

TEACHER'S MANUAL

5. GROUP ACTIVITIES



— TABLE OF CONTENTS

1. CREATE GROUP.....	3
1.1. Group Categorization (Grouping)	3
1.2.1. Create Groups Automatically	5
1.2.2. Create Groups Manually	7
2. CREATE GROUP ASSIGNMENT	10
3. GRADE GROUP ASSIGNMENT	11
4. GROUP BOARDS.....	12
5. WIKIs.....	13
6. CREATE GROUP EVALUATION	16
7. CHECK GROUP EVOLUTION RESULTS.....	18

1. CREATE GROUP

1.1. Group Categorization (Grouping)

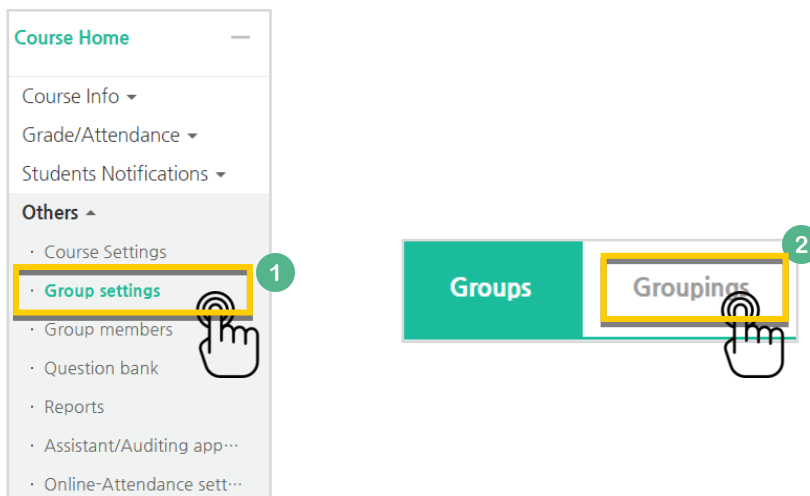
Just like group activities performing at offline learning environment, after groups are constituted and group activities are assigned to them, group activities are carried out in online learning environment. The steps for making groupings are as follows:



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' tab selected. At the bottom right, a blue button labeled 'New grouping' is highlighted with a yellow rectangular box. A hand cursor is pointing at this button.

Input grouping name and click “Save changes” button.

The screenshot shows the 'General' form for creating a new grouping. The 'Grouping name*' field contains the text 'Ex:FINAL PROJECT Groups'. Below it is a large text area for the 'Grouping description'. At the bottom, there are 'Save changes' and 'Cancel' buttons.

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

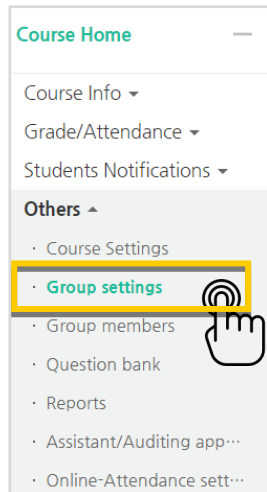
The screenshot shows the 'Groupings' tab with a table listing the created groupings. The table has four columns: 'No.', 'Grouping name', 'Group', and 'Notes'. There is one row with the following data:

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

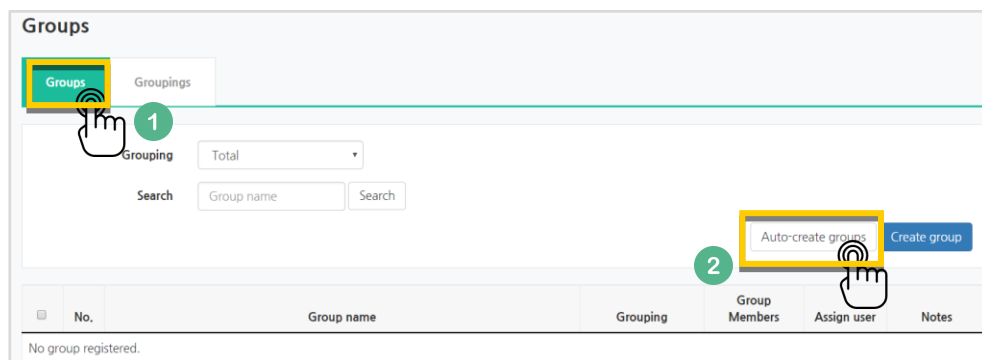
1.2.1. Create Groups Automatically

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”.

