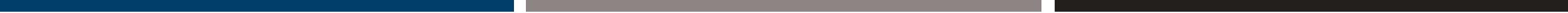




How to Create Groups using the People tool

This course content is offered under a CC [Attribution Non-Commercial ShareAlike licence](https://creativecommons.org/licenses/by-nc-sa/4.0/) and where applicable sourced from Instructure <https://community.canvaslms.com/>.
Content in this document can be considered under this license unless otherwise noted.





ulwazi



USING PEOPLE TOOL TO CREATE GROUPS
AND ASSIGN STUDENTS

AIMS OF THE TOOL

- | To help lecturers/facilitators/coordinators organize the work students complete, grant and restrict access to certain students vs. other students, and provide a space for students to collaborate

OUTCOMES

- | Create a Group using People tool in Ulwazi
- | Create Groups Manually and Assign students
- | Automatically assign students into groups
 - Use Tools that are available to created groups
- | Use scenarios to help create groups

SCENARIOS (1)

- An instructor of a lecture course of 160 students is looking to give students a chance to discuss course readings with their peers outside of class. The instructor splits the course into 20 groups of 8 students, and the 8 students are required to discuss the course readings each week in preparation for the course lectures.
- An instructor of a 25 student course is trying to organize group presentations on five topics related to the course. The instructor has students sign up for topics of their interest, such that five groups of five students each are formed. The instructor then accepts student work via online submission and submits one grade for each of the five groups.

SCENARIOS (2)

- An instructor wants to give students a place to collaborate on a year-long project for a small group seminar of 15 students. The instructor creates 5 groups of 3 students, and students create group Canvas sites with Canvas Pages, videos and multimedia, and other content to describe their course content.
- An instructor is teaching a course of both undergraduate and graduate students in the same course. The instructor would like to make some content available to the graduate students without granting access to the undergraduate students. The instructor creates two groups (undergraduate vs. graduate) and restricts access of some advanced readings under modules such that they are only available to graduate students.

PEOPLE TOOL

☰ FYE MENTORS > People

⏪ ⌵ Student view

- Home
- Modules
- Rubrics
- People**
- Chat
- [Conferences](#)
- Assignments
- Studio
- Files
- Grades

1. Click People tool
2. Then Go to Group set

Everyone Groups

Search people All roles

⋮

2 + Group set

+ People

90 invitations haven't been accepted. Resend

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
------	----------	--------	---------	------	---------------	----------------

CREATE GROUPS MANUALLY

You can select any of these options.

Then click **Save**

Here I have chosen I'll create groups later which is Manually

Create Group Set

Group Set Name

Self sign-up Allow self sign-up [?](#)
 Require group members to be in the same section

Group structure Split students into groups
 Split students into groups with students per group
 I'll create groups later

Cancel **Save**

CREATE GROUPS MANUALLY

Your group set will now have its own tab. If you selected the option to create groups manually, select the new group tab and then click on + Group

- Home
- Modules
- Rubrics
- People
- Chat
- Conferences
- Assignments
- Studio
- Files
- Grades
- Announcements
- Discussions
- Quizzes
- Outcomes
- Collaborations

Everyone O-week Groups + Group set

+ Import + Group :

Unassigned Students (586)

Search users

Abongile Mankonkwana	+
Akhona Khumalo	+
Akhona Ntsume	+
Alizwa Thwala	+
Trymore Aloni	+
Alwande Monyanyedi	+
Ammaarah Darsot	+
Amogelang Lebotse	+
Anda Molisi	+

Groups (0)

There are currently no groups in this group set. Add a group to get started.

CREATE GROUPS MANUALLY

Give this group a name (e.g. Group 1)

Set a group maximum if you wish

Then click on Save. Repeat this step until you have created all the groups you need.

Add Group ×

Group Name

Group Membership Limit
 ^
v

CREATE GROUPS MANUALLY

View of groups created

- Home
- Modules
- Rubrics
- People
- Chat
- Conferences
- Assignments
- Studio
- Files
- Grades
- Announcements
- Discussions
- Quizzes
- Outcomes
- Collaborations

Everyone O-week Groups + Group set

+ Import + Group ⋮

Unassigned Students (586)

Search users

- Abongile Mankonkwana +
- Akhona Khumalo +
- Akhona Ntsume +
- Alizwa Thwala +
- Trymore Aloni +
- Alwande Monyanyedi +
- Ammaarah Darsot +
- Amogelang Lebotse +
- Anda Molisi +

Groups (4)

▶ Group 1	0 students	⋮
▶ Group 2	0 students	⋮
▶ Group 3	0 students	⋮
▶ Group 4	0 students	⋮

CREATE GROUPS MANUALLY

Drag and drop students into their appropriate groups

Home

Modules

Rubrics

People

Chat

Conferences

Assignments

Studio

Files

Grades

Announcements

Discussions

Quizzes

Outcomes

Collaborations

Everyone

O-week Groups

+ Group set

+ Import

+ Group

⋮

Unassigned Students (586)

