TEACHER'S MANUAL

5. GROUP ACTIVITIES

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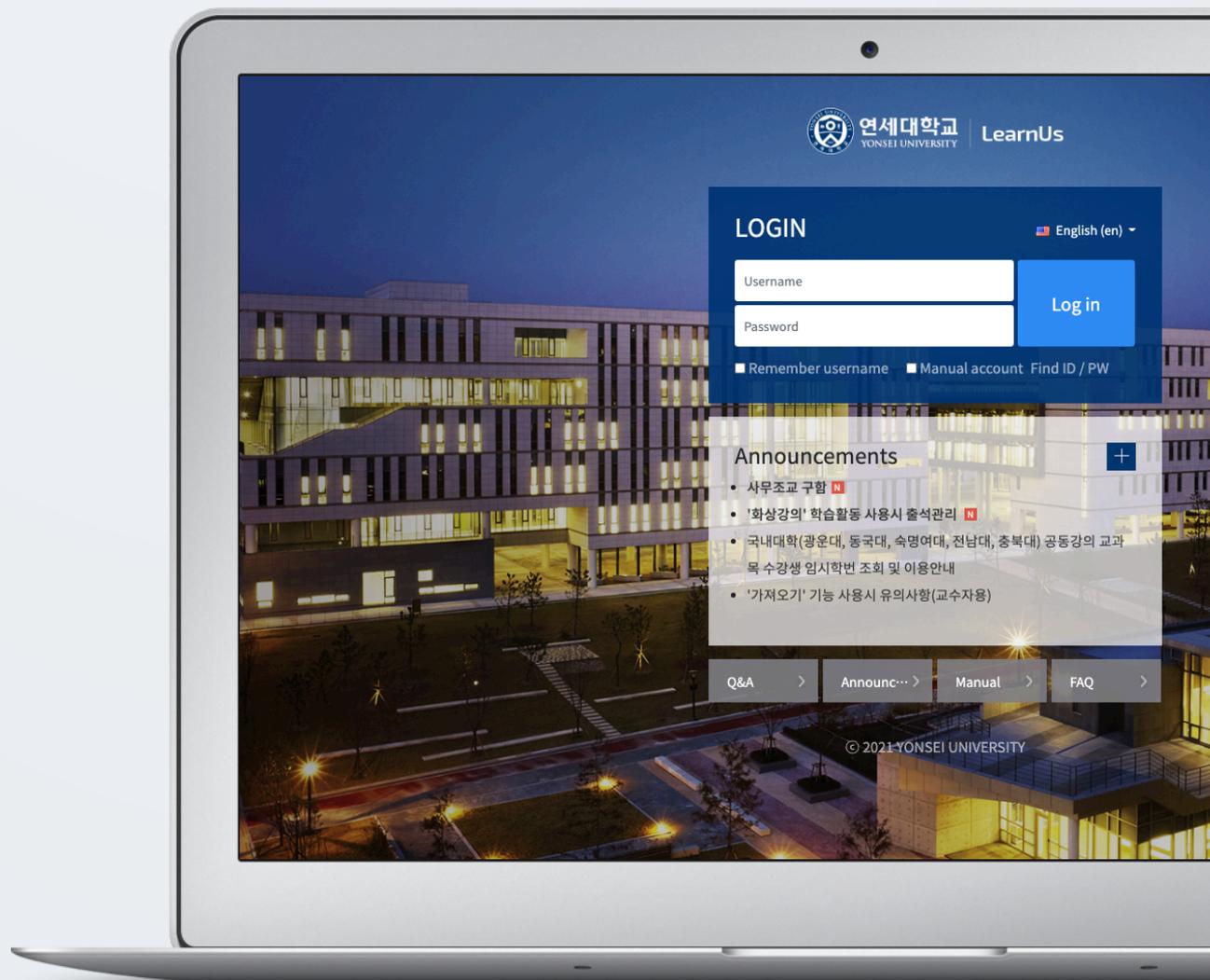
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Create Group:
1. Group Categorization (Grouping)

