

CREATING AND MANAGING GROUPS

The group manager tool in WebCT Vista assigns students in a course to a group. This can be done either manually by the instructor or automatically by WebCT Vista.

Creating a group

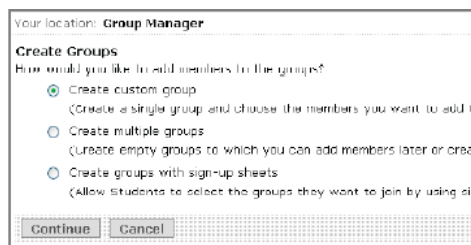
To create groups in WebCT Vista:

1. Click on the **Teach** tab
2. Under Instructor Tools, click on **Group Manager**
3. Click on the **Create Groups** button



You will have three options when creating groups:

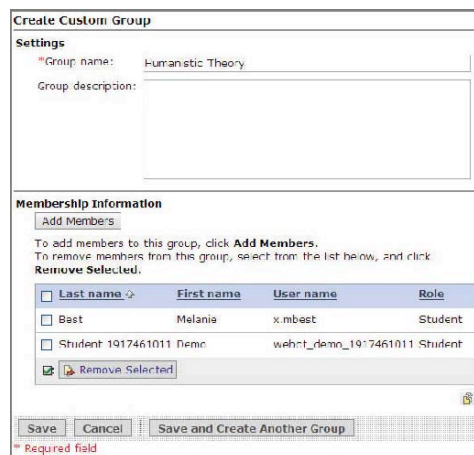
- a custom group
- multiple groups
- groups with sign-up sheets

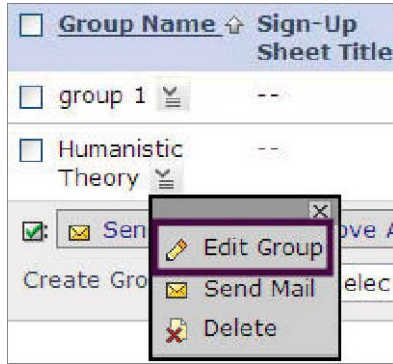


Create a custom group

To create a custom group:

1. Select the **Create Custom Group** radio button
2. Click the **Continue** button
3. Enter a group description (this is optional and can be added later)
4. Click on **Add Members** to select your group members
5. Click the **Save** or **Save and Create Another Group** button





Group names and members are now visible under Group Manager. To edit the settings for a group or add/delete members from a group:

1. Click on the scroll-down menu next to the group name
2. Select the **Edit Group** option

Note: If you select the **Create empty groups, and add members later** option, enter the number of students you wish to have in each group and click the **Continue** button. You will later have to edit each group individually, as shown above, to add members to a group.

Create multiple groups

WebCT Vista can make multiple groups with a similar name distinguished only by a numerical variable. For example, if three groups should all be called “Team,” WebCT Vista will create Team 1, Team 2, and Team 3. A default topic can be associated with each group. Group descriptions, however, can be made after the groups are created so the descriptions will be different.

To create multiple groups:

1. Select the **Create Multiple Groups** radio button
2. Click the **Continue** button
3. Indicate the beginning name for each group (i.e. team, group, etc)
4. Choose to create empty groups to add members to later and then indicate the number of groups to create
5. Or choose to create your groups now with members included
6. Indicate whether a DemoStudent should be included in the groups
 - The DemoStudent permits testing of the group activities before they are implemented
7. Choose whether group set up should be based on the desired number of groups or total number of students per group
8. Indicate whether remaining students should be distributed among existing groups, automatically assigned to a new group, or manually assigned to an existing group
9. Click the **Continue** button
10. Verify student groups in the **Confirm Created Groups** window

Group Information

All group names will start with the same word or phrase. Enter the word or phrase that will be used in all group names. For example, if you enter the phrase Chemistry Lab,

*Word or phrase all group names start with:

Default description:

How Should the Groups Be Created?

☐ Create empty groups, and add members later
Number of groups:

☒ Create full groups, and randomly distribute Students

Students

There are 1 Students currently enrolled in this class.

☐ Include the demo student in one of the groups (Including the demo student allows the Instructor to assign students to groups.)

Set Up Groups

☒ By number of groups:

☐ By number of Students per group:

What Should Be Done with Any Extra Members?

☒ Distribute extra members among the groups.

☐ Put extra members in their own group.

☐ Leave extra members to be added manually to groups.

Confirm Created Groups

Group total: 5
Verify group membership and

Group Name
1 * team 1



Create a group sign-up sheet

WebCT Vista allows students to enroll themselves in a group via the sign-up sheet option.

To create multiple groups via a sign-up sheet:

- 1. Select the **Create Groups with Sign-Up Sheets** radio button
- 2. Click the **Continue** button
- 3. Indicate the number of groups to be created
- 4. Assign a group name (cf. the section “Working with multiple groups” above)
- 5. Write a default description for all groups (can be added later)
- 6. Indicate the maximum number of student per group
- 7. Enable student view settings
- 8. Assign a title for the sign-up sheet
- 9. Write instructions that students will see when signing up
- 10. Indicate where a link to the sign-up sheet will be located
- 11. Click the **Continue** button

Create Groups with Sign-Up Sheets

Group Settings

All group names will start with the same word or phrase, followed by a unique number. Enter the word or phrase that will be used in all group names in the text box below. For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

*Number of groups:

*Word or phrase all group names start with:

Default description:

*Maximum students per group:

Student view: ☐ Allow students who have not yet joined a group to see (Whether this option is selected or not, after Students join appear on the sign-up sheet.)

Sign-Up Sheet Settings

Students join a group by clicking a sign-up sheet, which is placed in a folder.

*Sign-up sheet title:

Sign-up sheet instructions:

Place the sign-up sheet link on:

This is where the Students will go to choose the group they want to join.

Project Sign-up Sheet			
Pick the group you would like to work with for your group project. Remember, once you select a group, you cannot change groups.			
Group Name	Description	Maximum Members	Sign Up for
Project 1		3 (0)	<input type="button" value="Sign Up"/>
Project 2		3 (0)	<input type="button" value="Sign Up"/>

Students will see a screen similar to the image at left when signing up for a group.