

## Creating and Managing Groups

To create groups in Vista, you first need to be on the Teach tab in your section and select **Group Manager** under Instructor Tools.



Select **Create Groups**. There are three different options you have when creating groups.

Your location: **Group Manager**

### Create Groups

How would you like to add members to the groups?

- Create custom group  
(Create a single group and choose the members)
- Create multiple groups  
(Create empty groups to which you can add members which Students are randomly distributed.)
- Create groups with sign-up sheets  
(Allow Students to select the groups they want)

Continue

Cancel

### Custom Groups

If you use **Create custom group**, you will create each group individually and add members to it. This is helpful if you want each group to have a different name. To do this, select the radio button next to **Create custom group** and

click **Continue**. Enter a group name. You can also type in a group description, which is optional and can be added later. If you already know the group members you want to add, click **Add Members** and select your members. When you are ready, click **Save**, or, if you need to create another group, click **Save and Create Another Group**.

## Create Custom Group

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### Settings

\*Group name:

Group description:

### Membership Information

To add members to this group, click **Add Members**.

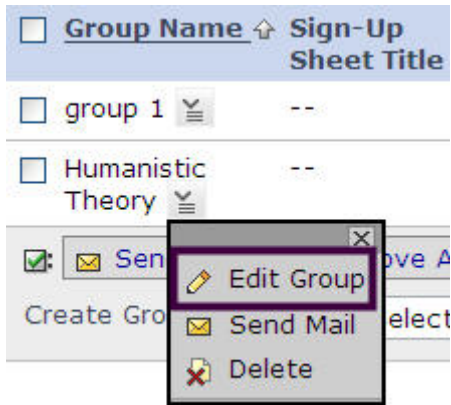
To remove members from this group, select from the list below, and click **Remove Selected**.

<input type="checkbox"/>	<u>Last name</u> ↑	<u>First name</u>	<u>User name</u>	<u>Role</u>
<input type="checkbox"/>	Best	Melanie	x.mbest	Student
<input type="checkbox"/>	Student 1917461011	Demo	webct_demo_1917461011	Student
<input checked="" type="checkbox"/>	<input type="button" value="Remove Selected"/>			



\* Required field

Once you create your group(s), you will see the group names under *Group Manager*. You can change any of the settings for each group at any time by selecting the group name and clicking **Edit Group**.



## Multiple Groups

If you want Vista to create the groups for you, choose **Create multiple groups**. Enter the word or phrase you want to precede the number for each group. For example, if you use "Team" as the word or phrase, and you want three groups, Vista will create Team 1, Team 2, and Team 3. You can type in a default topic that will be associated with each group. You can wait until after you create the groups to include a description; therefore, the descriptions will be different.

At this point you can decide if you want to fill in the groups yourself with the members or if you want Vista to randomly distribute the members. If you want to create the empty groups and manually add members, then select the radio button next to **Create empty groups, and add members later**, type the number of groups you want in the box next to **Number of groups** and click **Continue**. You will edit each group, as shown in the previous figure, to add the members.

If you want Vista to randomly distribute members, select the radio button next to **Create full groups, and randomly distribute Students**. The rest of the options include:

1. Decide if you want to include Demo Student. This is always a good idea so you can test all of the group activities that you develop.

2. Decide how you want to set up the groups, either by number of groups or by number of students per group. For each area, enter the number you want.
3. Decide where you want extra members to go, either by distributing among groups, creating a new group for the extra members, or leaving them out and adding them manually.

### Create Multiple Groups

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#### Group Information

All group names will start with the same word or phrase, followed by a number. Enter the word or phrase that will be used in all group names in this field. For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

\*Word or phrase all group names start with:

Default description:

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#### How Should the Groups Be Created?

- Create empty groups, and add members later  
Number of groups:
- Create full groups, and randomly distribute Students

#### Students

There are 2 Students currently enrolled in this class, including the demo student.

- Include the demo student in one of the groups

(Including the demo student allows the Instructor to experiment with group sizes.)

