

# TEACHER'S MANUAL

## 5. GROUP ACTIVITIES



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# 1. CREATE GROUP

## 1.1. Group Categorization (Grouping)

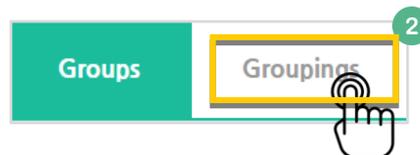
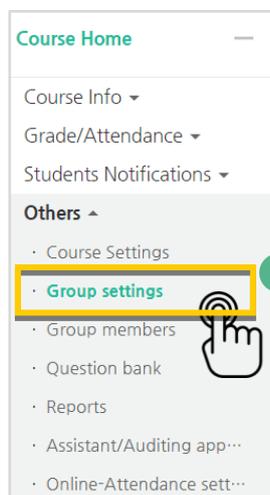
Just like group activities performing at offline learning environment, after groups are constituted and group activities are assigned to them, group activities are carried out in online learning environment. The steps for making groupings are as follows:



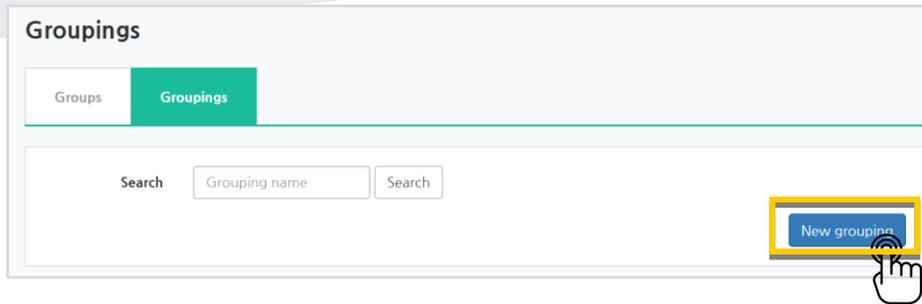
First, go to “Group settings” belonging to “Others” section of “Course Home” menu, located at the right-side of the course homepage.

- Groups: All students groups belonging to each grouping
- Groupings: Group categories.  
\*When creating group categories, think about the aim of groups.  
\*Ex: Groupings: FINAL PROJECT

Groups: Team 1, Team 2, Team 3.

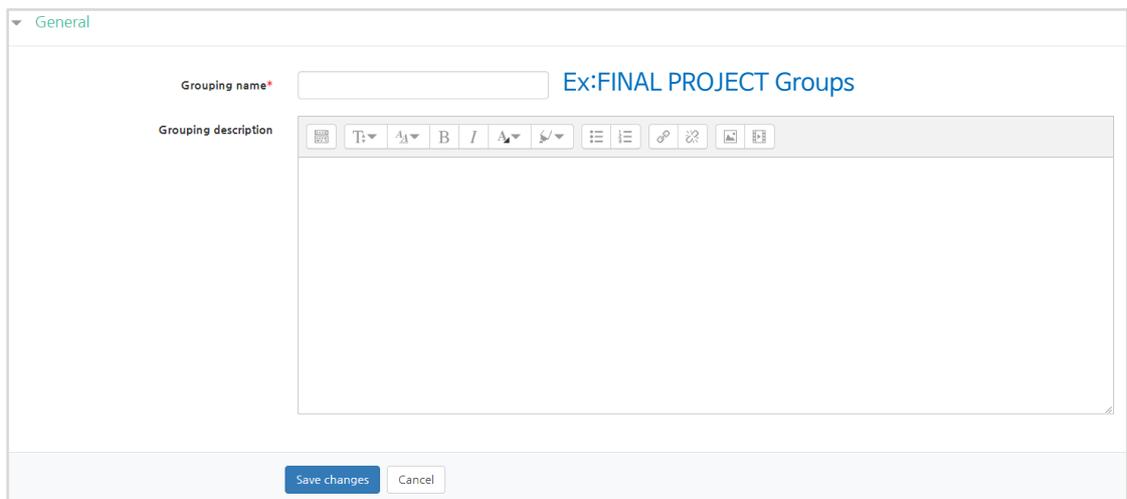


Click “New grouping” button.



