



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call [\(309\) 438-2542](tel:309-438-2542) if you have questions.

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**.

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**.

Site Info

CTLT 402 Travers

Term: Ongoing
Site URL: <https://reggienet.illinoisstate.edu/portal/site/>
Site contact and email: Steve Travers, sttrave@ilstu.edu

Site Description
Current master course as of 8/26/2014....

▶ **Groups you are a member of.**

▶ **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.

▶ **Groups you are a member of.**

▼ **Groups you can join**

Title	Joinable Set	Size (Max)	Members	Join
Joinable Group 1	Joinable Group	0 (4)		Join
Joinable Group 2	Joinable Group	0 (4)		Join

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**.*

Create New Group(s)

Select a role to create a separate group for that role. If you select only one, you can create subgroups based on it.

Role

- Student
- Guest
- Co-instructor
- Course Support
- Teaching Assistant
- Student Auditor
- Instructor
- TA - Grades Only
- Content Specialist

Create a single group for the selected role.

Create random groups from members with the selected role.

[Add](#) [Cancel](#)

- 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**.

Create a single group for the selected role.
 Create random groups from members with the selected role.
 Split by number of groups needed
 * Group Title
 * Number of groups
 Split by number of users needed per group

Create a single group for the selected role.
 Create random groups from members with the selected role.
 Split by number of groups needed
 Split by number of users needed per group
 * Group Title
 * Number of users per group

- Next enter a **Group title**.
- Enter the **Number of groups** or **Number of user per group**, depending on the method of splitting site members.
- 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.

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

Group Title	Joinable Set	Size (Max)	Members	Remove?
Extended Time	---	1	zzDemo2 zzStudent2	<input type="checkbox"/>
extra	---	1	zzDemo5 zzStudent5	<input type="checkbox"/>
Forums-1	---	3	zzDemo3 zzStudent3, zzDemo7 zzStudent7, zzDemo2 zzStudent2	<input checked="" type="checkbox"/>
Forums-2	---	3	zzDemo6 zzStudent6, zzDemo5 zzStudent5, zzDemo4 zzStudent4	<input type="checkbox"/>
Workshop Demo-1	---	2	zzDemo3 zzStudent3, zzDemo5 zzStudent5	<input type="checkbox"/>
Workshop Demo-2	---	2	zzDemo2 zzStudent2, zzDemo7 zzStudent7	<input type="checkbox"/>
Workshop Demo-3	---	2	zzDemo6 zzStudent6, zzDemo4 zzStudent4	<input type="checkbox"/>

- 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.