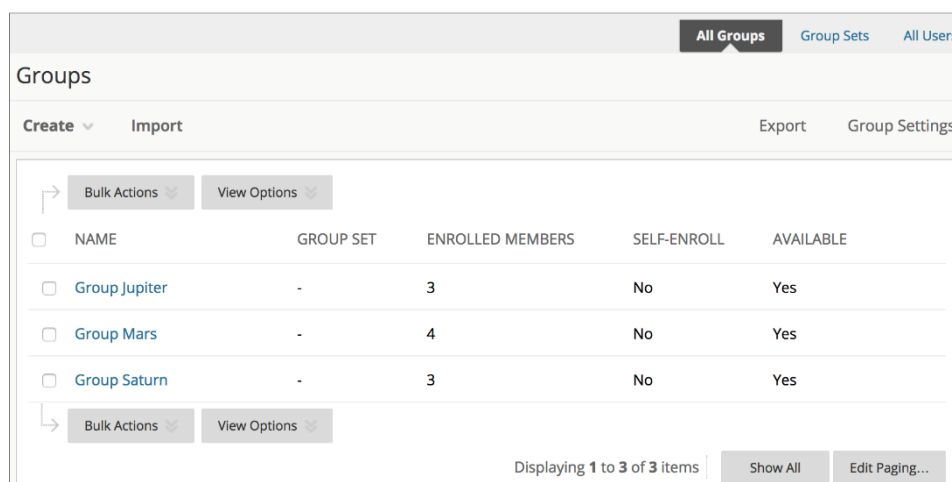# Creating Groups in vUWS

All vUWS sites have a **Users and Groups** page that allows instructors to access all groups, groups sets, and all enrolled users**.**
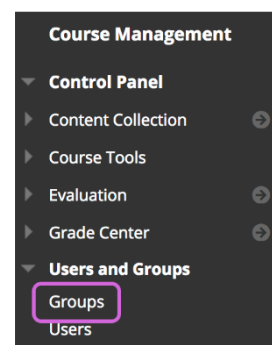
In this area, instructors can:

- Import and export groups and group memberships
- Sort columns and perform bulk actions (like group deletion)
- Create Grade Center smart views
- Manage tool availability for all groups

How to access your Groups

Navigate to **Course Management**, then **Control Panel**, click to expand the **Users and Groups** section and then select **Groups**.

Group enrolment methods

You can enrol students in groups in three ways. Students can't un-enrol themselves from groups.

- **Manual Enrol** allows you to assign each student in your unit to a group. Manual enrolment is available for both single groups and group sets.

  With a bit of knowledge about your students, you can successfully assign members to groups to ensure diversity. Groups that contain assorted personality traits or mixed abilities can produce the best results. Students may prefer a group assignment made by an instructor to the membership they choose for themselves.

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We recommend creating groups that include individuals with varied strengths, knowledge, and even work habits. You also need to consider gender and cultural differences. Heterogeneous groups work especially well for generating new ideas and exploring a project from different points of view. The stronger members of a group will gain a deeper knowledge of the subject as they help struggling teammates. The weaker students will acquire knowledge from the motivated students and gain insight on how their group members approach their learning. Hopefully, the collaboration results in students who feel good about themselves for helping others and students motivated by peer examples.

- **Random Enrol** is available for group sets only. Random enrolment automatically distributes students into groups based on your settings for maximum members per group or a total number of groups. Random distribution applies only to students who are currently enrolled in your unit. You can enrol additional students manually.

  When naming a set of groups, the name of each group has a number added to it when they are first created. For example, a set of groups named "Research" results in groups named "Research 1," "Research 2," and "Research 3," based on the number of groups in the set. You can edit the group names after you create them.

  Random group assignments may work best for instructors who teach units containing many students without the opportunity to know them individually. As a result, it might be difficult to know which students would work well together and get along. Though random assignment is easy for an instructor as it requires no preparation, some students may view the random assignment as their instructor not caring.

  By randomly assigning students to groups, you avoid the risk that students who select their own partners will spend too much time socialising and forming cliques. No students are excluded, disregarded, or chosen last. Also, some instructors feel one of the goals of group work is to collaborate with people you don't know, and random assignment increases this likelihood.

- **Self-Enrol** groups allow students to add themselves to their preferred group using a sign-up sheet. You can make sign-up sheets available to students on the groups listing page or add a link to a unit area, such as a content area, learning module, lesson plan, or folder. Groups can be immediately available to use or only become available after all members have signed up. Self-enrolment is an option available for both single groups and group sets.

  When students self-select groups, they tend to do so based on previous relationships or characteristics: friends, teammates, organisation membership, social groups on campus, ethnicity, or gender. Students who have few affiliations may find it difficult to become a member of groups composed of like individuals.

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Homogeneous groups may not need to spend a great deal of time bonding. They may already have a high level of trust and agreement so that these groups may fit your intended outcomes best.

You should consider how to promote inclusiveness or use self-enrolment only for those units where you have students with like abilities, interests, and affiliations. You can also use self-enrol groups for groups based on interest, non-graded collaborations, extra credit, volunteer situations, or for study groups.

How to create a Self-Enrol group.

1. On the Groups page, select **Create**.
2. In the Single Group list, select **Self-Enrol.**
3. Type a **name** and **optional description**.
4. Make the **group visible** to students.
5. **Tick the tools** you want available for the group to use.
6. If you want to grade student submissions for blogs, wikis, and journals, select the **Grade option** and type **Points possible**.
7. Enable the **Allow Personalization** checkbox to let students add personal modules to the group homepage. Modules are only visible to the group member who added them.
8. **Name** the group self enrolment sheet and provide instructions. You should tell students that they can't un-enrol themselves from groups.
9. Set the **Maximum Number of Members**
10. Tick **Show Members** if you want students to see who else is in their group before they sign-up
11. We recommend ticking the **Create Smart View for this group**, as this will make it easier to use the Grade Centre.
12. Click **Submit**.

How to create a Manual Enrol group.

1. On the Groups page, select **Create**.
2. In the Single Group list, select **Manual Enrol.**
3. Type a **name** and **optional description**.
4. Make the **group visible** to students.
5. **Tick the tools** you want available for the group to use.
6. If you want to grade student submissions for blogs, wikis, and journals, select the **Grade option** and type **Points possible**.
7. Enable the **Allow Personalization** checkbox to let students add personal modules to the group homepage. Modules are only visible to the group member who added them.
8. Set the **Maximum Number of Members**
9. Use the Add Users pop-up window to search for and add students. Your selected group members appear in the bottom area with a number showing the total count.

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10. To remove a user, select the X next to their name.
11. Select **Submit**.

The newly created group appears on the Groups listing page.

Create a Group Set

1. On the Groups page, select **Create**.
2. In the Group Set list, select **Self-Enrol**, **Manual Enrol**, or **Random Enrol**.

The majority of steps for creating a group set is identical to creating a single group, so refer to the previously provided instructions above. Pay particular attention to:

- **Self-Enrol**: Type how many groups you want vUWS to make in the "Number of Groups" field.

- **Random Enrol:** Type how many Groups you want vUWS to make, or type how many Students you want each Group to have. vUWS will either randomly assign students to the specified groups, or create enough groups to match the specified student number. You may have an uneven number of students that could result in uneven group size, tell vUWS how to handle that scenario by ticking the appropriate option.

- **Manual Enrol:** Type the Number of Groups to create. On the next page, select Add Users for each group to make your selections.