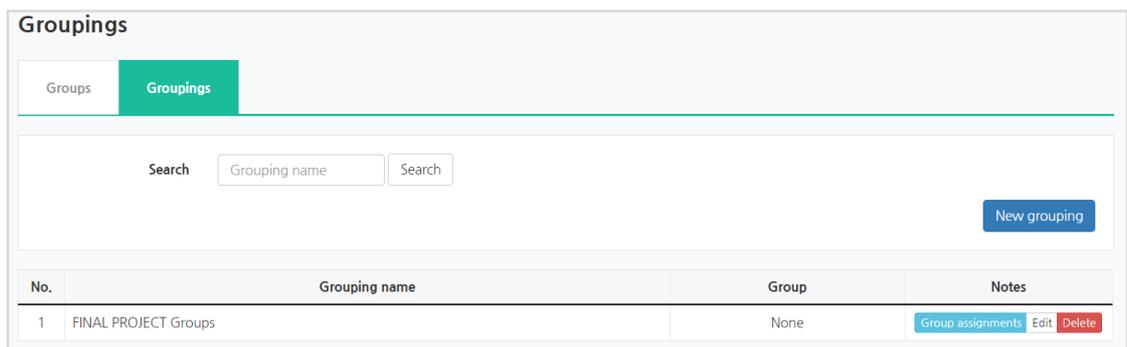
The screenshot shows the 'Groupings' page with a search bar and a 'New grouping' button highlighted in yellow. A hand cursor is pointing at the button.

Input grouping name and click “Save changes” button.



The screenshot shows the 'General' form for creating a new grouping. The 'Grouping name' field is filled with 'Ex:FINAL PROJECT Groups'. The 'Grouping description' field is empty. The 'Save changes' button is highlighted in blue.

Thus, new grouping will be completed. Next step is to create groups and assign these groups to the newly created group category.



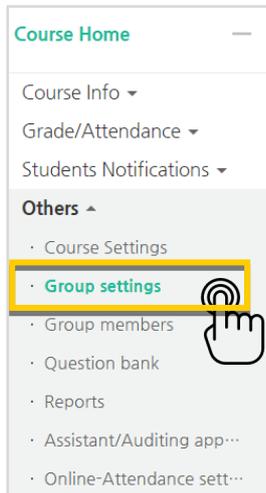
The screenshot shows the 'Groupings' page with a table listing the newly created grouping. The table has columns for 'No.', 'Grouping name', 'Group', and 'Notes'. The first row shows '1' in the 'No.' column, 'FINAL PROJECT Groups' in the 'Grouping name' column, 'None' in the 'Group' column, and 'Group assignments Edit Delete' in the 'Notes' column.

No.	Grouping name	Group	Notes
1	FINAL PROJECT Groups	None	Group assignments Edit Delete

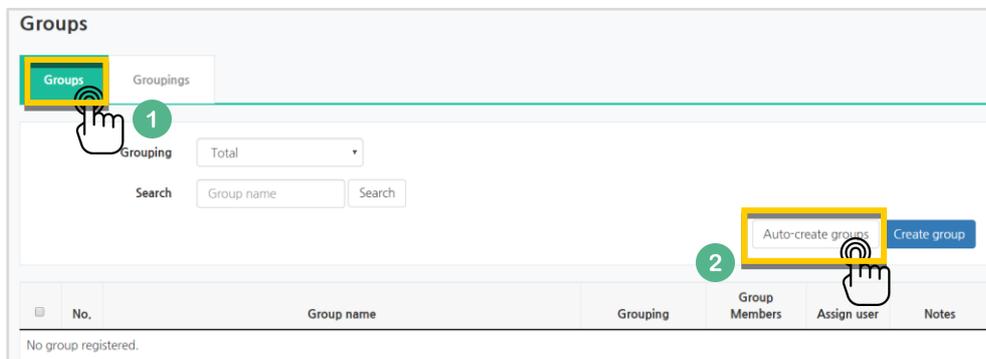
## 1.2.1. Create Groups Automatically

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;

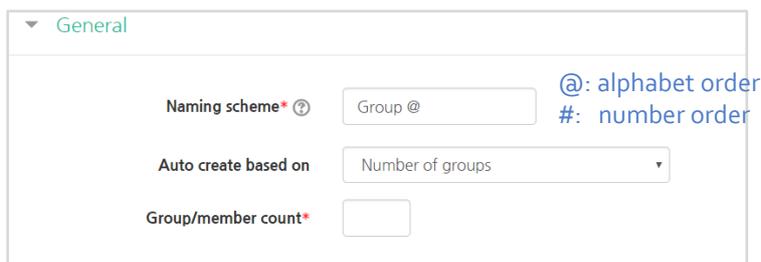
Click “Group Settings” in “Others” section of “Course Home” menu.



Click “Group” on top menu and then click “Auto-create Groups” button on the left-side of the screen.



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”.



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

▼ Group members

Select members with role

Select members from grouping

**Allocate members**

Prevent last small group

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

Grouping name

Lastly, click “Submit” button. Thus, the groups will be created automatically, and they will be displayed on the screen.

