Page: Group Two

- Group Discussion Board
- Collaboration
- File Exchange
- Send Email

Group Members

Name	Email
Frank Smith	noemail@goucher.edu
adriana val	

Click on **Group Discussion Board**

[SPECIAL PROJECTS](#) > [COMMUNICATIONS](#) > [GROUP PAGES](#) > [GROUP TWO](#) > [GROUP TOOLS](#)

Group Page: Group Two

▶ [Group Discussion Board](#)

▶ [Collaborati](#)

▶ [File Exchange](#)

▶ [Send Email](#)

▶ **Group Members**

Name	Email
Frank Smith	noemail@goucher.edu
adriana val	

Group Discussion Board

By default a Forum with the same name as the group appears. Students do not have the buttons to Modify, Manage, Remove, or Copy the Forum.

The group discussion board works exactly the same as the general discussion board. Refer to the module that explains the discussion board.

Click **OK** to exit.

[SPECIAL PROJECTS](#) > [COMMUNICATIONS](#) > [GROUP PAGES](#) > [GROUP TWO](#) > [GROUP DISCUSSION BOARD](#)

Discussion Board

Forum

Search After Oct 23 2006 Before Oct 23 2006

in [Current Discussion Board](#)

Display Order	Forum	Total Posts	Unread Posts	Total Participants				
1	Group Two	0	0	0	<input type="button" value="Modify"/>	<input type="button" value="Manage"/>	<input type="button" value="Remove"/>	<input type="button" value="Copy"/>

Click on **Collaboration**

[SPECIAL PROJECTS](#) > [COMMUNICATIONS](#) > [GROUP PAGES](#) > [GROUP TWO](#) > [GROUP TOOLS](#)

Group Page: Group Two

▶ [Group Discussion Board](#)

▶ [Collaboration](#)

▶ [File Exchange](#)

▶ [Send Email](#)

▶ **Group Members**

Name	Email
Frank Smith	noemail@goucher.edu
adriana val	

Collaboration Sessions

In this page group members have access to a virtual class and a chat. Instructors may manage, remove, or add more sessions.

Click **OK** to exit.

Refer to the Collaboration Module to learn about Virtual Class and Chat.

SPECIAL PROJECTS > COMMUNICATIONS > GROUP PAGES > GROUP TWO > COLLABORATION

Collaboration Sessions - Group Two

Collaboration Session

Filter Search by Session Name Start Date End Date (MM/DD/YY) Search

Session Name	Tool	Start Date	End Date			
Lecture Hall	Virtual Classroom			Join	Manage	Remove
Office Hours	Chat			Join	Manage	Remove

OK

Click on **File Exchange**

Group Page: Group Two

▶ [Group Discussion Board](#)

▶ [Collaboration](#)

▶ [File Exchange](#)

▶ [Send Email](#)

▶ **Group Members**

Name	Email
Frank Smith	noemail@goucher.edu
adriana val	

The **File Exchange** works like the **Digital Dropbox** explained in another module. Refer to the appropriate module for details.

Note: The only difference between the Digital Dropbox and the File Exchange is that participants can only add a file without sending in File Exchange.

Click **OK** to exit.

File Exchange: Group Two

Add File

No files found.

OK

Click on **Send Email**

Group Page: Group Two

- ▶ [Group Discussion Board](#)
- ▶ [Collaboration](#)
- ▶ [File Exchange](#)
- ▶ [Send Email](#)
- ▶ [Group Members](#)

Name	Email
Frank Smith	noemail@goucher.edu
adriana val	

The **Send Email** works as the email section explained in another module. Refer to the **Email Module** for details.

✉ Send Email - Group Two

1 Email Information

To

Available to Select	Selected
adriana val Frank Smith	

From: adriana.val@goucher.edu

Subject:

Message:

A copy of this email will be sent to the sender.

Attachments: [Attach a file](#)

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Click on the name of the student. If the person has completed his homepage, you will be able to see it.

Group Page: Group Two

- ▶ [Group Discussion Board](#)
- ▶ [Collaboration](#)
- ▶ [File Exchange](#)
- ▶ [Send Email](#)
- ▶ [Group Members](#)

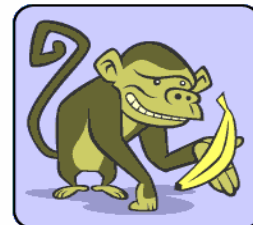
Name	Email
Frank Smith	noemail@goucher.edu
adriana val	

This is an example of a homepage completed by a student. Refer to the **Homepage** module.

[SPECIAL PROJECTS](#) > [COMMUNICATIONS](#) > [ROSTER](#) > STUDENT HOMEPAGE: FRANK SMITH

Homepage: Frank Smith

Introduction
Welcome



OK