

# KODIAK QUICK GUIDE - Groups

## Overview

The Groups tool is used to create group work areas for students. Groups can be assigned automatically, manually selected by the instructor, or chosen by the student. Students can belong to many groups in the same course, and each group can have its own Discussion forums, and Assignment Submission folders. Members of groups can be graded as a team or individually.

## How to Access Groups

In the Course Navbar, click **Groups**.

## In This Guide

- Creating Categories and Groups
- Enrolling Students in Groups Manually
- Creating and Editing Groups Manually

## Creating Categories and Groups

Categories are a way of organizing and managing related groups. They allow you to create groups related to a particular assignment or activity at once and set options for each group. You can set up multiple categories per course if you want students to be assigned to different groups for various assignments.

### Create a Category

1. On the Course Navbar, click Groups. The “Manage Groups” page will open. (Figure 1)
2. Click **New Category** at the top of the page.
3. Enter a category name (required) and description (optional).
4. Click the “Enrollment Type” drop-down menu (Figure 2).
  - Select **# of Groups – No Auto Enrollments** to manually add students to your groups later.
  - Select **Groups of #** to select the number of students per group and have the system automatically enroll students.
  - Select **# of Groups** to select how many total groups will be created in this category and have the system automatically enroll students.
  - Select one of the **Self Enrollment** options to allow students to select their group.
  - Select **Single user, member-specifics groups** to have Kodiak create a group for every student in the class. The student’s name will be the name of the group.

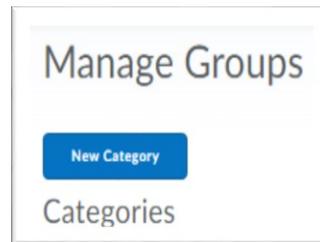


Figure 1

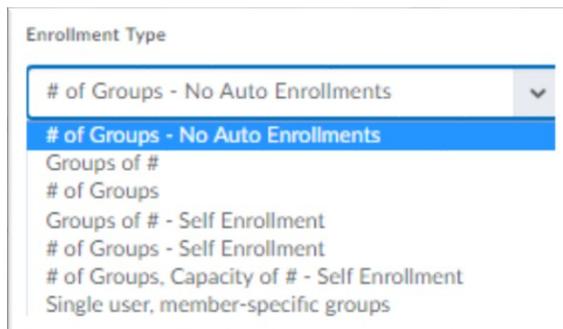


Figure 2

5. Depending on the enrollment type you chose, enter the number of groups to create, the number of users (students) per group, or both (Figure 3).
6. If you select Groups **of #** or **# of Groups category**, configure the following options (Figure 4):
  - Select **Auto-Enroll New Users** if you want new students in your class to be added to groups automatically.
  - Select **Randomize users in groups** if you want users to be placed in groups randomly. If this option is not chosen, users are placed alphabetically based on the Classlist.
8. If you'd like to have each group name start with a prefix, enter it. (Figure 5)
9. Select the course tools the group should have access to: Discussion areas, and/or Assignments folders (Figure 6).

Figure 3

Figure 4

**Note:** If you create a new category with the **Set up discussion areas** or **Set up assignment submission folders** option selected, you are automatically prompted to create the discussion and or/Assignments Submission folder (see the following sections for instructions). You can also create group discussion forums and group Assignments folders from within the Discussions.

Figure 5

10. Click **Save** at the bottom of the page.

### Create Group-Restricted Discussion Topics

When you create a new category with the **Set up discussion areas** option selected, you are automatically taken to the “Create Restricted Discussion Areas” page. From this page, you can create a separate topic for each group within an existing or new discussion forum.

Figure 6

**Note:** You can also create a group discussion topic later from the Discussions tool.

1. If you have already created a forum in the Discussions tool that you want to use, select it from the drop-down list or click **New Forum** to the right of the drop-down list to create a new forum for the category.
2. Select whether to create one topic per group (this is the more common option), or to create one topic (for all groups) that will have threads separated by group. (The instructor needs to manually create these threads.) (Figure 7)
3. Enter a title (required) and a description (optional), and click **Save**.
4. Click **Create and Next** at the bottom of the page.
5. On the “Workspace Summary” page, click **Done**.