Groups

Groups Groupings

Grouping

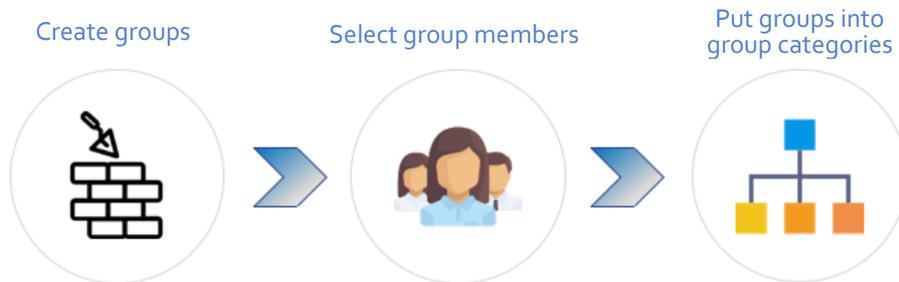
Search

<input type="checkbox"/>	No.	Group name	Grouping	Group Members	Assign user	Notes
<input type="checkbox"/>	2	Group B	FINAL PROJECT Groups	1 members	<input type="button" value="Assign user"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	1	Group A	FINAL PROJECT Groups	1 members	<input type="button" value="Assign user"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

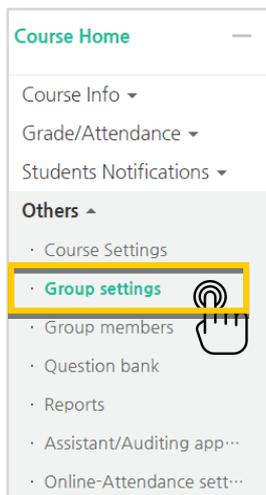
With selected:

## 1.2.2. Create Groups Manually

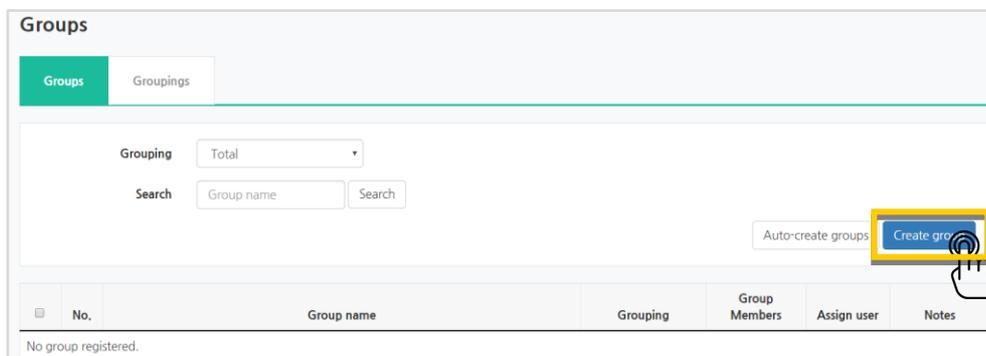
If you need groups including the students you want, you need to create groups manually. Follow these steps for this:



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

Rich text editor toolbar: T, A, B, I, A, link, image, list, table.

Click “Assign user” next to the team you have just created.

<input type="checkbox"/>	No.	Group name	Grouping	Group Members	Assign user	Notes
<input type="checkbox"/>	1	Team A		0 members	<a href="#">Assign user</a>	<a href="#">Edit</a> <a href="#">Delete</a>

With selected : [Delete](#)

Drag and drop the students you want to add to the group. Click “Back to groups” after you finish it.

Add/remove users

Group members

Potential members

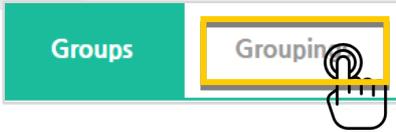
Back to groups

You can check whether students are properly appointed to the groups.

<input type="checkbox"/>	No.	Group name	Grouping	Group Members	Assign user	Notes
<input type="checkbox"/>	1	Team A		2 members	<a href="#">Assign user</a>	<a href="#">Edit</a> <a href="#">Delete</a>

With selected : [Delete](#)

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).

No.	Grouping name	Group	Notes
1	FINAL PROJECT Groups	None	<a href="#">Group assignments</a> <a href="#">Edit</a> <a href="#">Delete</a>

Drag and drop the groups you want to add to the groupings. This is the last activity in group formation.

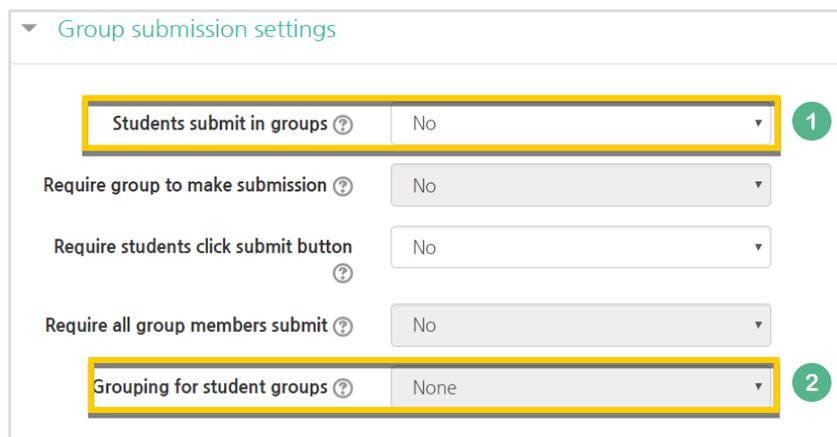


## 2. CREATE GROUP ASSIGNMENT

Groups assignments are created same with the normal assignment. (Please refer to Chapter 3: Create Assignment at “4. Learning Activities” Manual).

