Using the Groups Tool in myLeo Online

The Groups Tool is a powerful part of myLeo Online that you can use to establish assignment submission folders, discussion areas, and lockers – places for students to upload assignments within groups. Before you get started, it's helpful if you know how many students you have in your class, which you can find from "Enrollment Statistics" in your Classlist.

To create groups, start from the Communication Tools menu on the Navbar, and click "Groups".

From here, you'll need to create a new category of groups. Click the big blue "New Category" button.

This will take you to the first major groups screen. Input a category name, such as "Group Project," in the Category Name field. You can input a description of what the groups are for in the Description field.

Now scroll down to the "Enrollment Type" drop-down menu. There are 7 different enrollment types:

- # of Groups – No Auto Enrollments: Works the same way eCollege groups did, where you pick a number of groups and you manually enroll students in them.
- Groups of #: Automatically enrolls students into groups of a number of users you specify.
- # of Groups: Automatically enrolls students into the number of groups you specify.
- Groups of # - Self Enrollment: Allows students to enroll themselves in groups of a number you specify.
- # of Groups – Self Enrollment: Allows students to enroll themselves in one of a number of groups that you specify.
- # of Groups, Capacity of # - Self Enrollment: Allows students to enroll themselves up to the capacity number in one of a number of groups that you specify.
- Single user, member-specific groups: Splits the entire class into single-user groups.

Select the type of group you want and enter the appropriate number of users or groups. For this example, we'll use Groups of #, and then enter "3".

Enrollment Type

Groups of # ⌄

Number Of Users *

3

You can use the "Restrict Enrollments To" drop-down menu to restrict enrollments within certain sections of your course. If you're not worried about students being restricted to only students in their sections, then disregard this tool.

Advanced Properties

Some advanced properties of the groups tool involved adding users to groups.

- Auto-enroll new users: Checking this check-box ensures that if new users are added to your course, they will be added to a group automatically
- Randomize users in groups: Checking this check-box ensures that users will be randomized in groups. If you do not check this box, users will be added according to their order in the classlist.
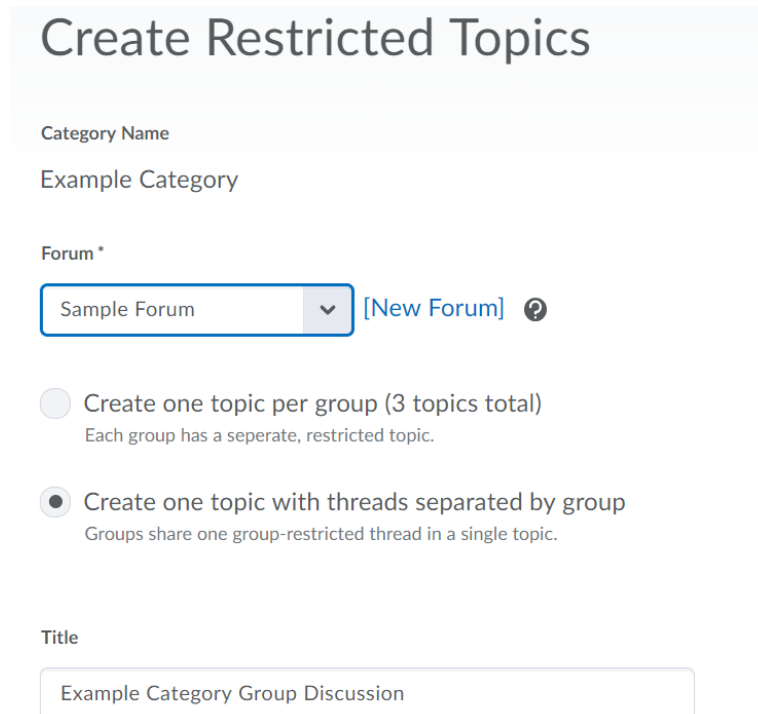
Additional Options

Under "Additional Options" is where you will set up work areas for groups. Your next steps after the "**Save**" button will be decided by these check-boxes.

- Set up discussion areas: if you want to set up a discussion area where there is only one topic for all the groups but people only see the threads of the students they are in groups with, click this checkbox. Otherwise you can set up discussion topics separately through the discussion tool.
- Set up lockers: Lockers are like doc sharing places for students within groups. If you want to set up lockers, this is the only way to do it, so be sure to check this box.
- Set up assignment submission folders: these are group folders, not individual folders. Select if you want a File or Text submission underneath here once you check the box.

Make your selections, and then hit "**Save**".

Creating Restricted Topics

If you decided to set up discussion areas for groups, you'll be taken to this page after your save. The first thing you'll need to do is select the Forum you want your group discussion to live in. You can do this by selecting a pre-existing Forum from the drop-down menu or clicking "New Forum" to create a new Forum.

Once you're done with the Forum choice, you need to decide how many topics you want in your Discussion. You can either create one topic per group (which could get overwhelming quite quickly depending upon how many groups you have) or you can create one topic with threads separated by group, which will create just one topic.

If you choose the second option, you'll need to give your topic a title and a description. If you choose the first option, myLeo Online will title the discussions for you, and you can edit them later.

If you need multiple discussion boards for your groups, you can then click "Add Another" to add another discussion board. You'll have the exact same set-up options for any subsequent discussion areas you set up.

When you're done adding discussion areas, click "**Create and Next**".

Create Assignment Submission Folders

The first thing you need to do on this screen is name your folder something identifiable, so you'll know this is your group submission folder. If you have categories for your assignment folders, you can select one from the Category drop-down menu, or create a new one. Note: these are not the same categories that are in the gradebook, but rather, an assignments-specific category type.

Next you'll select or add a grade item. To add a new grade item, click "New Grade Item" and fill out the Grade Item creation screen that pops up. Otherwise just select your existing grade item from the drop-down menu. If you want, you can come back and edit this later.

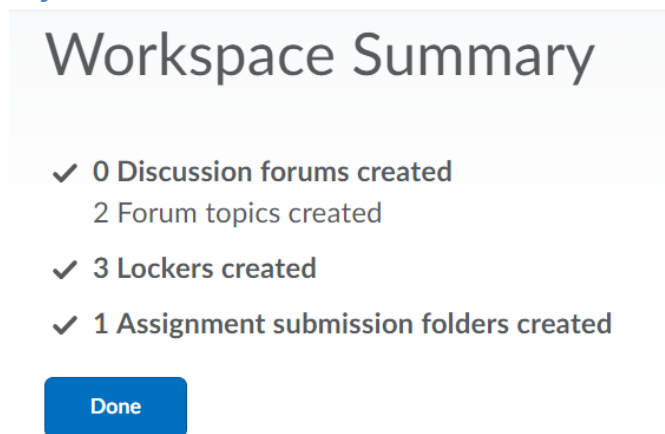In the "Out Of" box, put how many points this item is worth.

Scroll down to "Instructions". This is where you input your prompt or assignment instructions. You can also add an attachment, or record short (1 minute) audio or video clips.

Under "Submission Options" you can change different submission options, just like on an individual submission folder you might create through the Assignments tab.

"Notification Email" is a field where you can put in an email address to be notified when someone turns something in.

You can add as many of these folders as you need by clicking the "Add Another" button. Otherwise hit "**Create**".

Workspace Summary

Once you're finished with these screens, you'll get a "Workspace Summary" which tells you what all you created. Click "**Done**" to see your group space. Click "**Cancel**" to see the Manage Groups page once more.