Just like group activities performing at offline learning environment, after groups are constituted and group activities are assigned to them, group activities are carried out in online learning environment. The steps for making groupings are as follows:
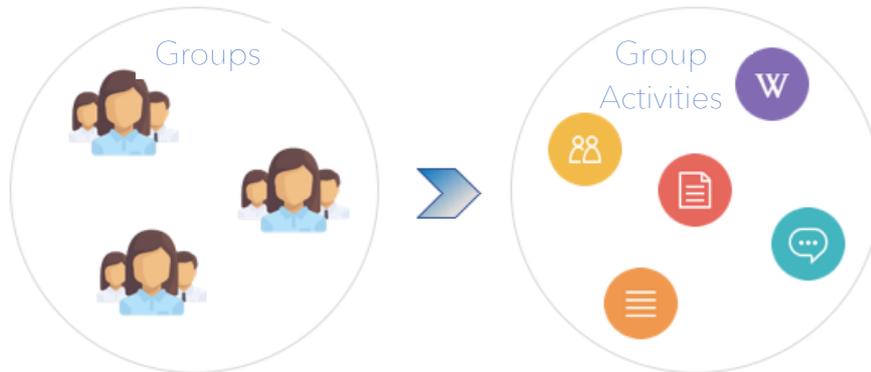
First, go to "Group settings" belonging to "Others" section of "Course Home" menu, located at the right-side of the course homepage.

- Groupings: Group categories.
*When creating group categories, think about the aim of groups.
*Ex: Groupings: FINAL PROJECT
- Groups: All students groups belonging to each grouping
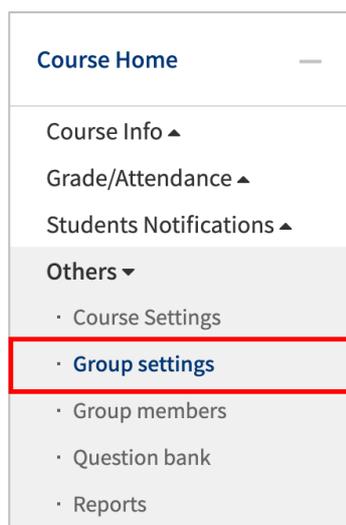
Click "Gruopings" and then click "New grouping" button.

Groups	**Groupings**	Overview

Groupings

Grouping	Groups		Activities	Edit

Create grouping

Input grouping name and click "Save changes" button.

▼ General

Grouping name ❗	
Grouping ID number ❓	
Grouping description	
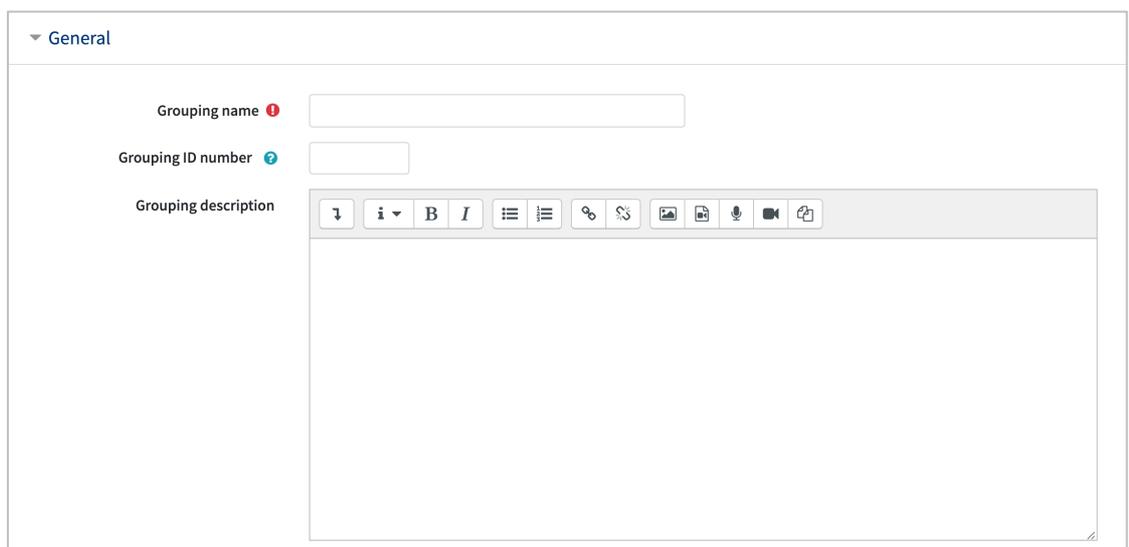
Create Group:
2-1. Create Groups Automatically

It is easy to divide students into groups. You can create groups automatically through some criteria like school number or student name. In order to create groups automatically;