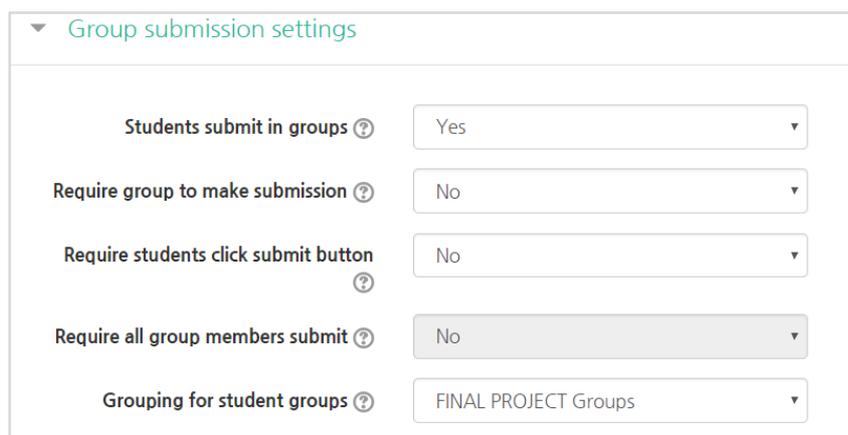
The only difference is to configure “group submission settings” in creating group assignments. So, group submission settings are discussed in this section.

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



The screenshot shows the 'Group submission settings' form. The 'Students submit in groups' dropdown is highlighted with a yellow box and a green circle with the number '1'. The 'Grouping for student groups' dropdown is also highlighted with a yellow box and a green circle with the number '2'. The other settings are: 'Require group to make submission' (No), 'Require students click submit button' (No), and 'Require all group members submit' (No).

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

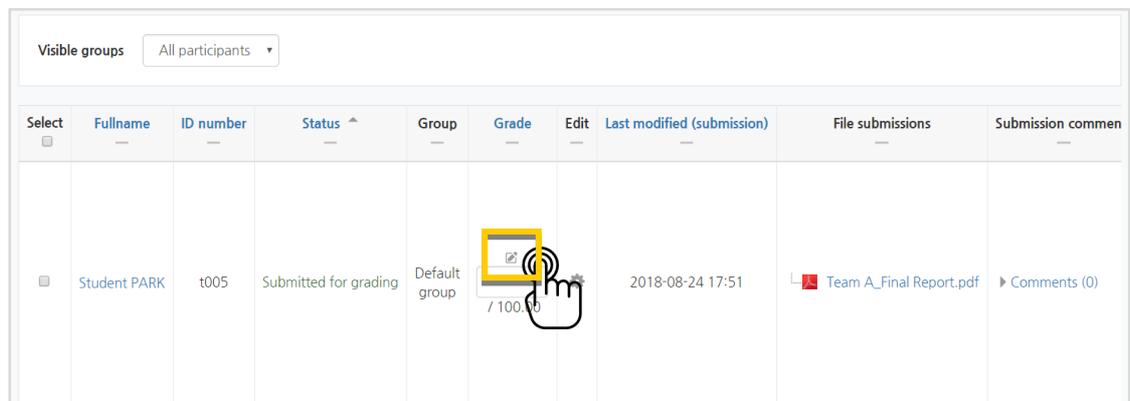


The screenshot shows the 'Group submission settings' form with updated values. The 'Students submit in groups' dropdown is now set to 'Yes'. The 'Grouping for student groups' dropdown is now set to 'FINAL PROJECT Groups'. The other settings remain: 'Require group to make submission' (No), 'Require students click submit button' (No), and 'Require all group members submit' (No).

# 3. GRADE GROUP ASSIGNMENT

To grade assignment is already discussed at Chapter 4: Grade Assignment at “Learning Activities” Manual. This section describes how to give same grade to the same group members.

First, click  button near to the grade of a group member.



Select	Fullname	ID number	Status	Group	Grade	Edit	Last modified (submission)	File submissions	Submission commen
<input type="checkbox"/>	Student PARK	t005	Submitted for grading	Default group	/ 100.00		2018-08-24 17:51	 Team A_Final Report.pdf	▶ Comments (0)

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 out of 100 

Apply grades and feedback to entire group

Lastly, click “Save changes” button to complete group grading.

