

Quick Guide – Using Groups

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This quick guide outlines how Course Groups can be used in Courses and Organisations.

Course Groups Overview

Course Groups can currently be used for administrative purposes only. For example:

- To send messages to groups of students.
- To set up delegated grading for Turnitin submissions.
- To release content to students based on group membership.
- To filter the gradebook based on group membership.
- To assign students to Breakout Groups in Collaborate.

Warning: Students can see the name of the Course Group they have been assigned to. They cannot see who else is in the Course Group unless the Course Groups are self-enrolment with names not hidden. Students cannot access any group working tools via Course Groups. If you want students to work together, assign groups to a discussion or an assignment.

Messaging Course Groups

Course Groups can be used as a shortcut to send messages to groups of students. Click the name of the group set to open it. Next to the group name, click the **ellipses** and select **message** group. This shortcut adds the group members as the recipients of the message for you, so you don't need to select them one by one.

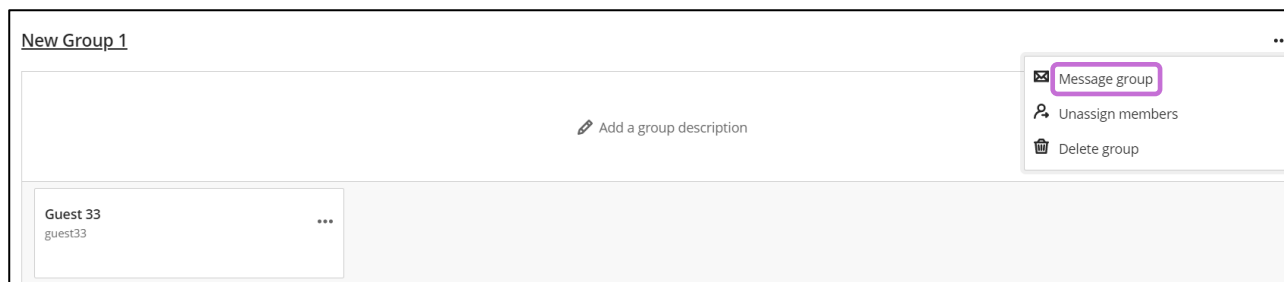


Figure 1 shows message group option highlighted after selecting the ellipses to the right of the group name.

Filtering by Groups in Turnitin

The **Turnitin Assignment Inbox** can be filtered by using the Course Groups. This can be used to set up delegated marking, by creating a group set with a group for each marker. Assign the students into their marker's group. The markers can then use the filter in Turnitin to see which students they have been assigned to mark.

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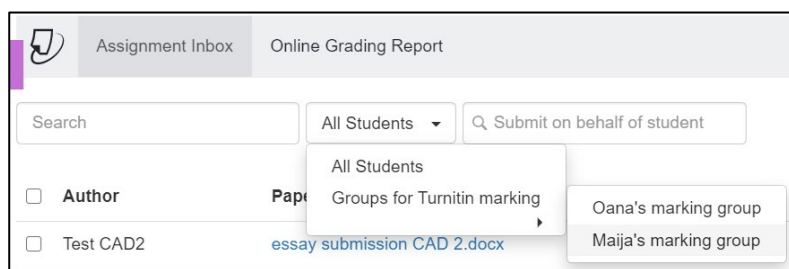


Figure 2 shows the drop-down menu in Turnitin showing groups for delegated marking.

Releasing content to students based on group membership

Course groups can be used to release content to specific students, for example, to make a resit assignment only visible to those students who need it. Select **Release conditions** from the item visibility dropdown menu.

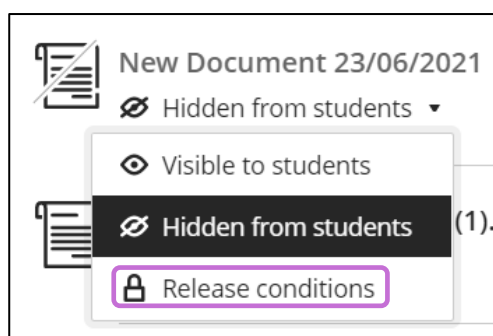


Figure 3 shows the drop-down menu with Release Conditions highlighted.

Select **Specific members or groups** and select the group(s) the item should be visible to. You can also add date/time and performance conditions in addition to the membership condition. Click Save.

Filtering the gradebook based on group membership

Course groups can be used to filter the gradebook. For example, a group can be set up for each marker, who can then filter the gradebook based on their group to see only the students who they are assigned to mark.

Open the gradebook in the **grid view** and select **Filter**.



Figure 4 shows the Filter option highlighted in the grid view of the Gradebook.