A screenshot of the 'General' settings section for group creation. It contains three main fields: 'Naming scheme*' with a dropdown menu showing 'Group @', 'Auto create based on' with a dropdown menu showing 'Number of groups', and 'Group/member count*' with an empty input field. To the right of the 'Naming scheme*' field, there is a legend: '@: alphabet order' and '#: number order'.

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

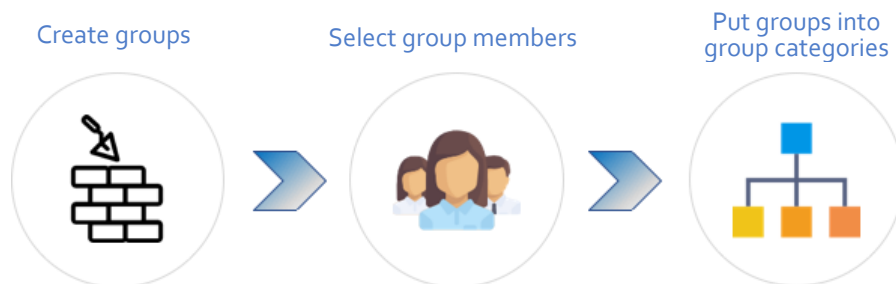
Search

<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"/>

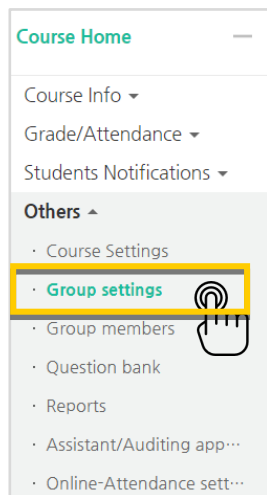
With selected :

1.2.2. Create Groups Manually

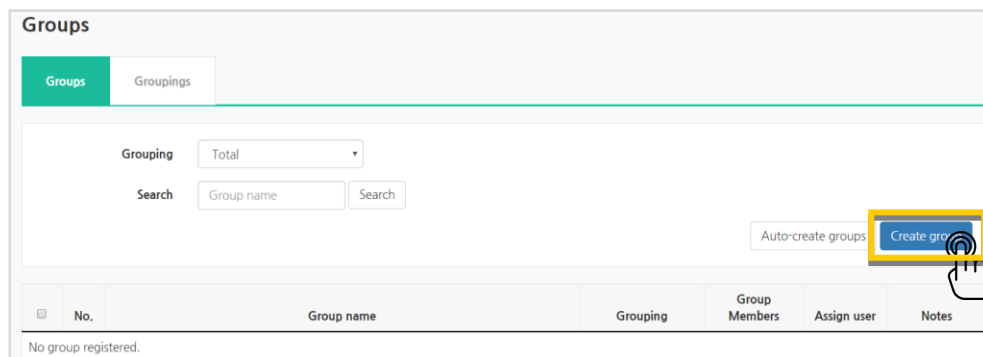
If you need groups including the students you want, you need to create groups manually. Follow these steps for this:



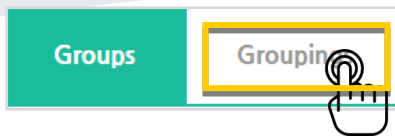
First, go to “Group Settings” in “Others” section of “Course Home” menu.



Click “Create group”.



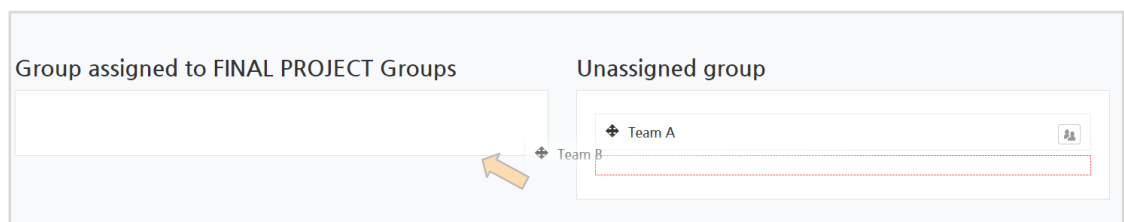
You can also categorize the groups by using “Groupings” function. For this, first, click “Groupings” located at “Groups” page.