## 4. 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 and help organize group activities and resources.

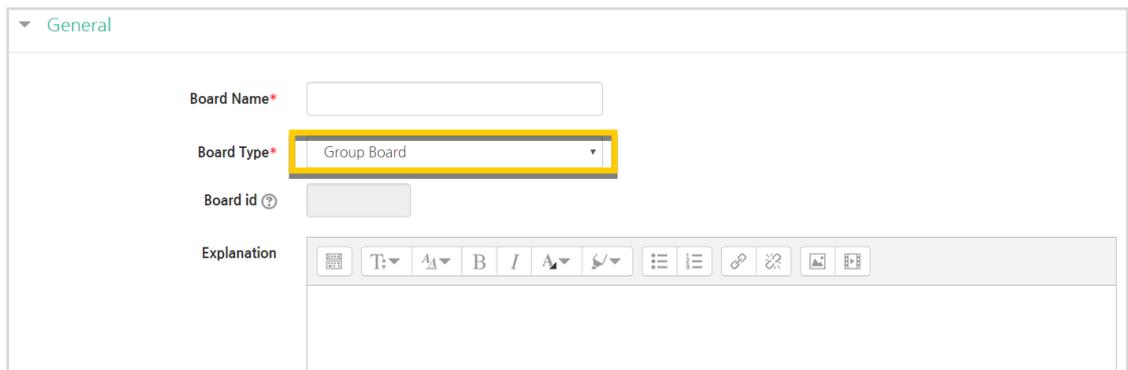
In order to create **group boards**, follow these steps:

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

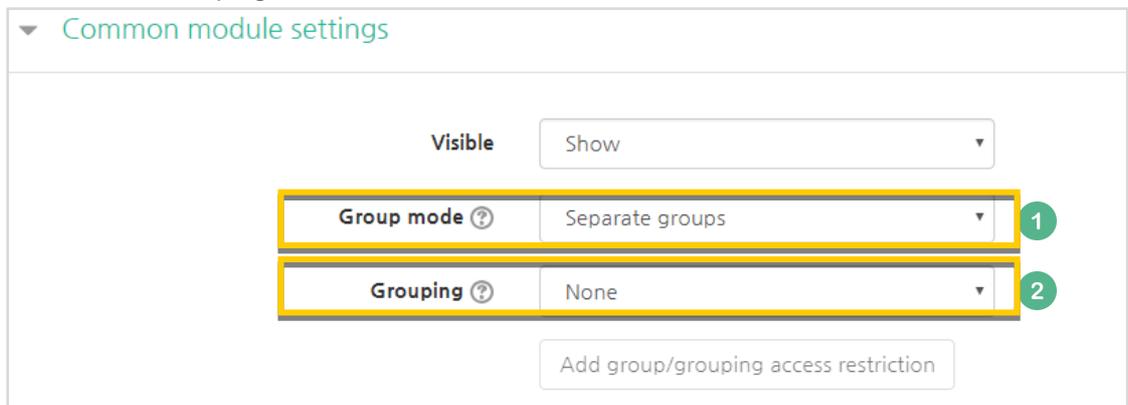


Then, in the opening panel, click “Default Board” button, showed with .

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”.

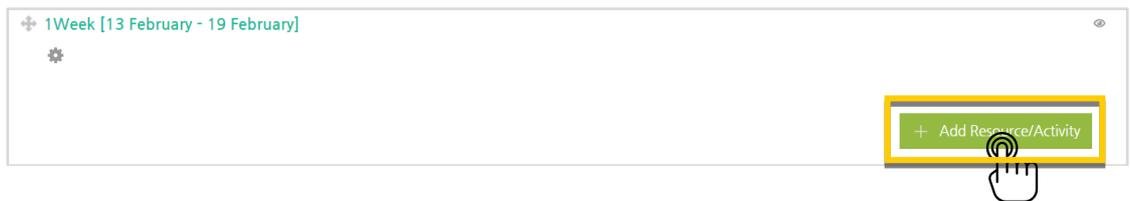


Lastly, click “Save and display” button to create team board.

# 5. WIKIS

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.

