

How do I use groups?

Groups are subsets of participants for a given site. Groups can be created on an ad-hoc basis by instructors in course sites or by owners or administrators in collaboration sites. Groups are useful to organize study groups, project teams, and other non-official subsets of site participants. In course sites, each course roster section behaves like a group (i.e., group-aware tools recognize the section as a group).

You can use groups to make site content available to specific site participants. For example, a [private announcement can be made available to a group](#) and an email notification can be sent to members of that group. You can also use groups to [create group assignments](#), or [limit access to a test or quiz with settings for specific groups](#).

For information on creating and editing groups, see [How do I create groups?](#)

Note: If an assignment or assessment has been released to specific groups, changing which groups have access to the assignment, or modifying/deleting a group after students have begun work is not allowed.

Which tools use groups?

You can use groups with the tools listed below. The descriptions of how groups can be used are linked to Help articles that show how to enable group access.

Announcements

Access

- ☐ Only **members of this site** can see this announcement
- ☐ This announcement is **publicly viewable**
- ☒ Display this announcement **to selected groups** only

Display this announcement **to selected groups** only

YOU MUST SELECT AT LEAST ONE GROUP ▾

Search group

☐ M/W Class

☐ T/TR Class

[Post announcements for specific group\(s\).](#)

Assignments

1 Assign To

Once posted, an assignment cannot be switched between individual and group.

- ☐ Each individual member of the site
- ☒ Each individual member of the selected group(s)
- ☐ The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

Study Group 1, Study Group 2 ▾ *

Student Submission

Submission 1

Allow Resubmission

Submission 1

- ☒ Do not send email notifications for student submissions
- ☐ Send a notification email for each submission
- ☐ Send one email per day summarizing notifications for student submissions

2 Assign To

Once posted, an assignment cannot be switched between individual and group.

- ☐ Each individual member of the site
- ☐ Each individual member of the selected group(s)
- ☒ The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

Study Group 1, Study Group 2 ▾ *

Student Submission

Submission 1

Allow Resubmission

Submission 1

Submission 1

Submission 1

Submission 1

1. [Restrict access to an assignment to specific groups.](#)
2. [Create group assignments, where one member of the group submits on behalf of the group \(pictured above\).](#)

Note: If an assignment has been created as a group assignment or released to groups, changing the groups who can submit it, or modifying or deleting a group after students have begun work on the assignment is not allowed.

Forums

Automatically Create Forums

☐ Create one forum

☒ Automatically create multiple forums for groups

An instance of this forum will be created for each group selected below. Permissions are configured automatically. Once you save it, you won't be able to edit the group permissions. ([More?](#))

☐ Instructor

☒ Study Group 1

☒ Study Group 2

☐ Teaching Assistant

☐ group-1

☐ group-2

[Automatically create multiple topics for groups.](#)

Messages

[Messages](#) / Compose

Compose a Message

Required items marked with *

*To

[Add Bcc](#)

Send Cc

Label

*Subject

Click here to select recipients

All Participants

Instructor Role

Student Role

group-1 Group

group-2 Group

Instructor Group

[Send a private message to a specific group.](#)

Resources

☒ Display this folder and its contents to selected groups only.

Display to selected groups

Study Group 1 , Study Group 2 ▾

Search group

- ☐ group-1
- ☐ group-2
- ☐ Instructor
- ☒ Study Group 1
- ☒ Study Group 2
- ☐ Teaching Assistant

[Limit access to file\(s\) and folders to specific group\(s\).](#)

Calendar

☒ Display to selected groups

<input type="checkbox"/> Title	Description
<input type="checkbox"/> group-1	
<input type="checkbox"/> group-2	
<input type="checkbox"/> Instructor	
<input checked="" type="checkbox"/> Study Group 1	
<input checked="" type="checkbox"/> Study Group 2	
<input type="checkbox"/> Teaching Assistant	

[Schedule events for specific groups only.](#)

Sign-up

Available To:*

- ☐ Discussion 6 SMPL101 (Current Site)
- ☐ group-1
- ☐ group-2
- ☐ Instructor
- ☒ Study Group 1
- ☒ Study Group 2
- ☐ Teaching Assistant
- ☒ Other Sites

[Set up office hours or meetings which are visible only to specific group\(s\).](#)

Tests & Quizzes

Assessment released to

Selected Group(s) ▼

Study Group 1, Study Group 2 ▼

Q Search ×

- ☐ Select All Groups
- ☐ group-1
- ☐ group-2
- ☐ Instructor
- ☒ Study Group 1
- ☒ Study Group 2
- ☐ Teaching Assistant

[Limit access to a test or quiz for specific group\(s\).](#)

Site Info

Site Information	Edit Site Information	Manage Tools	Tool Order	Date Manager	Add Participants	Manage Participants	Edit Class Roster(s)	Manage Groups
Link to Parent Site	External Tools	Manage Access	Import from Site	Import from Archive File	User Audit Log	Manage Overview		

[Create and edit groups.](#)