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	<div><div>1</div><div>Group assignments</div><div>Edit</div><div>Delete</div></div>

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

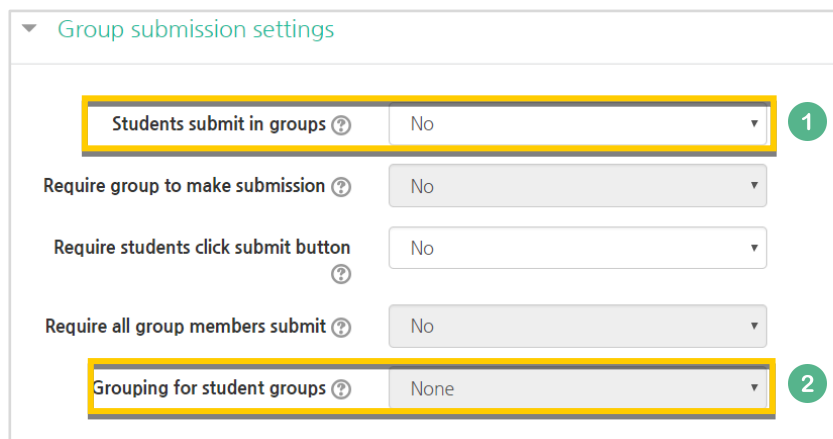


2. CREATE GROUP ASSIGNMENT

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.

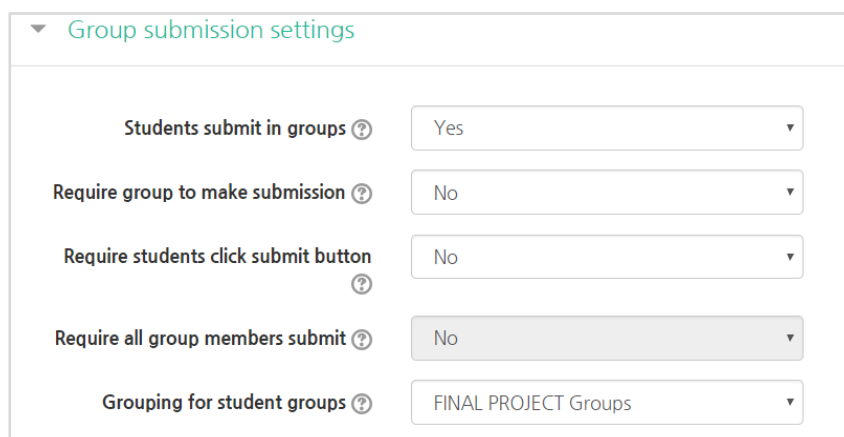
Change “No” as “Yes” at “Students submit in groups”. Then, select the grouping including student groups who you want to assign the assignment.



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).

Group submission settings	
Students submit in groups ?	No
Require group to make submission ?	No
Require students click submit button ?	No
Require all group members submit ?	No
Grouping for student groups ?	None

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 the same: 'Require group to make submission' (No), 'Require students click submit button' (No), and 'Require all group members submit' (No).

Group submission settings	
Students submit in groups ?	Yes
Require group to make submission ?	No
Require students click submit button ?	No
Require all group members submit ?	No
Grouping for student groups ?	FINAL PROJECT Groups


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.

Visible groups All participants ▾									
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	<div><div></div><div>/ 100.00</div></div>		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”.

A screenshot of the "General" settings panel for a group board. It contains the following fields:

- Board Name***: A text input field.
- Board Type***: A dropdown menu with "Group Board" selected. This field is highlighted with a yellow box.
- Board id**: A text input field with a help icon.
- Explanation**: A rich text editor with various formatting icons (bold, italic, link, etc.).

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”.

A screenshot of the "Common module settings" panel. It includes the following settings:

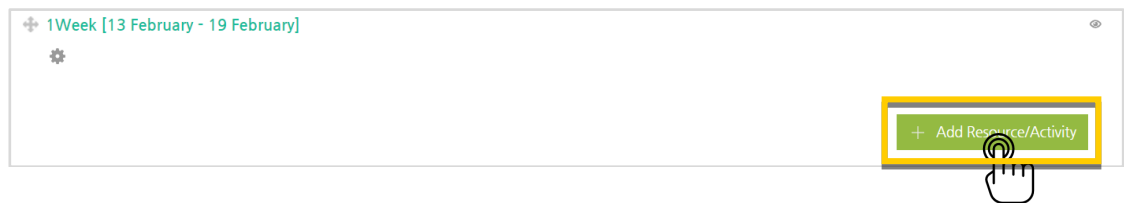
- Visible**: A dropdown menu set to "Show".
- Group mode**: A dropdown menu set to "Separate groups". This row is highlighted with a yellow box and has a green circle with the number "1" next to it.
- Grouping**: A dropdown menu set to "None". This row is highlighted with a yellow box and has a green circle with the number "2" next to it.
- Add group/grouping access restriction**: A button at the bottom.