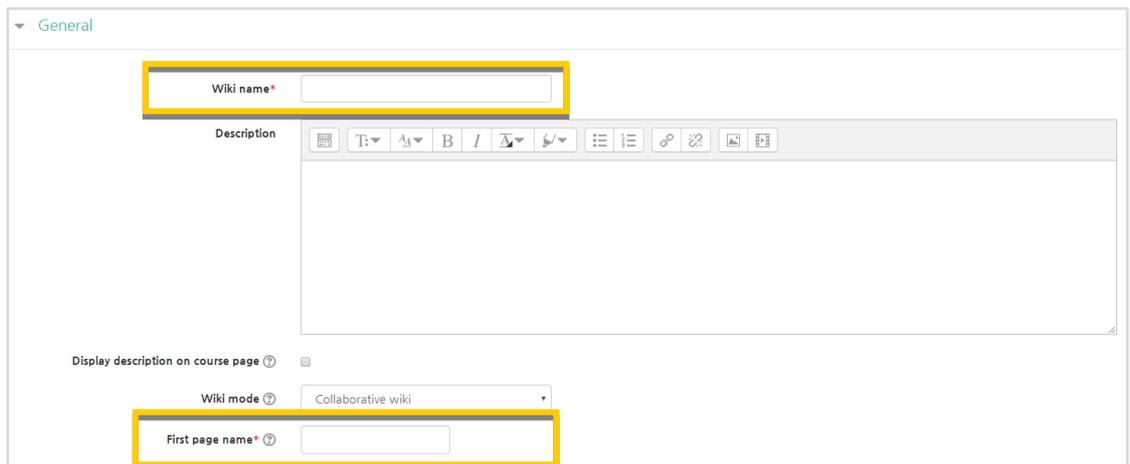
In order to create a Wiki activity, follow these steps:  
Click “Add Resource/Activity” button around the section where you want to add the Wiki activity.



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”.

▼ Common module settings

Visible

**Group mode**  1

**Grouping**  2

Lastly, click “Save and display” 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.

**Final Project Report**

View **Edit** Comments History Map Files Administration

**FINAL REPORT**

▼ Editing this page 'FINAL REPORT'

HTML format

This place is for Final Project Report Page. Here there are pages for each group.  
Go to your group page and write a group reflection paper with your teammates.

Team A is here : [[Team A]]

Team B is here: [[Team B]]

Then, the Wiki page will be displayed as below. There are “Team A” and “Team B” pages and you will be directed to those pages when you click them.

**Final Project Report** Wiki activity name

View **Edit** Comments History Map Files Administration

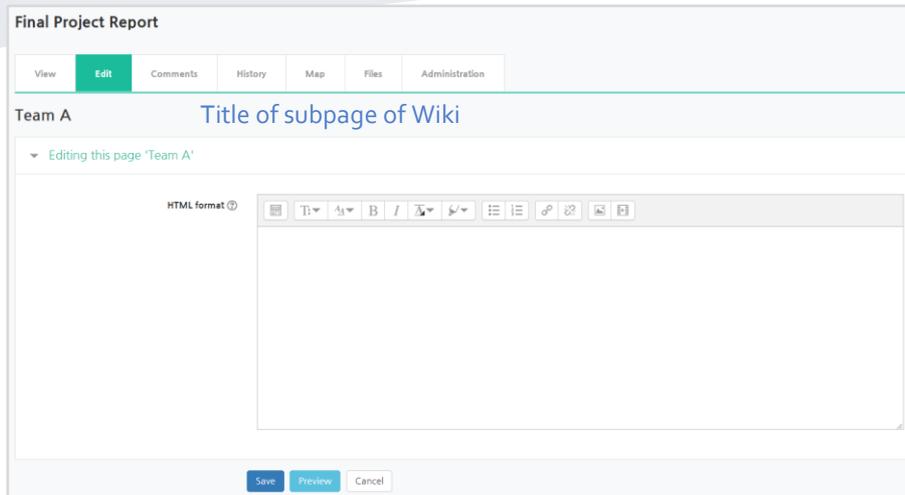
**FINAL REPORT** Wiki homepage title

This place is for Final Project Report Page. Here there are pages for each group.  
Go to your group page and write a group reflection paper with your teammates.

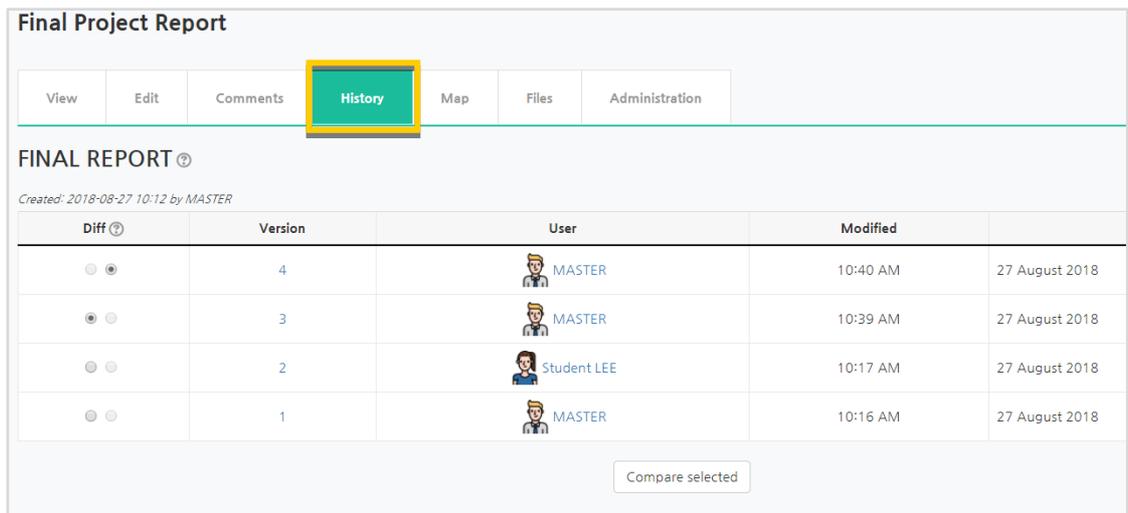
Team A is here : [Team A](#) Subpages of Wiki

