



Assignments: Creating Multiple Groups

When you create multiple groups, you can either, create empty groups and select members later, or you can create groups with randomly assigned students.

To create multiple groups and assign members later:

1. From the Group Manager screen, click **Create Groups**. The Create Groups screen appears.
2. Select *Create multiple groups* and click **Continue**. The Create Multiple Groups screen appears.
3. Under *Group Information*, enter the word or phrase that all group names will start with. Optionally, add a default description for the groups.

A screenshot of the "Create Multiple Groups" web interface. The form has a title "Create Multiple Groups" and a section "Group Information". The text in the "Group Information" section reads: "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 area. For example, if you enter the phrase Chemistry Lab, the default group names will be Chemistry Lab 1, Chemistry Lab 2, etc." Below this text are two input fields. The first is labeled "*Word or phrase all group names start with:" and contains the text "Cultural Anthropology Research Project". The second is labeled "Default description:" and contains the text "The research projects for the cultural anthropology section of the course are assigned to groups of three." To the right of the form, a callout box with a pointer to the first input field contains the text: "Group names generated will be Cultural Anthropology Research Project 1, Cultural Anthropology Research Project 2, etc." The number "1," is visible at the end of the callout box.

4. Under *How Should the Groups Be Created*, select *Create empty groups, and add members later*.
5. Enter the number of groups you want to add. Ignore the remaining options in this area and click **Continue**.
6. Click **Save**.

To create multiple groups with randomly selected students:

1. Follow steps 1 through 3 above.
2. Under *How Should the Groups Be Created*, select **Create full groups, and randomly distribute Students**.
3. Specify:
 - whether to include the demo student in a group.
 - the number of groups or the number of students per group.
 - what to do with extra members that do not fit into the randomly generated groups.

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 **11** 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 experience the full course by using the Student View tab.)

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.

* Required field

Including the demo student allows you to see the project from the Student View.

4. Click **Continue**. The Confirm Created Groups screen appears.
5. If you want to change the students assigned to the groups, click **Shuffle Members**.
6. Click **Save**. The new groups are created.