Groups: Create participant groups in a course

The groups feature allows an instructor to assign participants to one or more groups for the entire course or for individual activities. With Group Messaging turned on, members of a group can easily contact all other members.

Be sure to change settings for gear menu > Edit settings > Groups to enable using groups.

Step-by-step guide

To create groups in an AsULearn course, follow these steps.

1. From the course homepage, open the drawer by clicking the 3-line hamburger icon (top left), and select Participants from the menu.

2. At the top right of the Participants window, click the gear icon, and select Groups from the menu.

Related Articles

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- Gradebook: Export
- Gradebook: Import Grades
- Groups: Create participant groups in a course
- Google share link for documents (e.g., your Syllabus)
- Panopto and AsULearn
- Add a VoiceThread Activity to an AsULearn Course
- Quiz: Specifications Video Overview
- Quiz: Review Options:
  - Quiz: Overrides
- Gradebook: Visibility in AsULearn for students
- Gradebook: Simple Weighted Mean of Grades
- Profile Settings in AsULearn
- Adding and Removing Blocks
- Users: Add to Course
- Group messaging
- Gradebook: Weighted Mean of Grades (Percentages)
- Adding a link to a YouTube Video to your course.
- Gradebook: Sum Points (Natural)
3. On the Groups page, you have the option to **Create group** manually or **Auto-create groups**.

**Manually create groups**

- Click the **Create group** button.
- Type a group name and click **Save**.
- After creating the group, it is time to add the group members. Click the **Add/remove users** button.
- Click a person's name to select the person or use the search box to look for a person. Once the name is selected, click the Add button. You can select multiple users from the window with click - SHIFT+click (contiguous selection) and click - CTRL+click (noncontiguous selection).

**Note:** There is also a **Remove** button to remove a participant from the group.

**Auto-create groups**

- Click the **Auto-create groups** button.
- First, you must decide who will be grouped. It is not necessary for a teacher to be added to each group. Typically, most groups are based on participants in the student role.
- Next, the teacher may decide to create a particular number of groups OR create groups with a particular number of members.
- Select the desired outcome, for example, number of groups: 4.
- Naming scheme
  - **Group @** will create groups with a naming scheme Group A, Group B, Group C...
  - **Group #** will create groups with a naming scheme Group 1, Group 2, Group 3...
- Groupings may also be created based on the groups.
- Click the **Submit** button to create the groups.

**Metacourse users!**

**Note for metacourse users who intend to use groups:** Before you add course meta links to your 'master' section, you should make a group in your master section (for example, a group called '101' if that's the section where you place your content), and put all the users currently enrolled in that section in that group. The course meta link process will allow you to automatically add the students from other sections into their own group during the metac link process.
With high enrollment courses, it is also possible to import groups. Please contact your CAE college consultant for additional information.

Within various activities and resources in AsULearn, the teacher can decide to make particular items group aware, while not affecting others. It is also possible to force everything in the course to be group aware. If you are not certain about what will work best, please contact us.