Team B is here: [Team B](#) Subpages of Wiki

When you click the newly created page, such as Team A, it will be displayed as follows:



Also, you can check the history record of Wiki page changes by clicking “History” button.

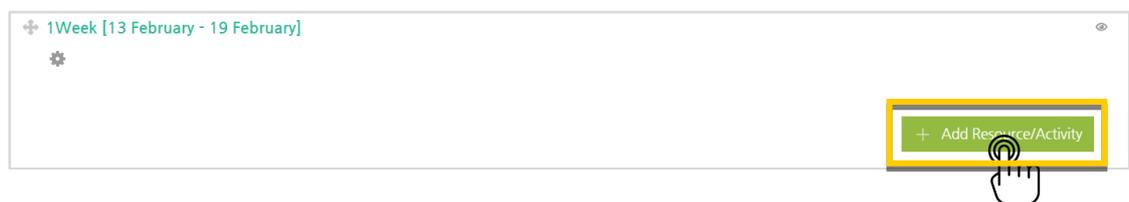


## 6. CREATE GROUP EVALUATION

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.

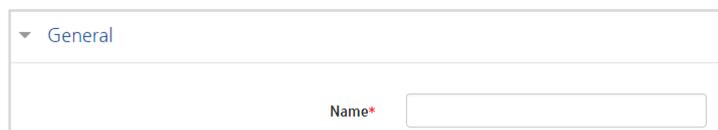
In order to create a Group evaluation, follow these steps:

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

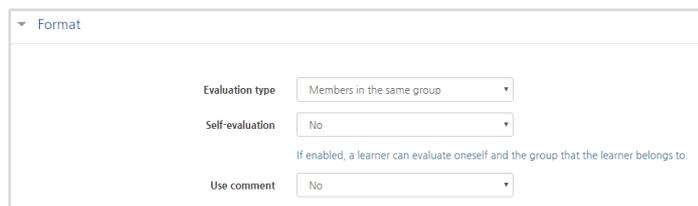


In the opening panel, click “Group Evaluation” button, represented with .

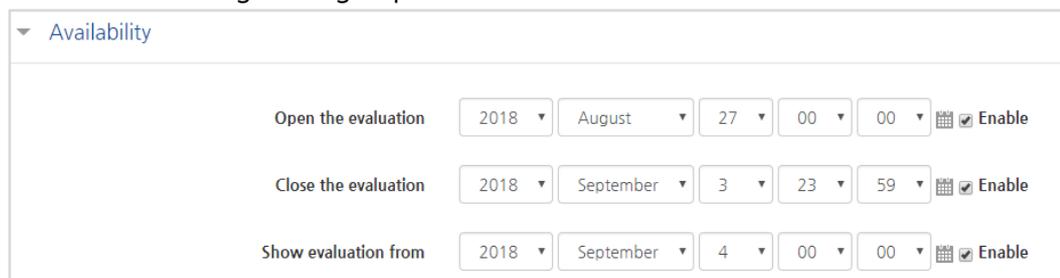
Then, in the opening page, enter a name for Group evaluation activity.

A screenshot of the "General" tab in the activity creation form. It shows a "Name\*" input field with a red asterisk indicating it is required.

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

A screenshot of the "Format" tab in the activity creation form. It contains three dropdown menus: "Evaluation type" (set to "Members in the same group"), "Self-evaluation" (set to "No"), and "Use comment" (set to "No"). Below the "Self-evaluation" dropdown, there is a small text note: "If enabled, a learner can evaluate oneself and the group that the learner belongs to."

Then, set the timing of the group evaluation.

A screenshot of the "Availability" tab in the activity creation form. It shows three rows of date and time pickers, each with an "Enable" checkbox. The first row is "Open the evaluation" (2018, August, 27, 00, 00). The second row is "Close the evaluation" (2018, September, 3, 23, 59). The third row is "Show evaluation from" (2018, September, 4, 00, 00).

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.

The screenshot shows the 'Overview' tab of a group evaluation activity. The interface includes a navigation bar with tabs: Overview, Evaluate, Edit Criteria, Result, and Evaluation status. The main content area displays the following details:

- Name:** Group Evaluation
- Evaluation type:** Members in the same group
- During:** 2018-08-27 00:00 ~ 2018-09-03 23:59
- Description:** Grade your teammates freely according to the given criteria.