**Note:** Clicking **Skip** takes you to the next page in the groups set-up process without creating any discussion topics.

### Create Group-Restricted Assignment Submission Folders

If you selected the **Set up assignment submission folder** option (Figure 8), you are automatically taken to the “Create Assignment Submission Folders” page. Creating a folder from this page creates a folder for each of the groups in the category.

**Note:** You can also create a group Assignment Submission folder later from the Assignments tool.

1. Enter a name (required) for the assignment submission folder.
2. Associate the folder with a grade item (optional):
  - If you have already created the grade item, select it on the drop-down menu.
  - If you need to create a new grade item, click **New Grade Item**
3. Enter your assignment’s point worth in the “out of” field.
4. Add any instructions about submitting the assignment in the “Instructions” text box.
5. Click **Add a File** to attach any files that you want to make available to students in the Assignment Submission folder (for example, a sample lab report).
6. Click **Create**.
7. On the “Workspace Summary” page, click **Done**.

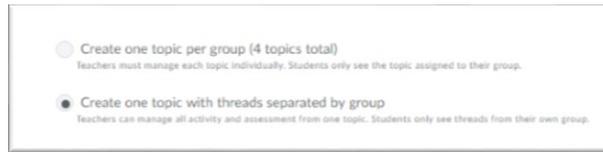


Figure 7

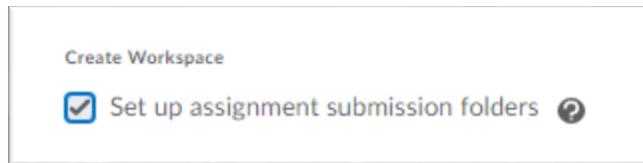


Figure 8

## Enrolling Students in Groups Manually

Students are enrolled in groups based on the enrollment options selected on the “New Category” page. Use the “Enroll Users” page to manually add or remove students from groups.

### Add and Remove Students from Groups

1. From the “Manage Groups” page, click the drop-down arrow next to the name of the group to which you want to add or remove students.
2. Click **Enroll Users** (Figure 9). The “Enroll Users” page will open; at the bottom of the page, a table displays all students in your class as rows and all of the groups in your class as columns.
3. Select the checkboxes in the columns to change the students assigned to each group. Select the checkbox across from the student’s name and below the group name to enroll the student in that group.
4. Click **Save** when you are finished.

**Note:** Manually enrolling students allows you to exceed the enrollment limit for a group. It also allows you to assign one student to multiple groups in a category.

## Creating and Editing Groups Manually

### Manually Create a Group

1. From the “Manage Groups” page, select the category in which you want to modify groups from the drop-down menu.
2. Click the drop-down arrow next to the name of your category, and select **Add Group** (Figure 10).
3. Add a new name for your group in the “Group Name” field if you want it to be different from the one automatically provided.
4. Click **Add**.

### Edit a Group’s Information

1. From the **Manage Groups** page, click on the name of the group or category you want to edit.
2. Enter new information for the group, i.e., the group’s name or description.
3. Click **Save**.

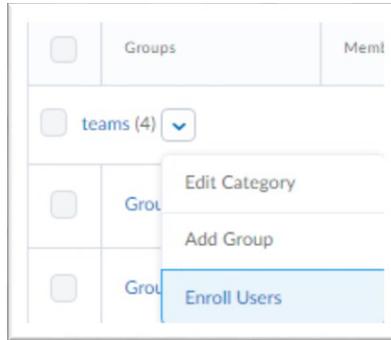


Figure 9

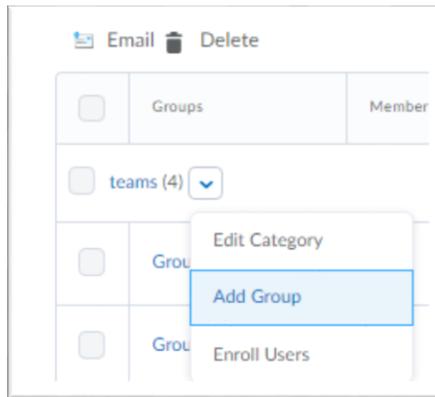


Figure 10

**Note:** By default, groups are numbered (Group 1, Group 2, etc.) Use these instructions to give your groups a more descriptive name.