Click"Group Settings" in "Others" section of "Course Home" menu.
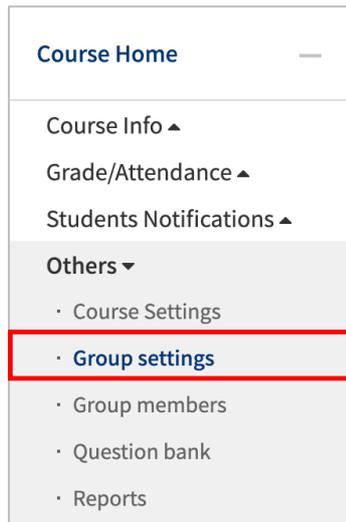
Click "Group" on top menu and then click "Auto-create Groups" button.
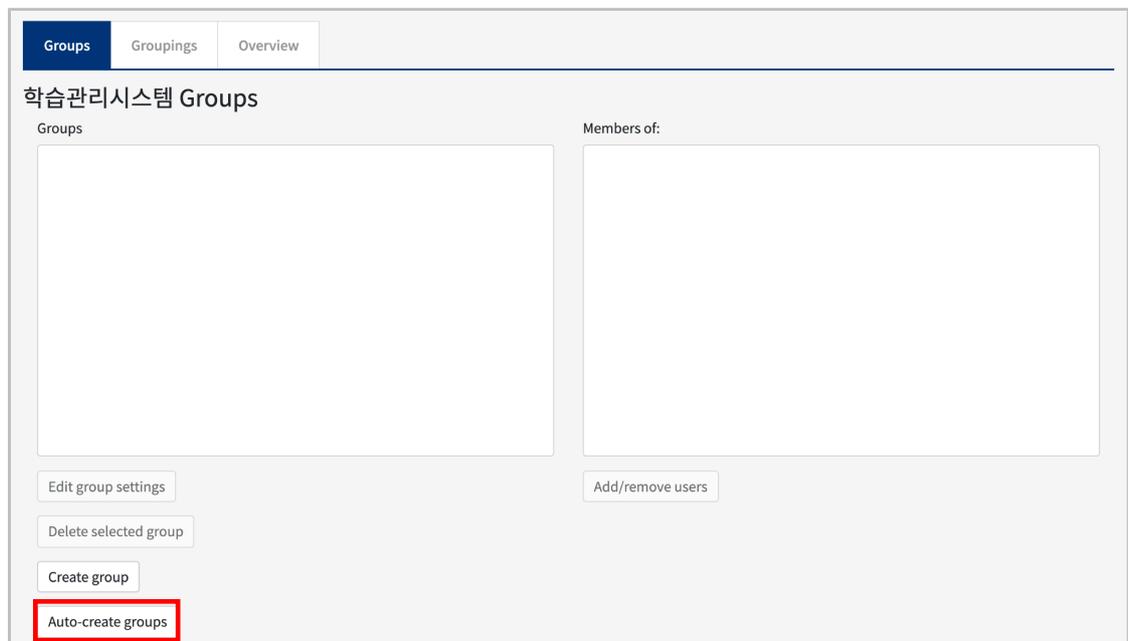
Identify group naming method and determine the criteria on creating groups automatically. It can be based on the "number of groups" or "member per groups".

* @: Alphabet order / #: Number order

General		
Naming scheme ❗❓	Group @	
Auto create based on	Number of groups ⇕	
Group/member count ❗		

Allocate students to groups randomly or alphabetically by student name or ID.

Group members		
Select members with role	회원 ⇕	
Select members from grouping	None ⇕	
Allocate members	Randomly ⇕	
	☐ Prevent last small group	
	☐ Ignore users in groups	
	☑ Include only active enrolments ❓	

Then, assign a grouping name for the groups (You can create a new grouping or select one if you have created before)

Grouping		
Grouping of auto-created groups	First Project ⇕	
Grouping name		

If you have not created a grouping before, you can create a grouping by selecting "New grouping".

