

WebCT GROUP MANAGER

This guide will introduce participants to *Group Manager* tool housed within WebCT. This tool allows you to group members in your course.

WebCT Complete Instructor Manual

In-depth instruction for all of the key chat functions can be found online at: <http://ctl.mc.maricopa.edu>, click on WebCT 6.0 link at the left. The manual is over 800 pages long, so printing only the sections you need is recommended. Also, the manual in online form can be accessed from within WebCT from any of the links to Help.


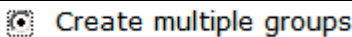
Reasons for Using this Tool


There are several pedagogical reasons for using this tool including:

- Dividing your class into collaborative groups for project work
- Creating student study groups
- Creating student presentation groups

CREATING MULTIPLE GROUPS


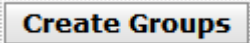
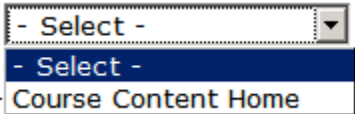
When you create multiple groups you can create empty groups in which you add members later. Or create full groups in which enrolled student are randomly distributed.

Multiple Groups	
Steps	Comments or Notes
Step 1: Access your WebCT course	
Step 2: From the Teach Tab, click Group Manager	
Step 3: Click the "Create Groups" link	
Step 4: Select "Create multiple groups" and click Continue	
Step 5: Under <i>Group Information</i> , in the <i>Word or phrase</i> text box, enter the unique word or phrase with which you want the groups names to begin	*Word or phrase all group names start with: <input type="text" value="Biology Assignment Group"/>
Step 6: Under <i>How Should the Groups Be Created?</i> , specify how you want to create the groups	<ul style="list-style-type: none"> ▪ To create empty groups and add section member later: <ul style="list-style-type: none"> ○ a. Select <i>Create empty groups</i>. ○ b. In the <i>Number of groups</i> box, enter the number of groups you want to create. ▪ To create full groups and randomly distribute students: <ul style="list-style-type: none"> ○ a. Select <i>Create full groups</i>. ○ b. Under <i>Set Up</i>, specify how you want to set up the groups. ○ c. Under <i>What Should Be Done with Any Extra Members</i>, select

	one of the options.
Step 7: Click Continue	The <i>Confirm Created Groups</i> screen appears. At this time you can edit group names and descriptions.
Step 8: To shuffle group members between groups, click Shuffle Members .	
Step 6: Click Save	
Note: If you created full groups, under Members, the names of each group's members appear. If a group contains more than 10 members, to view all group members, click View All Members	

CREATING GROUPS WITH SIGN-UP SHEETS

You can create one or more empty groups that students can join by using a sign-up sheet.

Sign-Up Sheets	
Steps	Comments or Notes
Step 1: Access your WebCT course	
Step 2: From the Teach Tab, click Group Manager	
Step 3: Click the "Create Groups" link	
Step 4: Select Create groups with sign-up sheets and click Continue	<input checked="" type="radio"/> Create groups with sign-up sheets
Step 5: Under <i>Group Settings</i> , in the Number of groups box, enter the number of groups that will appear on the sign-up sheet	
Step 6: Enter the word or phrase that will be used in all group names. Example "Biology Assignment Group"	
<p>Example:</p> <p>Create Groups with Sign-Up Sheets</p> <hr/> <p>Group Settings</p> <p>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.</p> <p>*Number of groups: <input type="text" value="4"/></p> <p>*Word or phrase all group names start with: <input type="text" value="Biology Assignment Group"/></p>	
Step 7: Under the <i>Sign-Up Sheet Settings</i> , enter title, and instructions for students	Note: Instructions are optional
Step 8: From the <i>Place the sign-up sheet link on</i> drop-down list, select the location where you want the link to appear.	Place the sign-up sheet link on: 
Step 9: Click Continue , then Save	