Below the details, a message states: "No evaluation criteria has been added yet. Click **Edit Criteria** to add evaluation criteria." The "Edit Criteria" button is highlighted with a yellow box, and a hand cursor is pointing at it.

Click “Add criteria” button.

The screenshot shows the 'Edit Criteria' tab of the group evaluation activity. The navigation bar now has 'Edit Criteria' selected. The main content area displays a table with the following structure:

Criteria	Highest score	Notes
No evaluation criteria has been added.		

The "Add criteria" button is highlighted with a yellow box in the bottom right corner of the interface.

Input criteria and its highest score and then click “Save” button.

The screenshot shows the 'Add criteria' dialog box. It contains the following fields and buttons:

- Criteria:** Input field with the placeholder text "Criteria".
- Highest score:** Input field with the placeholder text "Highest score".
- Save:** A blue button.
- Close:** A white button.

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.

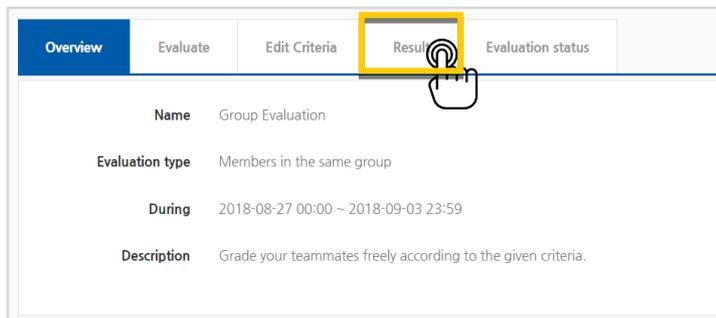
# 7. CHECK GROUP EVOLUTION RESULTS

After all group members perform group evolution, you can check the results of group evolution by following these steps:

First, go to the group evolution activity.



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 Results Evaluation status

Number of list 15

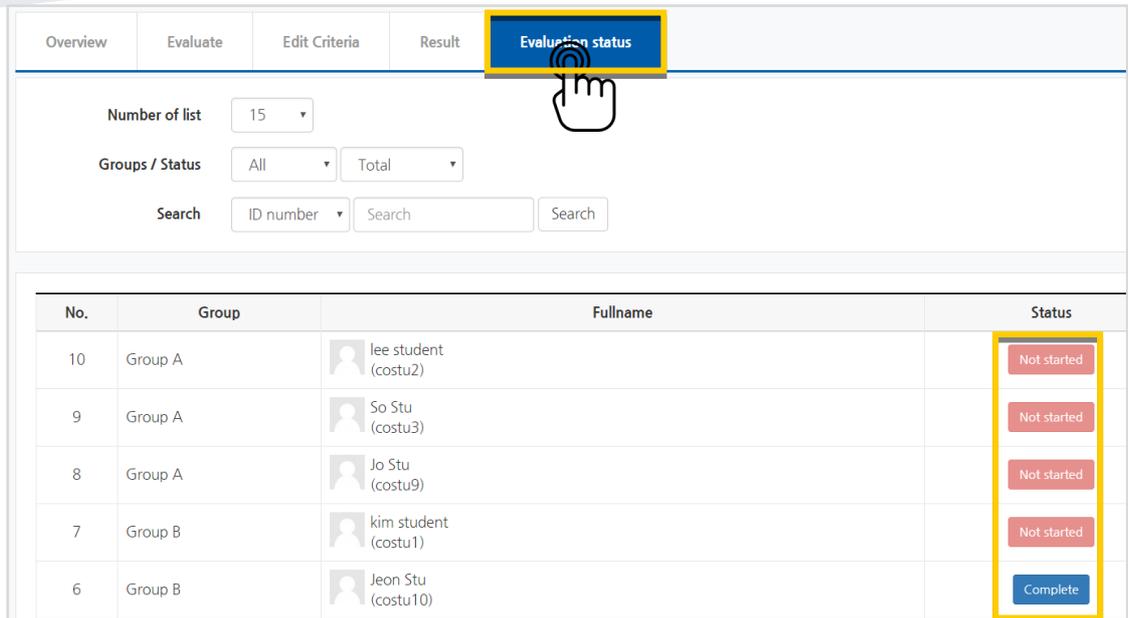
Groups All

Search ID number Search Search

Excel Download

No.	Group	Fullname	Evaluator	tend 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.



The screenshot shows the LMS interface with the 'Evaluation status' tab selected. The interface includes a navigation bar with tabs: Overview, Evaluate, Edit Criteria, Result, and Evaluation status. Below the navigation bar, there are filters for 'Number of list' (15), 'Groups / Status' (All, Total), and a search bar with 'ID number' and a 'Search' button. The main content is a table with columns: No., Group, Fullname, and Status. The table lists five students with their respective group and status.

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