Grouping		
Grouping of auto-created groups	New grouping ⇕	
Grouping name		

Create Group:
2-1. Create Groups Manually

If you need groups including the students you want, you need to create groups manually. Follow these steps for this:

Create groups → Select group members → Put groups into group categories
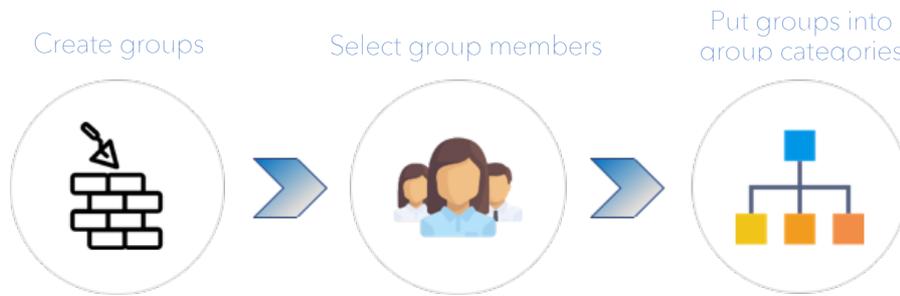
First, go to"Group Settings" in "Others" section of "Course Home" menu.

Click "Create group".

Write the group name and description (group description is optional)
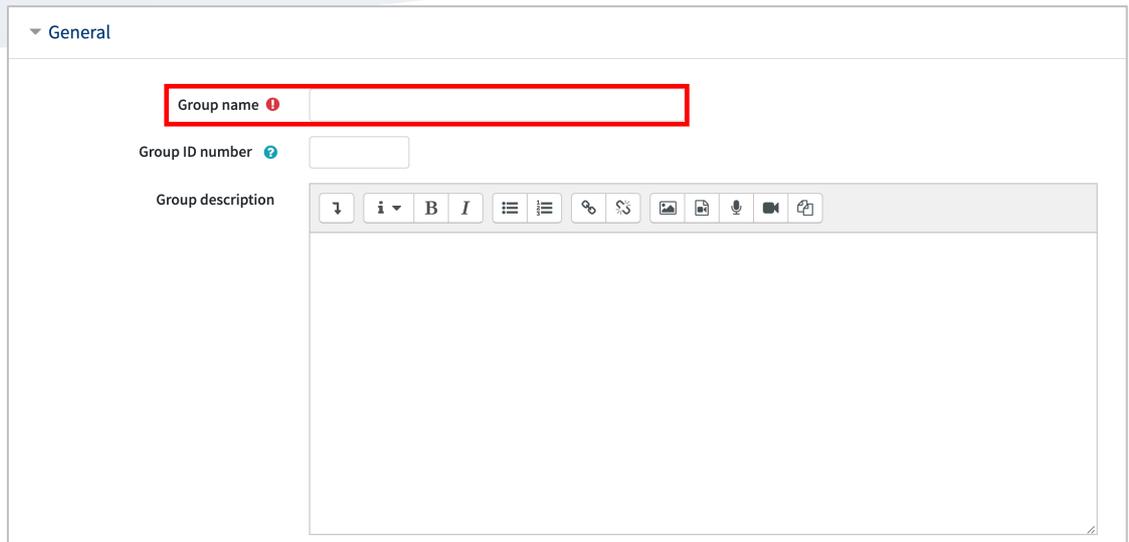
General

Group name ❗		
Group ID number ❓		
Group description		

Click "Assign user" next to the team you have just created.
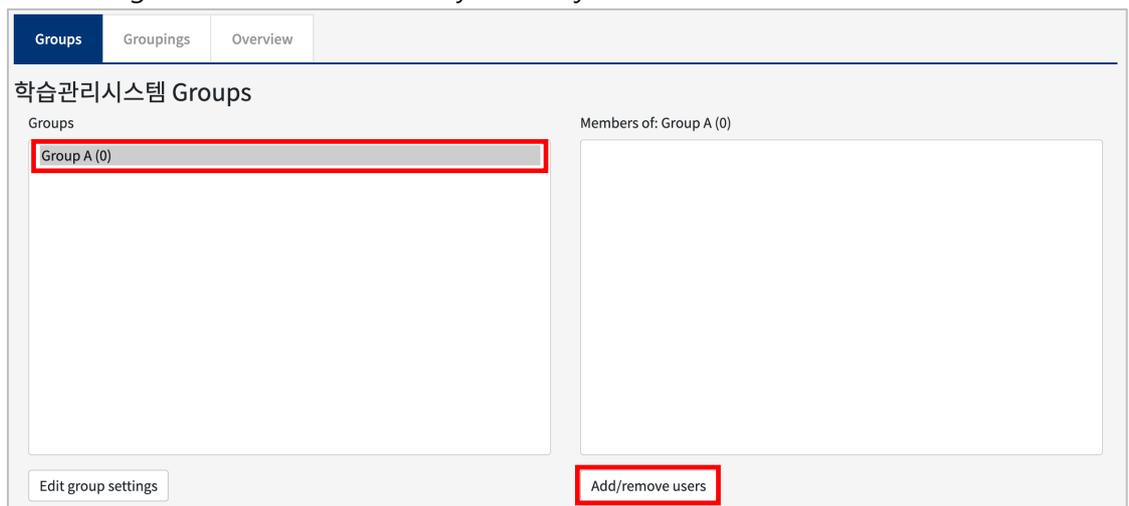
Groups	Groupings	Overview

