How do Students access groups?

There are three potential ways that students can access groups, depending on how you set up your unit. Your selection will help your students meet different learning objectives.

Option A: My Groups

What it looks like:

Students will see their Group and resources in the My Groups dropdown, in the left-hand side menu.

How to set it up:

My Groups will become automatically available to students after you have created groups and setup the group membership.

Students can see the groups they are members of, and can expand each group name for quick access to its tools.

Because My Groups is populated automatically when students are added to groups, this option is the easiest to implement.
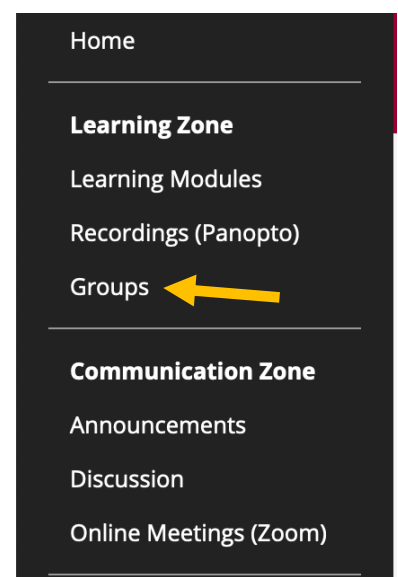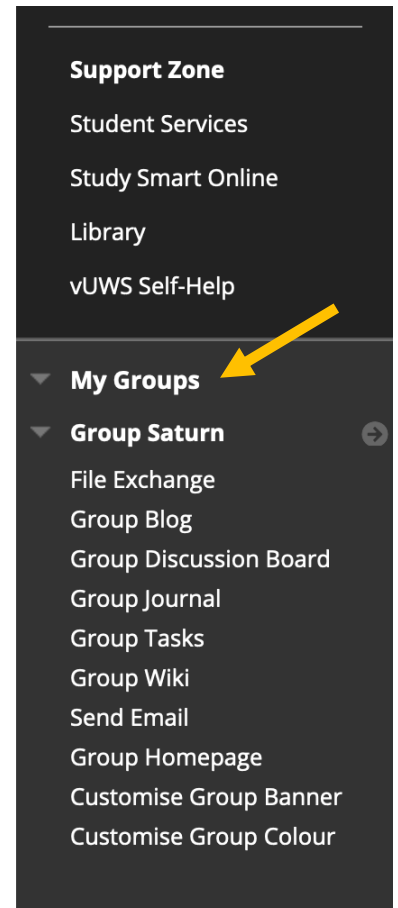
Option B: Unit menu link

What it looks like:

You can choose to add a **Groups** link into the left hand menu.

Similar to Option A, this shows students all the groups they are enrolled in, but with the **additional advantage** of showing **Sign-up Sheets** for groups that are available for them to join.

You can create or delete the link at any time, as well as customise the name of the link.
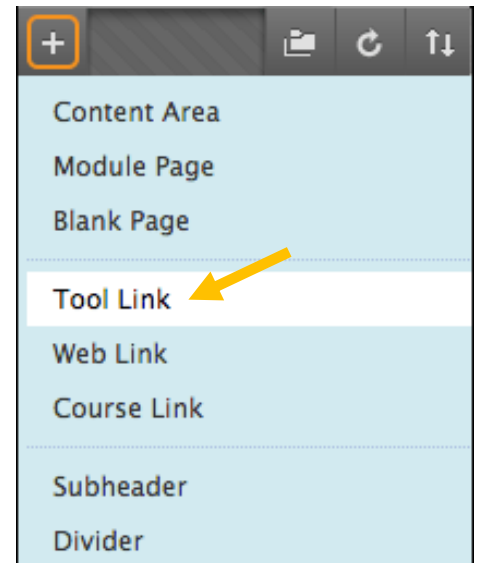
Support Zone
Student Services
Study Smart Online
Library
vUWS Self-Help

