THE UNIVERSITY OF MEMPHIS®

Information Technology Services

eCourseware Collaboration Tools - Groups

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Groups

Faculty can create group work areas for users with the Groups tool. The group tool provides an organized work area that enables users to work on projects and assignments, or special work areas for users with different learning needs.

To access the Groups Tool click **Groups** on the course navigation bar.

Creating a Group Category

Group categories help organize and manage group assignments and activities. To create a new set of groups you must create you categories and restricted work areas.

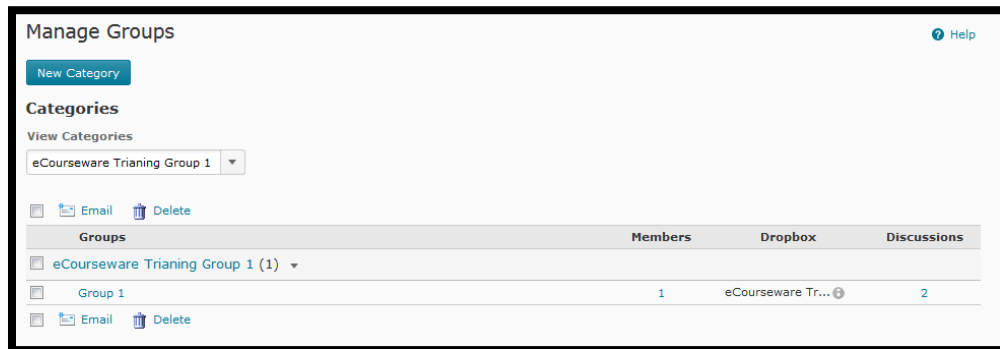To set create a new group category:

1. Click **Groups** on the navigation bar
2. Click **New Category**
3. Complete the details for groups Enrolling Users
    1. Category Name
    2. Description
    3. Enrollment Type
    4. Number of Groups
   5. Create a Workspace

4. Save

Users are enrolled in groups based on the enrollment options selected on the New Category page. Use the Enroll Users page to:

- Manually enroll users in groups if you selected **# of Groups – No Auto Enrollments**.

- Manually change which group a user is enrolled in.

- Add users who enrolled late to a group if **Auto Enroll New Users** is not selected.

- Search for users who have not been assigned to a group.

Creating a group

1. On the Manage Groups page, select the category you want to add a group to from the **View Categories** drop-down list.
2. Click **Add Group** from the context menu of the category.
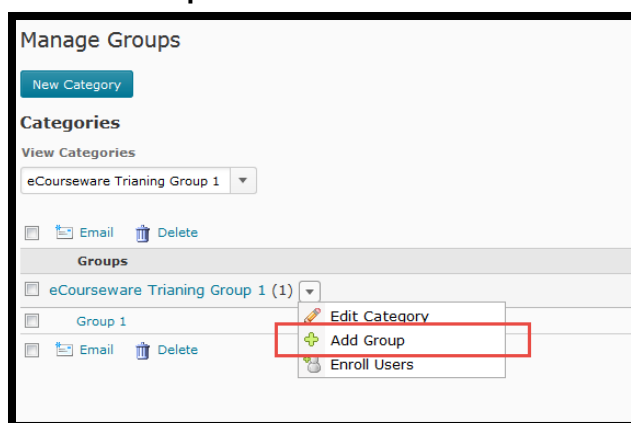
3. Enter a **Group Name** if you do not want to use the default name provided.
4. Enter a **Group Code** if you do not want to use the default group code provided.
5. Enter a **Description** for the group.
6. Click **Save**.

Moving user to a new group

When a user is moved to a new group, discussion posts remain in the old group and do not count towards a user's grade if the forum or topic is associated with a grade item. The user must satisfy the discussion post requirements in the new section. You can override a grade using the Grades tool.

Dropbox submission will remain with the old group. User's grade will be based on the current group's grade. New files must be uploaded to the new group.

eCourseware Group Enrollment Types

The following descriptions provided by D2L explain the enrollment type options available when creating a new category and provide conceptual information on when they should be used.

- **# of Groups – No Auto Enrollments** - Selecting this option creates a specified number of groups, which you can add any number of users to through the Enroll Users page.
- **Groups of #** - Selecting this option creates the minimum number of groups needed to place users in groups of a specified maximum size. More groups are created when they are needed to accommodate users.
- **# of Groups** Selecting this option creates a specified number of groups.
- **Groups of # – Self Enrollment** Selecting this option creates the minimum number of groups needed to accommodate users in groups of a specified maximum size automatically. Users choose the group they want to enroll in from the Groups page.
- **# of Groups – Self Enrollment** Selecting this option creates a specified number of groups, which users enroll in from the Groups page.
- **# of Groups of # – Self Enrollment** Selecting this option creates a specified number of groups with a specified number of enrollments per group. Users choose the group they want to enroll in from the Groups page.

Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
    - [Here is a link to our service desk ticketing system](#)
    - After logging in, choose the link **Request Help or Services**.
    - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
    - Monday – Friday 8:00 am – 8:00 pm
    - Saturday 10:00 am – 2:00 pm
    - Sunday 1:00 pm – 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- **Explore the umTech Website**
- **Center for Teaching and Learning (CTL) Website**
- **Search our Training and Documentation**