학습관리시스템 Groups

Groups

Group A (0)

Members of: Group A (0)

Edit group settings

Add/remove users

Select a student from potential members and click the add button to move to group members.

Click "Back to groups" after you finish it.

Add/remove users: Group A

Group members		Potential members
None	◀ Add	회원 (5)
	Remove ▶	choi (t006,) (0)
		kim (t003,) (0)
		lee (t004,) (0)
		park (t005,) (0)
		woo (t002,) (0)
		운영자 (1)
		kim (t001,) (0)

You can also categorize the groups by using "Groupings" function.

For this, first, click "Groupings" located at "Groups" page.

Create group categories, which was discussed at "1.1. Group Categorization". Then, click "Group assignments" in order to put the groups to group categories(grouping).

Groups	**Groupings**	Overview

Groupings

Grouping	Groups	Activities	Edit
First Project	None	0	⚙ 🗑 👤

Select the group name according to the grouping called "First Project", then add/delete it.

Click "Back to groupings" after you finish it.

Add/remove groups: First Project

Existing members: 0		Potential members: 2
	◀ Add	Group A
	Remove ▶	Group B

Create Group Assignment

Groups assignments are created same with the normal assignment. (Please refer to "Create Assignment" at "4. Learning Activities" Manual).

The only difference is to configure "group submission settings" in creating group assignments. So, group submission settings are discussed in this section.

Change "No" as "Yes" at "Students submit in groups". Then, select the grouping including student groups who you want to assign the assignment.


Thus, the assignment will be assigned to the student groups who are in the selected grouping name.

Grade Group Assignment

To grade assignment is already discussed at "Grade Assignment" at "Learning Activities" Manual. This section describeshow to give same grade to the same group members.

Click "View/grade all submissions".

First Project	
Grading summary	
Groups	2
Submitted	1
Due date	2021-02-14 00:00
Time remaining	6 days
	View all submissions

Click the "Grade" button to give the same grade among group members.

Select ☐	Fullname ▬	ID number ▬	Email address ▬	Status ▬	Group ▬	Grade ▬	Edit ▬	Last modified (submission) ▬	File submissions ▬
☐	kim	t003	t003@aa.aa	Submitted for grading	Group A	Grade / 100.00	Edit ▾	2021-02-07 23:15	📕 저장
☐	park	t005	t005@aa.aa	Submitted for grading	Group A	Grade / 100.00	Edit ▾	2021-02-07 23:15	📕 저장

In the opening page, after you input the grade, select "Yes" for "Apply grades and feedback to entire group", located below the page.
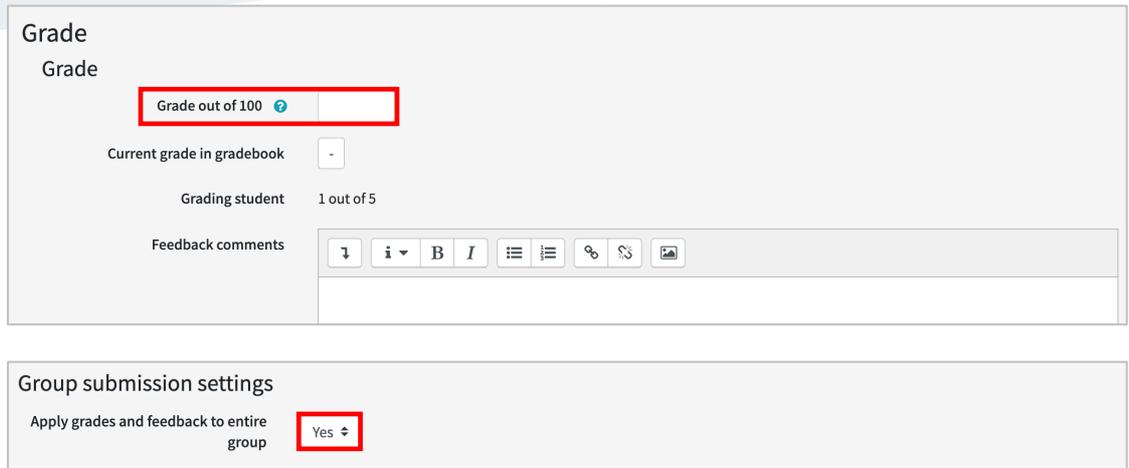
Grade
  Grade