▼ **My Groups**
▼ **Group Saturn**
File Exchange
Group Blog
Group Discussion Board
Group Journal
Group Tasks
Group Wiki
Send Email
Group Homepage
Customise Group Banner
Customise Group Colour

Home

Learning Zone
Learning Modules
Recordings (Panopto)
Groups

Communication Zone
Announcements
Discussion
Online Meetings (Zoom)

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How to add the Groups Link

1. Click the **Add Menu Item** icon above the unit menu to access the menu.
2. Select **Tool Link** and **type a name**.
3. From the **Type** menu, select **Groups**.
4. Select the **Available to Users** check box if you're ready for students to see it.
5. Click **Submit**.

The new tool link will appear at the bottom of the unit menu. Press and drag the arrows icon to move the link into a new position. You can drag it to a new location or use the keyboard accessible reordering tool.
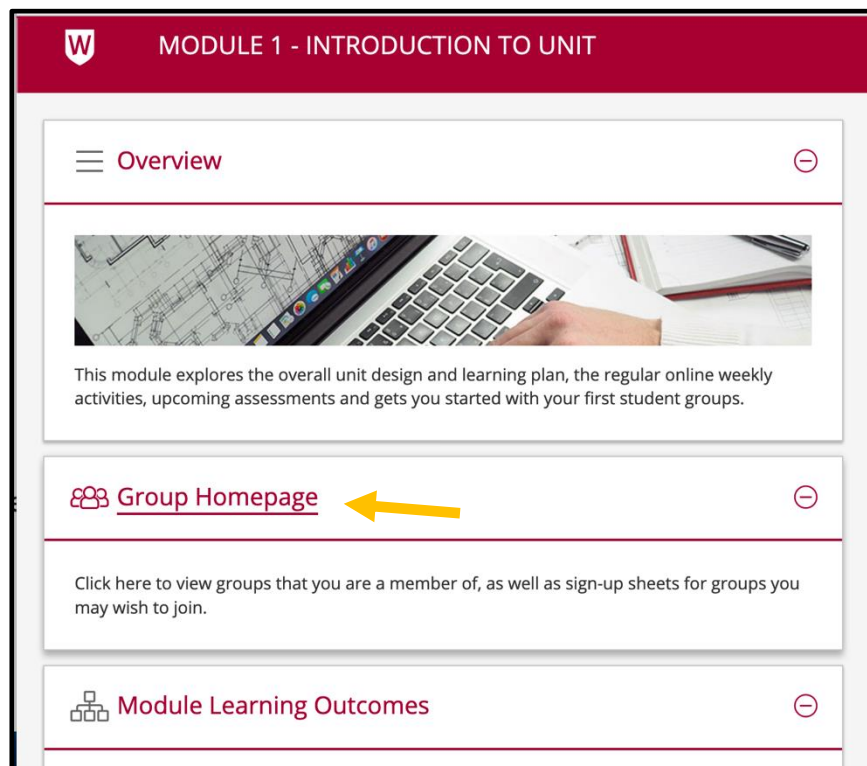

Option C: Provide links in a unit area

What it looks like:

This option allows you to place a link to the **Group**s homepage, or to a **specific group** or **signup sheet**, closer to your learning activities, rather than at a top-level menu.

For example, you could embed the Group link in your first learning module to encourage ice breaking exercises, or along-side a related group assessment.

This can help minimise how much back and forth navigation a student must do to complete their learning activities.

How do Students access groups?

How to add group links in a unit area:

1. **Navigate to the unit area** where you want to add the group link
2. Click **Tools**, and then **Groups**.
3. You can now choose the type of link, such as:
    1. **To the entire groups page** - one link for all students to find their enrolled groups and all sign up groups (if any).
    2. **To a single group** – one link to one group, perhaps to a option self sign-up group that focuses on a ice-breaking activity.
    3. **To a specific group set.**
4. If you want to link to a **group or group set**, select it from the list and select **Next**.
5. Give the link a **name** and **optional description**, and **make it available** to students
6. Click **Submit**
7. The link will not be available to students