Select the group to filter by. You can also add other filters, for example, to only see a specific assignment.

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To grade a submission, click **Grade Now** and select **View. New Submission** indicates where there is a submission to mark, but Grade Now is visible in every cell because it is possible to add a grade for the student even if they have not made a submission.

The filters applied are visible above the gradebook where you can also remove individual filters or clear all.

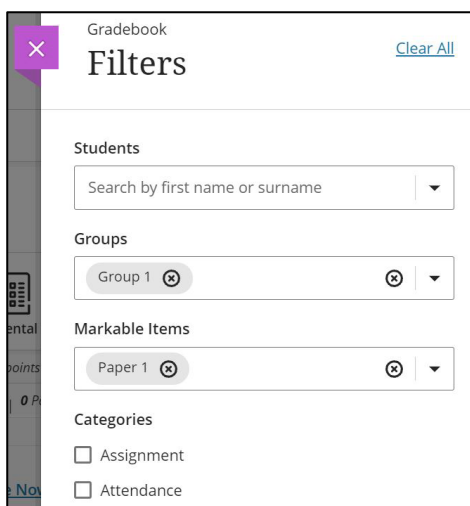


Figure 5 shows the Filters panel. Students, Groups (Group 1), Markable items (Paper 1), Categories (Assignment, Attendance).

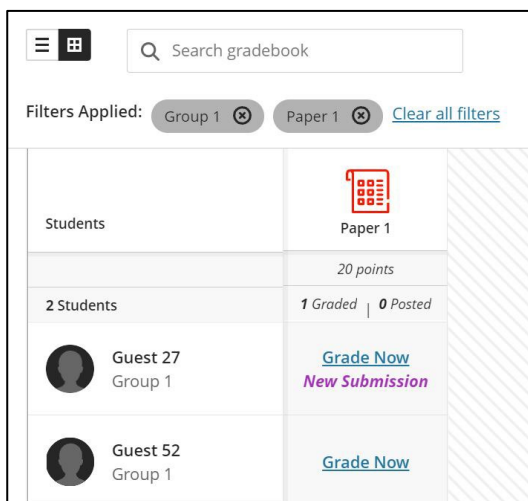


Figure 6 shows the Grid view of the Gradebook with filters applied.

Setting up Breakout Groups in Collaborate

Course groups can be used in Collaborate when setting up Breakout Groups. To do this, open the Collaborate panel, select 'share content' and select Breakout Groups.

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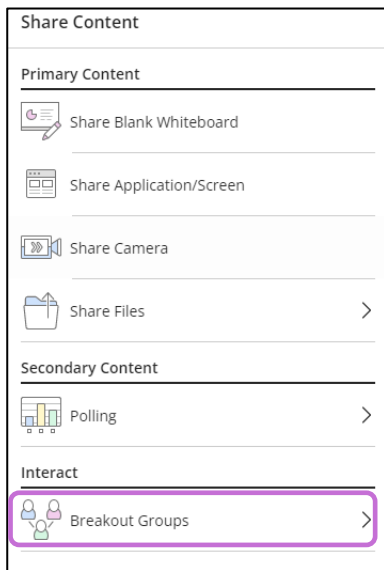


Figure 7 shows the option for Break out Groups highlighted in the Share Content panel.

Then select to assign groups by Course group set.

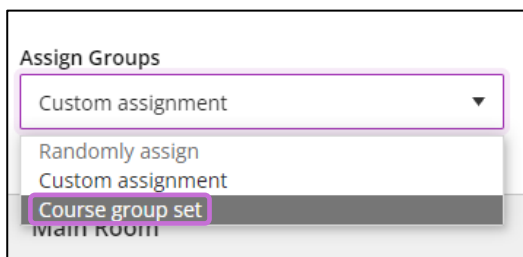


Figure 8 shows the Course group set option highlighted in drop-down menu.

You can then choose which course group set you wish to use to assign students to groups. Once you start Breakout groups students will be split into their course groups.

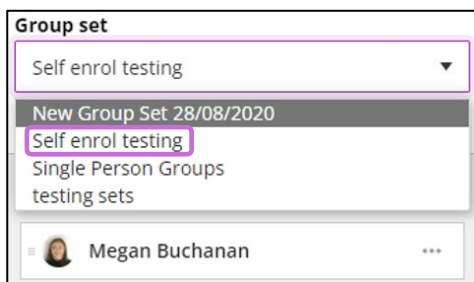


Figure 9 shows the group sets in the drop-down menu.

Further Resources

- [Course Design Guidelines](#)
- [eLearning on StaffNet](#)
- Blackboard Help: [Course Groups](#)
- Toolkit: [Push Groups MyTimetable MyAberdeen](#)