

How to Link Groups/Sign-Up Sheets

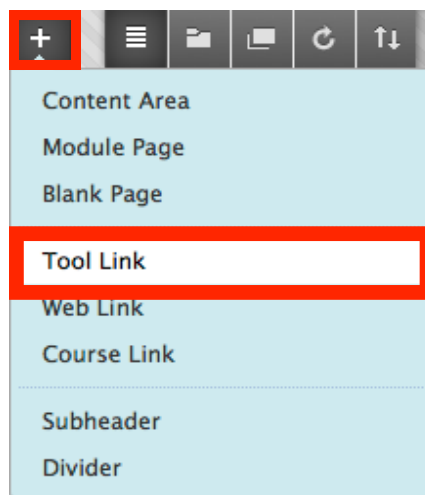
Once groups have been created under the **Users and Groups** tool, they must be linked in the course for students to have access.

This tutorial will show you how to:

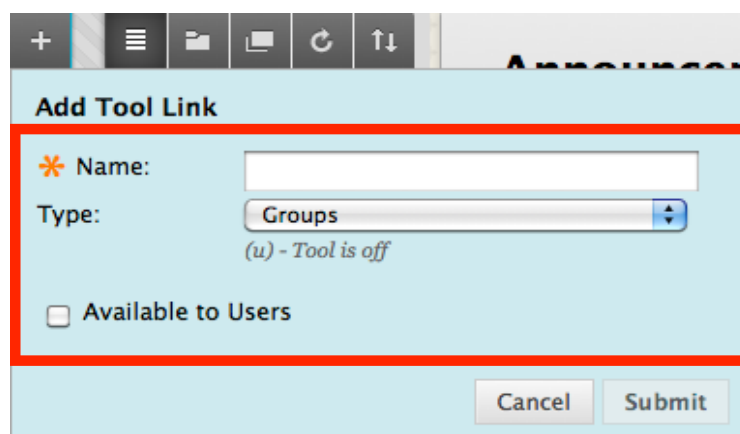
- Link groups in the course menu
- Link groups in a content area

Linking Groups in the Course Menu:

1. Navigate to the **Add Menu Item** button and select **Tool Link**.

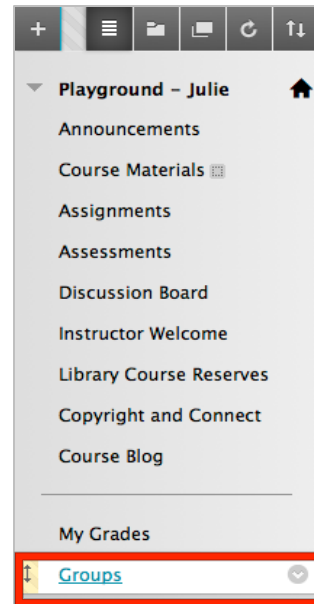


2. **Name** the tool link and under Type, select Groups. Make the link **Available to Users** so students can view it. Click **Submit** to finish creating the link in the course menu. This link will redirect users to the Groups Page.

A screenshot of the 'Add Tool Link' dialog box. The dialog box has a title bar with the text 'Add Tool Link'. Below the title bar, there are three main fields: 'Name:' with an asterisk icon and an empty text input field; 'Type:' with a dropdown menu currently showing 'Groups' and a small blue arrow icon; and 'Available to Users' with an unchecked checkbox. Below these fields, there is a note '(u) - Tool is off'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Submit'. The entire content area of the dialog box is highlighted with a red rectangular border.

