

ReggieNet: Managing Groups

Video - Creating Groups in ReggieNet

Many of the tools in ReggieNet are "Group Aware"; that is, you can selectively release items to a particular group or groups of students. You can also have students work collaboratively if you put them in groups. You will not see this option in most tools unless you have already created groups in your course.

Creating Groups

Creating groups in ReggieNet is a simple process. Click on **Site Info** in the left-hand navigation and then select **Manage Groups** in the Site Info Toolbar.

ReggieNet has four options for creating groups in your course.

- Create New Group manually create the group and assign students to it
- Create New Joinable Set create a set of groups where students can choose which to join
- **Auto Groups** create groups automatically based on the desired number of groups or the number of users per group
- Bulk Creation create multiple groups from a pre-existing list

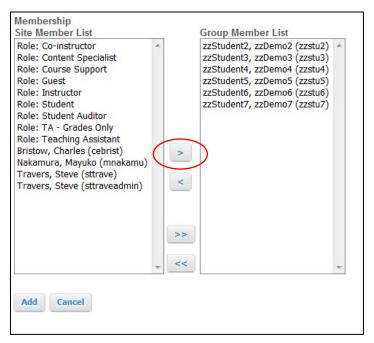


Create New Group

To manually create a single group:

- 1. Click on **Create New Group** in the **Manage Groups** toolbar.
- 2. Add a Group Title.
- 3. Choose whether to allow members to see the other members of the group.
- 4. In the **Site Member List**, highlight the members you wish to group by clicking on the names.
- 5. Click the right arrow to the right of the **Site Member List** to move the selected members to the **Group Member List**.

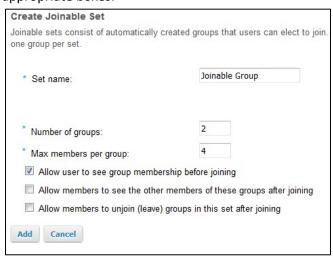
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6. Finish creating the group by clicking Add.

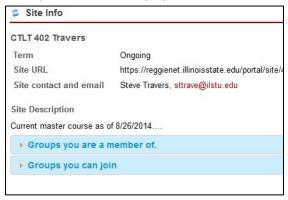
Create New Joinable Set

- 1. Click on Create New Joinable Set in the Site Info toolbar.
- 2. Enter a group name in the **Set name** box.
- 3. Enter the number of groups you wish to have in the **Number of groups** box.
- 4. Enter the maximum group membership number in the **Max members per group** box.
- 5. Choose options for allowing viewing group members and leaving groups by marking the appropriate boxes.



- 6. Add the joinable group set by clicking **Add**.
- 7. Once the groups are created, you can edit the name by clicking on the group name in the list.

For students to join a group they must click on the **Site Info** tool where they will be shown a menu with the options titled **Groups you are a member of** and **Groups you can join**.

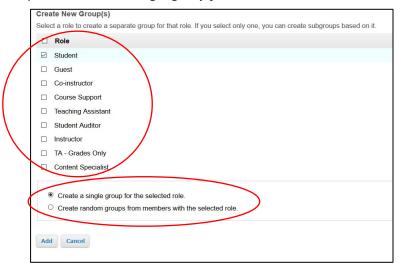


Choosing Groups you can join will display a list of available groups, the group title, maximum group size, members (if available), and a button for joining the group.

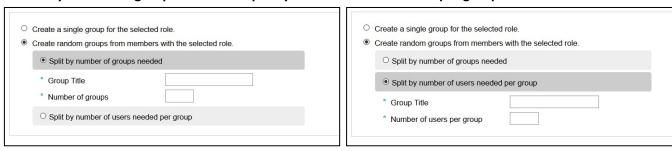


Auto Groups

- 1. Click on Auto Groups in the Site Info tool bar
- 2. Select the role (usually student) that you wish to use to create groups from the list provided by ReggieNet.
- 3. Select either Create a single group for the selected role or Create random groups from members with the selected role. Note: If multiple roles are selected, you will only be given the option to Create a single group for the selected role.



4. If a single role is selected, for example Student, multiple groups can be created based on number of groups desired or the number of members per group desired by selecting either **Split** by number of groups needed or **Split by number of user needed per group**.



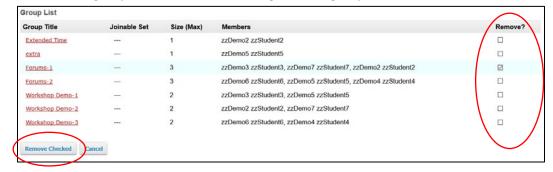
- 5. Next enter a **Group title**.
- 6. Enter the **Number of groups** or **Number of user per group**, depending on the method of splitting site members.
- 7. Finish creating groups by clicking **Add**.

After clicking Add, a Group List page will open showing you the groups in your course, the group titles, whether the groups are joinable or not, the number of members in each group, and the members of each group.

Removing and Editing Groups

Groups can be removed and edited unless they are locked by a tool. For example, if you create a group assignment, those groups will be locked.

1. To remove a group, check the box to the right of the group and click Remove Checked.



2. To edit groups, click on the title of the group to open the Edit Group page. You can edit group titles, add or remove group members, and adjust the privacy setting for members.