

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 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, can result in the loss of submissions!

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

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group 1	
<input type="checkbox"/>	Group 2	
<input type="checkbox"/>	Group 3	

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

Assignments

1 Access (also limits groups for group submissions)

- ☐ Display to site
- ☒ Display only to selected groups

<input type="checkbox"/>	Title	Description
<input type="checkbox"/>	Group 1	
<input checked="" type="checkbox"/>	Group 2	
<input checked="" type="checkbox"/>	Group 3	

2 Additional Assignment Options

These additional options cannot be modified after the assignment has been posted for students.

- ☐ No additional assignment options
- ☐ Use peer assessment
- ☒ Group Submission - One submission per group

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

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 can result in the loss of submissions!

Forums

Automatically Create Topics

☐ Create one topic

☒ Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. [\(More?\)](#)

- ☒ Group 1
- ☒ Group 2
- ☒ Group 3

[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

Teaching Assistant Role

Group 1 Group

Group 2 Group

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

Resources

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

<input type="checkbox"/>	Title	Description
<input checked="" type="checkbox"/>	Group 1	
<input type="checkbox"/>	Group 2	
<input type="checkbox"/>	Group 3	

[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 checked="" type="checkbox"/>	Group 3	

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

Sign-up

Available To:*

☒ SMPL101 Spring 2018 (Current Site)

☐ Group 3
☐ Group 1
☐ Group 2
☒ Other Sites

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

Tests & Quizzes

Assessment released to

☒ Selected Group(s) ▼

☐ Select All Groups

☒ Group 1

☐ Group 2

☐ Group 3

1. [Limit access to a test or quiz for specific group\(s\).](#)
2. [Set time or date exceptions on a test or quiz for specific groups.](#)

Site Info

SITE INFO



Edit Site Information	Manage Tools	Tool Order	Add Participants	Edit Class Roster(s)	Manage Groups	Link to Parent Site
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External Tools	Manage Access	Import from Site	Import from Archive File	User Audit Log
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[Create and edit groups.](#)