#### Set Up Groups

- By number of groups:
- By number of Students per group:

#### What Should Be Done with Any Extra Members?

- Distribute extra members among the groups.
- Put extra members in their own group.
- Leave extra members to be added manually to groups.

Continue

Cancel

Once you have decided on all the settings, click **Continue**. The groups will appear with the members' names shown next to each group. You can enter descriptions for each group or add them later.

### Confirm Created Groups

**Student total: 2**

**Group total: 2**

(2 groups with 1 members) Verify group

Group Name	Description
1 * Team 1	
2 * Team 2	

\* Required field

When Vista first creates the groups and adds the members, the members are listed in order by their User ID. If you do not want the default placement, you can click **Shuffle Members**, positioned under the groups, as many times as you need to get it where you want. When you are satisfied with the new placement, click **Save**.

To edit groups, select the group name and choose **Edit Groups**. In this area you can remove and add members if you need to move people around in the groups.

## Sign-Up Sheets

You can also create groups with sign-up sheets for students to enroll themselves into a group. You have several settings that you must decide on before creating the sign-up sheets.

### Group Settings:

1. Decide how many groups you want.
2. Decide on a word or phrase for the groups. This works the same way as naming multiple groups.
3. Include a default description, which will be shown for all groups. You can include descriptions later if you want each group to be different.
4. Decide how many people you want in each group. Your number of groups and the number of people per group should encompass the class size.
5. Determine if you want students to see who else has signed-up for the group(s). If so, click the checkbox next to **Student View**.

### Sign-Up Sheet Settings:

1. Name your sign-up sheet. This is the link the students will see to take them to the sign-up sheets.
2. Include instructions for the students regarding the sign-up sheet. Include any specific directions you want the students to know. For example, you can tell them that once they sign up for a group they will not be able to change groups.
3. Decide where you want the sign-up sheet to go. It can be placed on the Home Page and/or any organizer page you have created. You can move it to a different location or decide the location later.

## Create Groups with Sign-Up Sheets

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### Group Settings


All group names will start with the same word or phrase, followed by a unique number. Enter the word or phrase that will be used in all group names in the text box below. For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc.

*Number of groups:	<input type="text" value="2"/>
*Word or phrase all group names start with:	<input type="text" value="Project"/>
Default description:	<div style="border: 1px solid black; height: 100px;"></div>
*Maximum Students per group:	<input type="text" value="3"/>
Student view:	<input type="checkbox"/> Allow Students who have not yet joined a group to see the group members on the sign-up sheet. (Whether this option is selected or not, after Students join a group, the names of their group's members will be visible on the sign-up sheet.)

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### Sign-Up Sheet Settings

Students join a group by clicking a sign-up sheet, which is placed in a folder.

*Sign-up sheet title:	<input type="text" value="Project Sign-up Sheet"/>
Sign-up sheet instructions:	<div style="border: 1px solid black; padding: 5px;">Pick the group you would like to work with for your group project. Remember, once you select a group, you cannot change groups.</div>
Place the sign-up sheet link on:	<input type="text" value="Course Content Home"/> 

This is where the Students will go to choose the group they

When you are satisfied with the settings, click **Continue**. You can add individual descriptions at this point and continue to finish the group creation. At this point, if you need to change any settings, select the group name and click **Edit Group**.

The sign-up sheet will be located where you specified in the settings. When the students select the sign-up sheet, they will see all the groups and an area to sign up.

### Project Sign-up Sheet

Pick the group you would like to work with for your group project. Remember, once you select a group, you cannot change groups.

Group Name	Description	Maximum Members	Members	Sign Up for Group
Project 1		3	(0)	<input type="button" value="Sign Up"/>
Project 2		3	(0)	<input type="button" value="Sign Up"/>

Students can select **Sign Up** to enroll in a group of their choice. Once students sign up for a group, they can view their other group members' names.



### Creating Groups in the Template

You can create groups in the template. Remember that students are not in the course level inside the template; therefore, you cannot add students to the groups until the template has been assigned to the section. Thus, full multiple groups cannot be created in the template. All other groups can be added in the template since you will manually add students later.