Grade out of 100 ❓		
Current grade in gradebook	-	
Grading student	1 out of 5	
Feedback comments		

Group submission settings

Apply grades and feedback to entire group   Yes ⇕

Lastly, click "Save changes" button to complete group grading.

Group Boards

You can create group boards for group members to easily share learning materials and other sources and discuss with their own group members. Group boards promote group activities andhelp organize group activities and resources.

Click "Add Resource/Activity" button near the section where you want to add the default board.

Then, in the opening panel, click "Default Board" button, showed with ☰ .
After you put a board name, select "Board Type" as "Group Board".
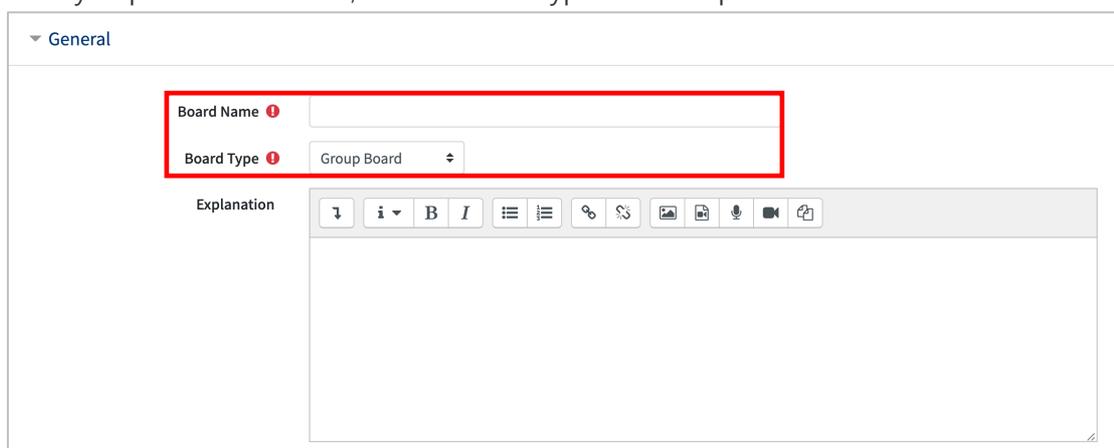
Go to "Common module settings" below the page and select "Separate groups" option at"Group Mode" and select the group categorization name, which you have already created, at "Grouping".
* Separate groups: Each group member can only see their own group, others are invisble
* Visible groups: Each group member works in their own group, but can also see other groups

Lastly, click "Save and display" button to create team board.

Wiki

Wiki activities can be used for collaborative/cooperative activities. A number of students can work together on a single document by utilizing Wiki. For example, when you give a common group project report as an assignment to students, then you can utilize Wiki. Also, you can use it to share a number of links and contents, just like Wikipedia.

Click "Add Resource/Activity" button around the section where you want to add the Wiki activity.

In the opening panel, click "Wiki" button, showed with .