Search users

⋮ Abongile Mankonkwana

⋮ Akhona Khumalo +

⋮ Akhona Ntsume +

⋮ Alizwa Thwala +

⋮ Trymore Aloni +

⋮ Alwande Monyanyedi +

⋮ Ammaarah Darsot +

⋮ Amogelang Lebotse +

⋮ Anda Molisi +

Groups (4)

▶ Group 1

0 students

⋮

▶ Group 2

0 students

⋮

▶ Group 3

0 students

⋮

▶ Group 4

0 students

⋮

CREATE GROUPS MANUALLY

View of groups created with students added

Everyone O-week Groups + Group set

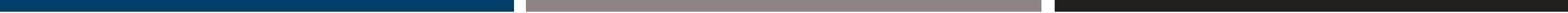
+ Import + Group ⋮

Unassigned Students (578)

- Search users
- ⋮ Anda Molisi +
 - ⋮ Andile Mangwana +
 - ⋮ Andile Mthimkhulu +
 - ⋮ Andiswa Molangathi +
 - ⋮ Anele Dladla +
 - ⋮ Anele Satsha +
 - ⋮ Anelisiwe Siteto +
 - ⋮ Angel Mthembu +

Groups (4)

▼ Group 1	2 students	⋮
⋮ Abongile Mankonkwana	⋮ Trymore Aloni	
▶ Group 2	2 students	⋮
▶ Group 3	2 students	⋮
▶ Group 4	2 students	⋮



You can now create group assignments or group discussions within Ulwazi.

Please Note:

- With group assignments, only one student in the group has to submit the assignment.
- When grading the assignment in SpeedGrader, it will show the Group names instead of the student names.
- Once you give the group a grade, everyone in that group will see the grade and the comments.

Each group will also have its own Ulwazi homepage where they can collaborate on projects and communicate with other group members within their group homepage.

- Home
- Modules
- Rubrics
- People**
- Chat
- Conferences
- Assignments
- Studio
- Files
- Grades
- Announcements
- Discussions
- Quizzes
- Outcomes
- Collaborations
- Syllabus
- Pages
- Settings

Everyone O-week Groups

+ Group set

+ Import + Group ⋮

Unassigned Students (578)

- Search users
- Anda Molisi +
 - Andile Mangwana +
 - Andile Mthimkhulu +
 - Andiswa Molangathi +
 - Anele Dladla +
 - Anele Satsha +
 - Anelisiwe Siteto +
 - Angel Mthembu +
 - Thero Aphone +
 - Arthur Chuma +
 - Asemahle Mazamelela +
 - Asiphile Hlophe +
 - Aknath Rammai +

Groups (4)

- Group 1 2 students
 - Abongile Mankonkwana
 - Trymore Aloni
- Group 2 2 students
- Group 3 2 students
- Group 4 2 students

Visit Group Homepage

Edit

Delete

Each group will also have its own Ulwazi homepage where they can collaborate on projects and communicate with other group members within their group homepage.

AUTOMATICALLY ASSIGN STUDENTS INTO GROUPS

- Click Group set
- Select option under your Group Structure
- You can split student into groups e.g. 5 or 3 or 7 etc
- If one of them you would like to take a lead – tick Leadership box
- Save
- This will automatically allocate students into groups

AUTOMATICALLY ASSIGN STUDENTS INTO GROUPS

Create Group Set ×

Group Set Name

Self sign-up Allow self sign-up ?
 Require group members to be in the same section

Group structure Split students into groups
 Split students into groups with students per group
 Require group members to be in the same section
 I'll create groups later

Leadership Automatically assign a student group leader

AUTOMATICALLY ASSIGNED STUDENTS INTO GROUPS DISPLAY

Everyone

O-week Groups

Testing

+ Group set

+ Import

+ Group



Unassigned Students (0)

Search users

There are currently no students in this group. Add a student to get started.

Groups (5)

▶ Testing 1	118 students	⋮
▶ Testing 2	117 students	⋮
▶ Testing 3	117 students	⋮
▶ Testing 4	117 students	⋮
▶ Testing 5	117 students	⋮

LINKS TO ONLINE RESOURCES

- [What are student groups? \(Links to an external site.\)](#)
- [How do I view student groups? \(Links to an external site.\)](#)
- [Where do I find the Group sets that I already created? \(Links to an external site.\)](#)
- [How do I create a new group set? \(Links to an external site.\)](#)
- [How do I automatically create groups in a group set? \(Links to an external site.\)](#)
- [How do I manually create groups in a group set? \(Links to an external site.\)](#)
- [How do I create self sign-up groups? \(Links to an external site.\)](#)
- [How do I automatically assign students to groups? \(Links to an](#)



Thank you