Groups Management

No matter how large...organize, manage, and monitor your virtual groups easily

The Groups Management Building Block provides the ability to:

• Easily see which students are in which groups, including which students are not in any groups.
• Easily see and modify group memberships. Avatars are now available to distinguish among users.
• Choose and manage membership for groups sets with an improved workflow.
• Import and export groups and group memberships.
• Sort columns, perform bulk actions for deleting groups, and create Grade Center smart views for one or more groups on the All Groups page.
• Optionally, manage tool availability for all groups on the All Groups page.

IMPORTANT! You can easily determine if your institution has made this Building Block available to use in your courses. As shown in the following image, you will see three links at the top of the page for All Groups, Groups Sets, and All Users. You will also see the Import function on the action bar. The ability to see the columns for the groups tools is controlled by the View Options drop-down list, so you may not see these columns when you first access the groups tool.

All Groups Page

Click the links at the top of the page to sort your view by groups, group sets, or users. All Groups is the default view and has sortable columns that contain details about all of the groups for your course.
After you create groups, you have the option to make tools available or unavailable. Click the check mark in a tool's column to make it unavailable—an X appears. Click the X in a tool's column to make it available—a check mark appears. Use the View Options drop-down list on the action bar to show or hide tool availability.

With the Bulk Actions drop-down list on the action bar, you can select groups for deletion or create smart views in the Grade Center for each group. A smart view is a focused look at the Grade Center. It shows only the columns that match a set of criteria, and the view is saved for continued use. When the Grade Center includes a great number of students and columns, you can use smart views to quickly find data.

**All Users Page**

On the All Users page, you can view which groups students belong to, search for users, add multiple users to a group, and delete users from groups.

![All Users Page](image)

**Selecting Group Members**

Whether you are creating one group or a group set, you search for and select group members from the new All Users page.
Your selected group members appear in the bottom area with a number showing the total count. Click the **Show List** function, represented by a full square, to open the **Add Users** area to view your selections. When you open the area, the square icon collapses. To remove a user, click the **X**.

**Importing and Exporting Groups**

You can export a CSV (comma-separated value) file containing your existing groups and group members, reorganize as needed offline, and then import them. **Disregard this section on Importing/Exporting Groups**

On the main **Groups** page, use the import and export functions on the action bar to add new users and groups. However, you cannot remove users or groups. During these processes, you cannot add new users to your course.

On the **Import Groups** page, you can also select the group tools you want each group to have access to. Previous tool availability settings are overwritten.
On the Export Groups and Members page, make a selection for what you want to export:

- Groups only
- Group members only
- Groups and group members

Sample CSV Files
Download the following files to use as examples when formatting your own files:

Sample for group members (CSV)
Sample for groups (CSV)

Group Codes
Groups codes are unique identifiers used strictly for import purposes. You may reveal a column in the interface to see the group codes, but you cannot edit group codes while in your course. Group codes also appear in downloaded CSV
files. You can edit the group codes in the CSV file when importing existing users to a group to ensure the users are
dded to the correct group. Group codes are necessary to provide a unique way to identify each group in case they
have the same name.

When viewing all groups, use the **View Options** drop-down list to show and hide the **Group Code** column.