Write a title for both of Wiki activity, which will be displayed on course homepage, and first Wiki page, which will appear when you enter Wiki activity.
*Wiki activity requires to create at least one page to enable several students to write at one common space.
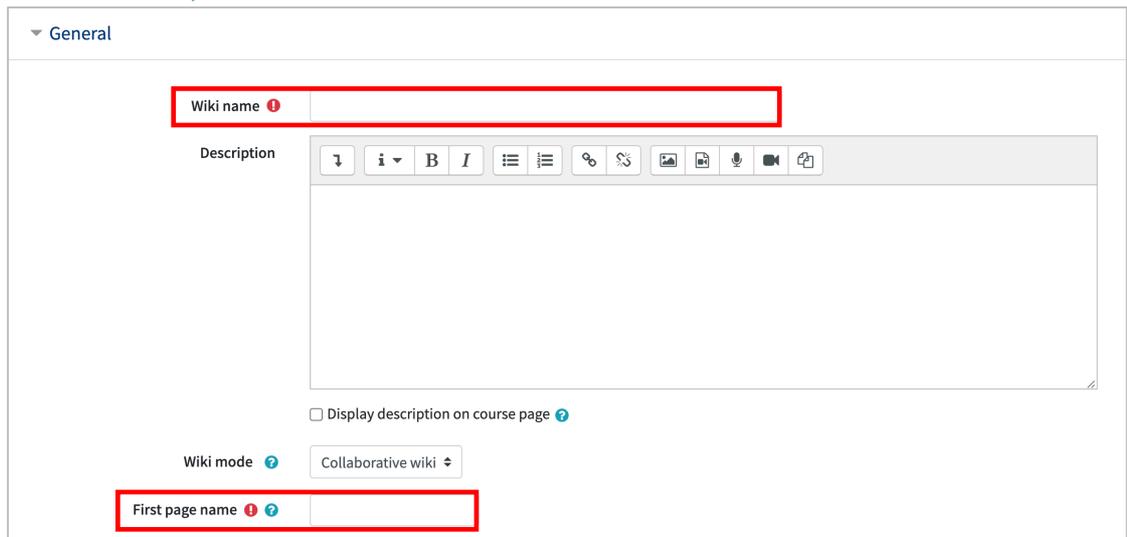
At "Common module settings", set "Group Mode" and select the group categorization name, which you have already created, at "Grouping".

Lastly, click "Save" button. Thus, Wiki activity will be created and will be displayed. You can create pages inside Wiki by inputting pages names like "[[Page 1]]", as shown in the following figure.
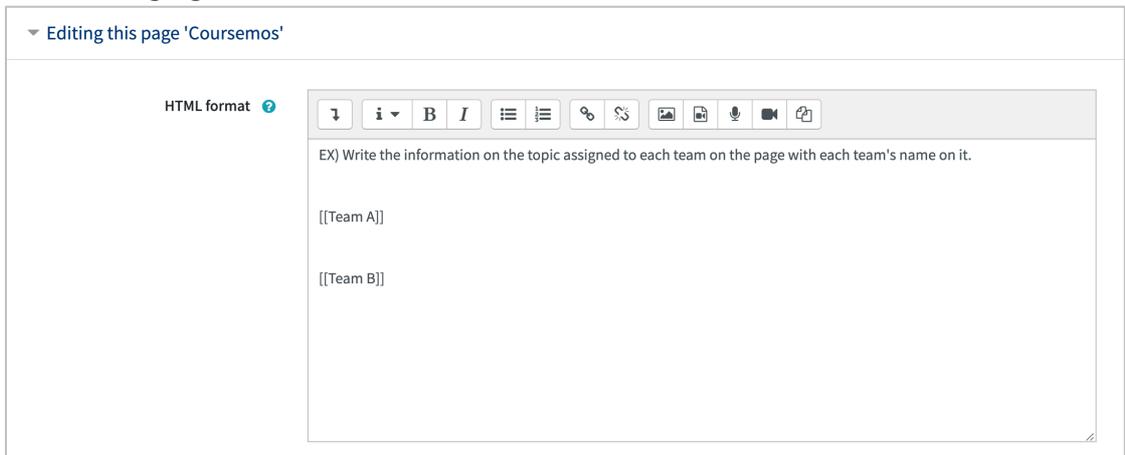
you can check the history record of Wiki page changes by clicking "History" button.
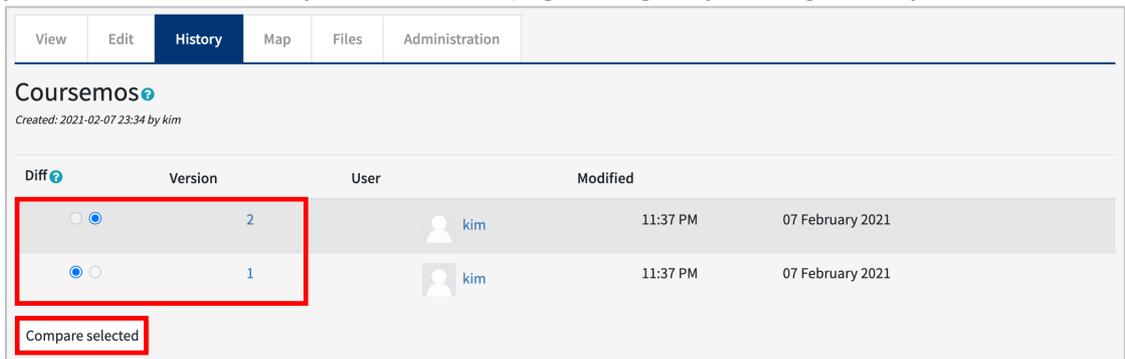
Create Group Evaluation

When you have group activities in your course, you can grade groups in various ways: First, you can ask group members to evaluate teammates in the same group. Second, you can ask groups to evaluate other groups in the course. For these kind of evaluations, use "Group Evaluation" activity.

