

# Groups Work

---

## Content Collection Group Folders

Group members often share and collaborate on a common set of files. The first step to sharing documents with a group in the Content Collection is to create a folder that each member of the group can access. You don't have to create a group folder for members to collaborate with one another, but it may be more helpful to establish a specific folder for sharing a collection of files among the group.

After a user creates the group folder, the user must provide the appropriate permission to other group members. If an instructor has created groups in the unit, users can share the folder with all members of a group in a single step. If members are added or removed from the group, the Content Collection will automatically share the folder with the edited group members.

### Share a folder with a unit group

1. In the **Content Collection**, navigate to the **group folder**.
2. In the folder's menu, select **Edit** and then **Permissions**.
3. In the **Select Specific Users By Place** menu, select **Unit Group** (or Organization Group if the group belongs to an organisation). This page displays all unit groups in which you are enrolled.
4. Use the check boxes to select the **group** or **groups** to share the folder.
5. Select the appropriate permission. To grant the group full permissions, select all of the check boxes.
6. Click **Submit** to save your changes.

### Share a folder with a user group

If you want to share a folder with a group of users that exists outside of a unit or organisation group, you need to grant permissions for each person.

1. In the **Content Collection**, navigate to the **group folder**.
2. In the folder's menu, select **Edit** and then **Permissions**.
3. Click **Select Specific Users**
4. Enter the **username** of each group member, **separated by commas**, in the Username field. Select **Browse** to locate unknown usernames.
5. Select the appropriate permission check boxes for these users. To grant all members of the group full permissions, select all of the check boxes.
6. Click **Submit** to save your changes.

# Groups Work

---

The creator of the group folder should inform each group member of the folder location. After you create the shared folder, the easiest and quickest way for group members to access this new folder is for each person to create a bookmark to the folder.

## Before assigning group work

You don't want students to see group activities as busy work. If group work doesn't enhance your learning objectives and provide value, consider alternative teaching techniques. Only use group work for projects an individual student can't do as well alone and finish in the intended amount of time.

Research shows that students work harder when others rely on them. To encourage this interdependence, create group assignments that require the students to divide the work to meet the goal, question and challenge each other's ideas, and share feedback and encouragement.

Before incorporating group work into your unit, consider these questions:

- Will the group work further my unit objectives?
- What introductory material or group resource information can I provide to help students succeed?
- How will the groups be formed?
- Will students be involved in planning the groups?
- How will I assess students' learning and maintain individual accountability? Will I require a group deliverable?
- How will I handle concerns and problems?

Source: <sup>1</sup>"44 Benefits of Collaborative Learning." *gdr.org n.d. Web. 3 Jan. 2014.*

## Create group assignments

To be sure students do collaborate and interact, you can use the groups tool and group assignments to foster an interactive online environment.

You can create a group assignment and release it to one or more groups within your unit. Each group submits one collaborative assignment and all members receive the same grade. You can create a single assignment and assign it to all groups, or create several unique assignments and assign them to individual groups. Only you and the members of a group have access to the assignment.

# Groups Work

## Before you begin

- A unit group must exist before you create group assignments for it.
- Students who are enrolled in more than one group that receives the same assignment will be able to submit more than one attempt for this assignment. You may need to provide these students with an overall grade for the assignment.
- Students who aren't enrolled at the time that a group assignment has been submitted don't have access to that submission. These students only see that the submission occurred.
- Students who you remove from a group can't see the group assignments. They can access their submissions from My Grades.
- If you edit the assignment between creation and the due date, the entire group may lose any work already in progress.
- If you delete a group from the assignment after students have started an attempt but before submission, they'll lose access to the assignment and lose their work.

You create a group assignment in the same way you create an assignment for students to complete individually. When you create a group assignment, a gradebook item is created automatically. You can create group assignments in content areas, learning modules, lesson plans, and folders. The group assignment appears in the unit area where you create it and on the group homepage.

On the **Create Assignment** page, expand the **Submission Details** section to deliver an assignment to groups.

1. Select **Group Submission**.
2. In the Items to Select box, **highlight** the group or groups to receive this assignment. Select the **right-pointing arrow** to move the selection into the Selected Items box. To highlight multiple groups at once on a Windows computer, press and hold the Shift key and click to highlight each group. To select groups out of sequence, press the Ctrl key and select each group. For Macs, press the Command key instead of the Ctrl key. Use the Select All function if you want to include all groups.
3. Select the number of attempts. You can allow more than one attempt on a group assignment.

The screenshot shows the 'GRADING' interface. At the top, there is a 'Points Possible' field. Below it is the 'Submission Details' section, which is highlighted with a purple box. In this section, the 'Assignment Type' is set to 'Group Submission' (indicated by a selected radio button). Below the 'Submission Details' section is a table with two columns: 'Items to Select' and 'Selected Items'. The 'Items to Select' column contains four items: 'Global Warming 1', 'Global Warming 2', 'Global Warming 3', and 'Global Warming 4'. The 'Selected Items' column is empty. A right-pointing arrow button is highlighted in the 'Items to Select' column. Below the table are two 'Invert Selection' and 'Select All' buttons. At the bottom of the interface, there is a 'Number of Attempts' dropdown menu set to 'Single Attempt'.