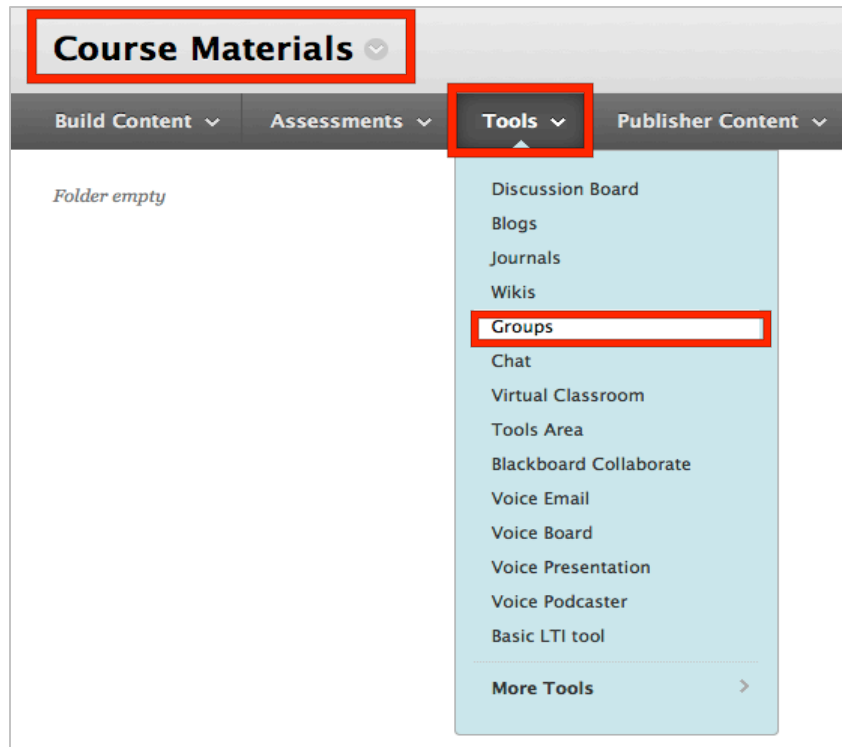
Learning Connect

3. A Groups tool link will be located on the bottom of the course menu.

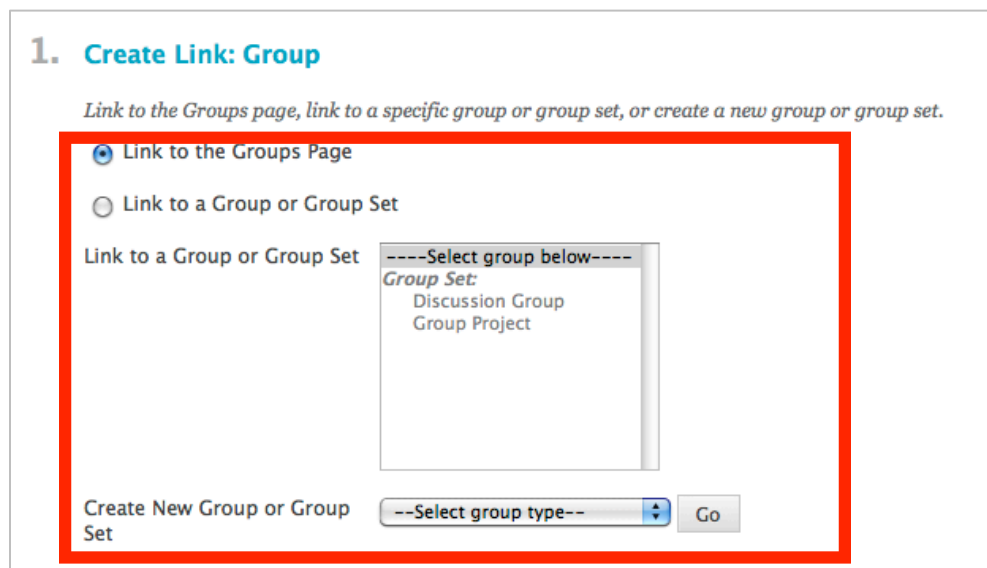


Linking Groups in the Course Menu:

1. Choose a **Content Area** from the course menu, and under **Tools**, select **Groups**.



2. Choose to either create a link for the entire **Groups Page** or to a specific **Group** or **Group Set**. You can also create **New Groups** or **Group Sets** using this tool.



3. Click **Next**.

- You will be redirected to another page to adjust the settings. Adjust the **Name** and **Description** of the link if you wish. You can also set your **Options** by making link **available or unavailable**, enabling **views tracking**, or setting **date restrictions**.

1. Link Information

* Link Name

Color of Name

Link Group: Discussion Group

Text

2. Options

Available Yes No

Track Number of Views Yes No

Date Restrictions

Display After
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

- Click **Submit** to finish linking the groups page, group or group set to a content area. The groups tool link has now been added to the content area.