Click "Add Resource/Activity" button around the section where you want to add the Group Evaluation.

In the opening panel, click "Group Evaluation" button, represented with 👍.

Then, in the opening page, enter a name for Group evaluation activity.

▼ General	
Name ⚠	

Set the format of group evaluation. Specify which type of group evaluation you want. You can also enable self-evaluation and commenting

▼ Format	
Evaluation type	Members in the same group ⇅
Self-evaluation	No ⇅
	If enabled, a learner can evaluate oneself and the group that the learner belongs to.
Use comment	No ⇅

Then, set the timing of the group evaluation.

▼ Availability						
Open the evaluation	2021 ⇅	February ⇅	7 ⇅	00 ⇅	00 ⇅	📅 ☑ Enable
Close the evaluation	2021 ⇅	February ⇅	14 ⇅	23 ⇅	59 ⇅	📅 ☑ Enable
Show evaluation from	2021 ⇅	February ⇅	15 ⇅	00 ⇅	00 ⇅	📅 ☑ Enable
	평가 공개 시작 일시를 기준으로 최대 1시간 이후에 성적이 공개 됩니다.					

Lastly, click "Save and display" button. Thus, the group evaluation activity will be created and displayed.

Then, you need to define the criteria for the group evaluation. So, click "Edit Criteria" to add group evaluation criteria.

Overview	Evaluate	Edit Criteria	Result	Evaluation status

Name	Group Evaluation
Evaluation type	Members in the same group
During	2021-02-07 00:00 ~ 2021-02-14 23:59

No evaluation criteria has been added yet.

Click [Edit Criteria] to add evaluation criteria.

Click "Add criteria" button.

Overview	Evaluate	Edit Criteria	Result	Evaluation status

Criteria	Highest score	Notes
No evaluation criteria has been added.		

Add criteria

Input criteria and its highest score and then click "Save" button.

Add criteria   ✕

Criteria	Criteria
Highest score	Highest score

Save   Close

Add all group evaluation criteria with the same method. Thus, all preparations for the group evaluation will be completed. The only thing remained is students to perform this group evaluation activity.

Check Group Evolution Results

First, go to the group evolution activity.

5Week [30 March - 05 April]

👍 Group Evaluation 2021-02-07 00:00:00 ~ 2021-02-14 23:59:00

Click "Results" to see the group evolution results.
Here you can see students' all scores given by their teammates. You can also download group evaluation results as an excel file.

| Overview | Evaluate | Edit Criteria | Result | Evaluation status |

Number of list: 15

Groups: All

Search: ID number Search Search

Excel Download

No.	Group	Fullname	Evaluator	Attend to group meetings regularly	Contributes to group discussion meaningfully	Complete group assignments on time	Prepare work in a quality manner	Demonstrate a cooperative and supportive attitude	Score / Total
7	Group B	kim student (costu1)	1	3 / 5	4 / 5	3 / 5	2 / 5	2 / 5	14 / 25
6	Group B	Jeon Stu (costu10)	0	0 / 5	0 / 5	0 / 5	0 / 5	0 / 5	0 / 25
5	Group B	Lee Stu (costu8)	1	4 / 5	5 / 5	4 / 5	5 / 5	5 / 5	23 / 25
4	Group C	Park Stu (costu5)	0	0 / 5	0 / 5	0 / 5	0 / 5	0 / 5	0 / 25
3	Group C	Yoo Stu (costu7)	0	0 / 5	0 / 5	0 / 5	0 / 5	0 / 5	0 / 25

By clicking "Evaluation status", you can check whether the evaluation for all students completed or not, meaning whether all teammates sent their group evaluation scores to LMS or not.

No.	Group	Fullname	Status
10	Group A	lee student (costu2)	Not started
9	Group A	So Stu (costu3)	Not started
8	Group A	Jo Stu (costu9)	Not started
7	Group B	kim student (costu1)	Not started
6	Group B	Jeon Stu (costu10)	Complete