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.*

A screenshot of the 'General' settings panel for a Wiki activity. The panel has a title bar 'General' with a dropdown arrow. Inside, there are several fields and options: 'Wiki name*' is a text input field highlighted with a yellow box; 'Description' is a large text area with a rich text editor toolbar above it; 'Display description on course page' is a checkbox; 'Wiki mode' is a dropdown menu currently set to 'Collaborative wiki'; and 'First page name*' is a text input field highlighted with a yellow box.

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

Add group/grouping access restriction

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]]

Save Preview Cancel

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

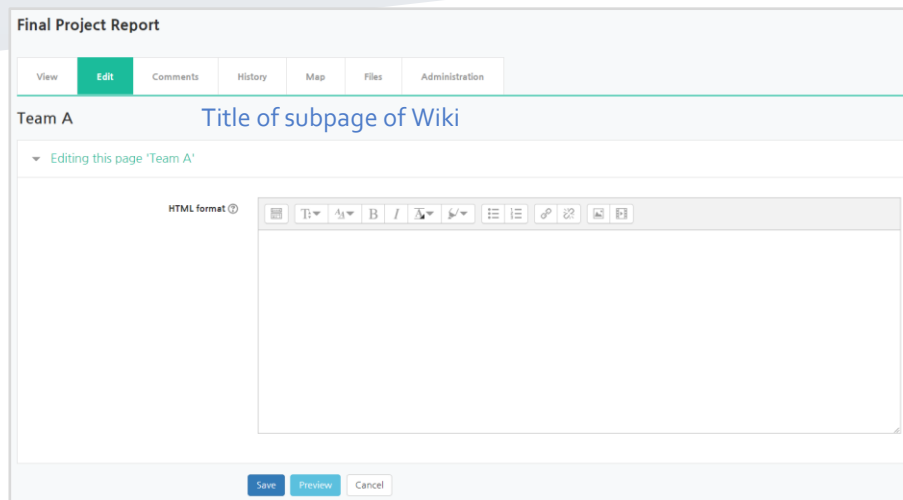
FINAL REPORT Wiki homepage title

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.

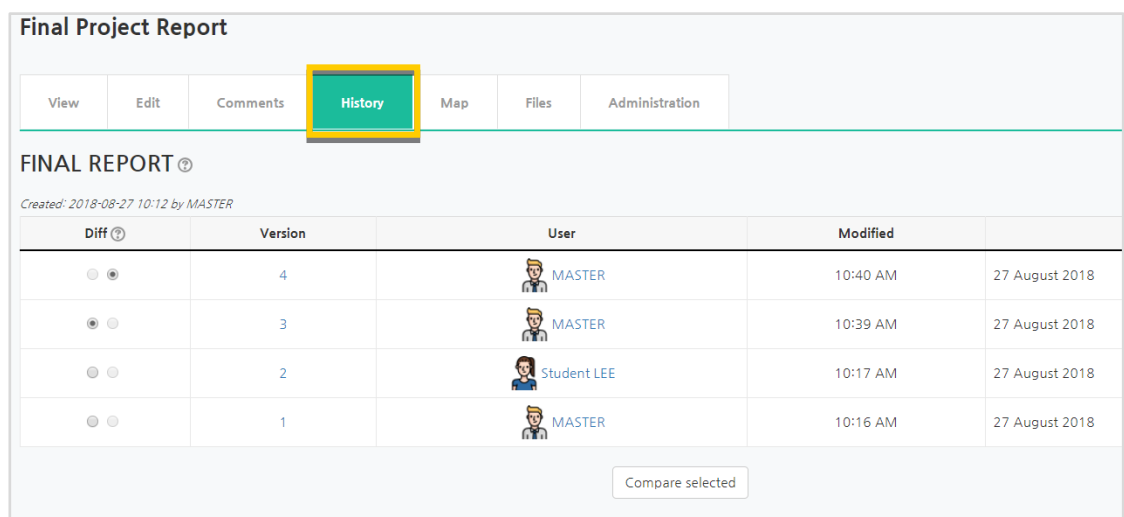
Team A is here : [Team A](#) Subpages of Wiki

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.

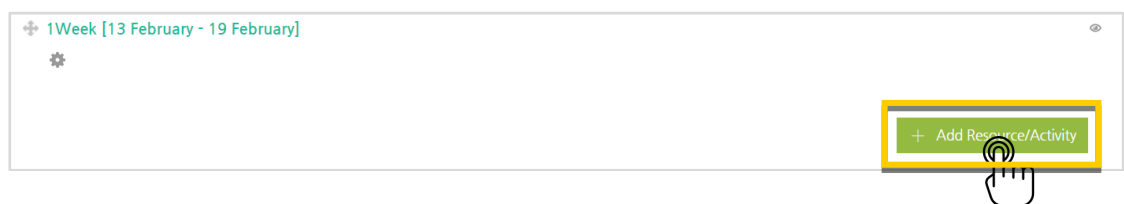


6. CREATE GROUP EVALUATION

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 has a dropdown arrow and the word 'General' in blue. Below this, there is a label 'Name*' followed by an empty text input field.

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 has a dropdown arrow and the word 'Format' in blue. Below this, there are three settings: 'Evaluation type' with a dropdown menu showing 'Members in the same group', 'Self-evaluation' with a dropdown menu showing 'No', and 'Use comment' with a dropdown menu showing 'No'. A small text note says '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 has a dropdown arrow and the word 'Availability' in blue. Below this, there are three rows of date and time pickers. Each row has a label, a date/time picker, a calendar icon, and an 'Enable' checkbox. The first row is 'Open the evaluation' with date '2018 August 27' and time '00:00'. The second row is 'Close the evaluation' with date '2018 September 3' and time '23:59'. The third row is 'Show evaluation from' with date '2018 September 4' and time '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 setup. The tabs are 'Overview', 'Evaluate', 'Edit Criteria', 'Result', and 'Evaluation status'. The 'Overview' tab is active, displaying the following information:

- 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 this information, a red banner 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 setup. The tabs are 'Overview', 'Evaluate', 'Edit Criteria', 'Result', and 'Evaluation status'. The 'Edit Criteria' tab is active, displaying a table with the following columns: 'Criteria', 'Highest score', and 'Notes'. The table is empty, and a message below it states: "No evaluation criteria has been added." The 'Add criteria' button is highlighted with a yellow box.

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

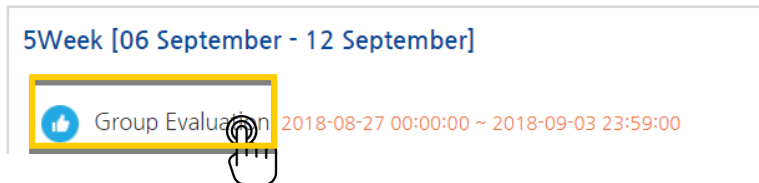
The screenshot shows the 'Add criteria' dialog box. It has a title bar with a close button (X). The dialog contains two input fields: 'Criteria' and 'Highest score'. Both fields are highlighted with yellow boxes. Below the input fields are two buttons: 'Save' and 'Close'.

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.

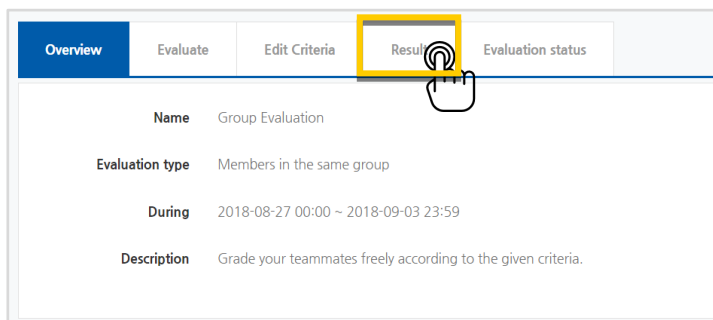
7. CHECK GROUP EVOLUTION RESULTS

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 Result Evaluation status

Number of list 15

Groups All

Search ID number 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