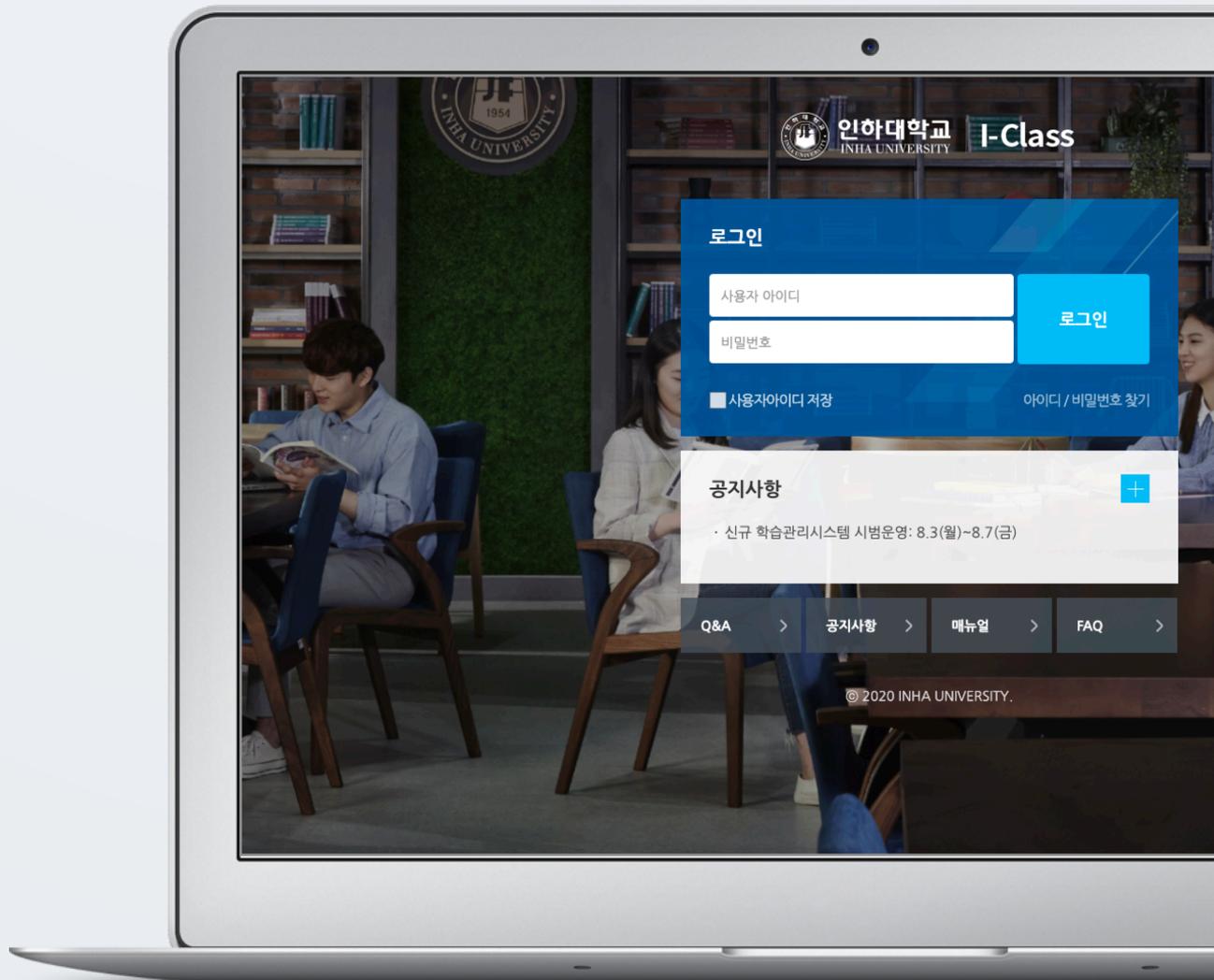


# TEACHER'S MANUAL

## 5. GROUP ACTIVITIES





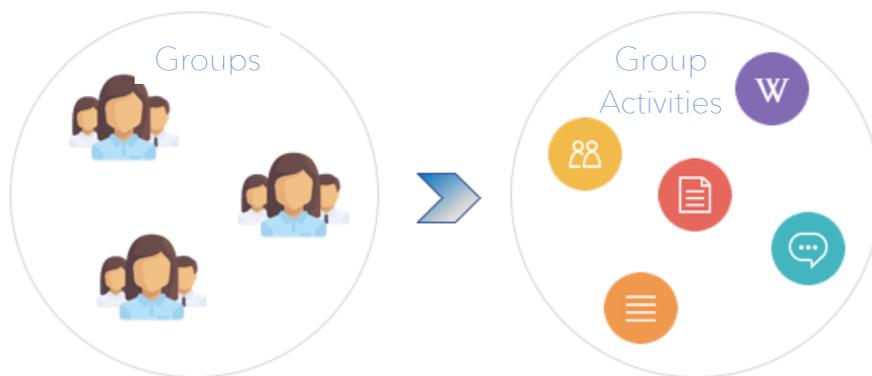
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# 1. Create Group

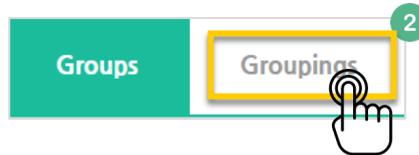
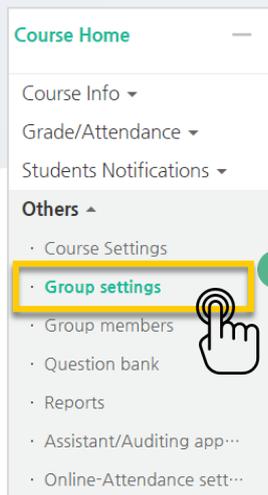
## 1.1. Group Categorization (Grouping)

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:

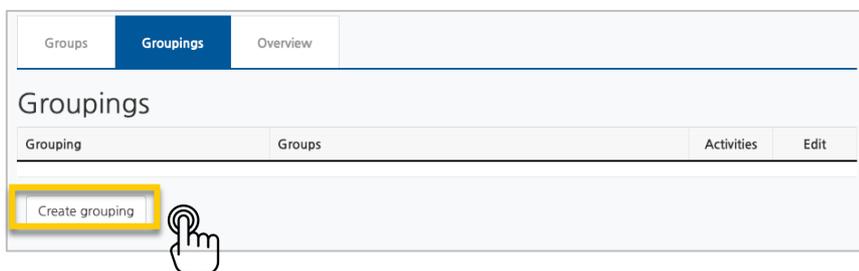


First, go to "Group settings" belonging to "Others" section of "Course Home" menu, located at the right-side of the course homepage.

- 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.



Input grouping name and click "Save changes" button.

A screenshot of the 'Create grouping' form. The form has a 'General' section with the following fields: 'Grouping name\*' (with a text input field and an example 'Ex:FINAL PROJECT Groups'), 'Grouping ID number' (with a text input field and a help icon), and 'Grouping description' (with a rich text editor). At the bottom of the form, there are 'Save changes' and 'Cancel' buttons. A note at the bottom states: 'There are required fields in this form marked \*.'

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

Groups **Groupings** Overview

## Groupings

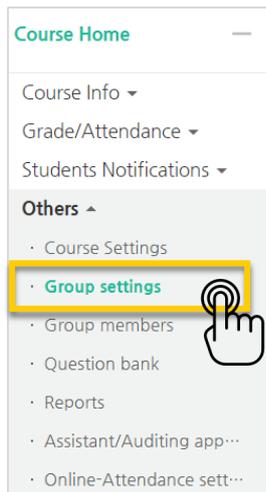
Grouping	Groups	Activities	Edit
Midterm assignment	None	0	  

Create grouping

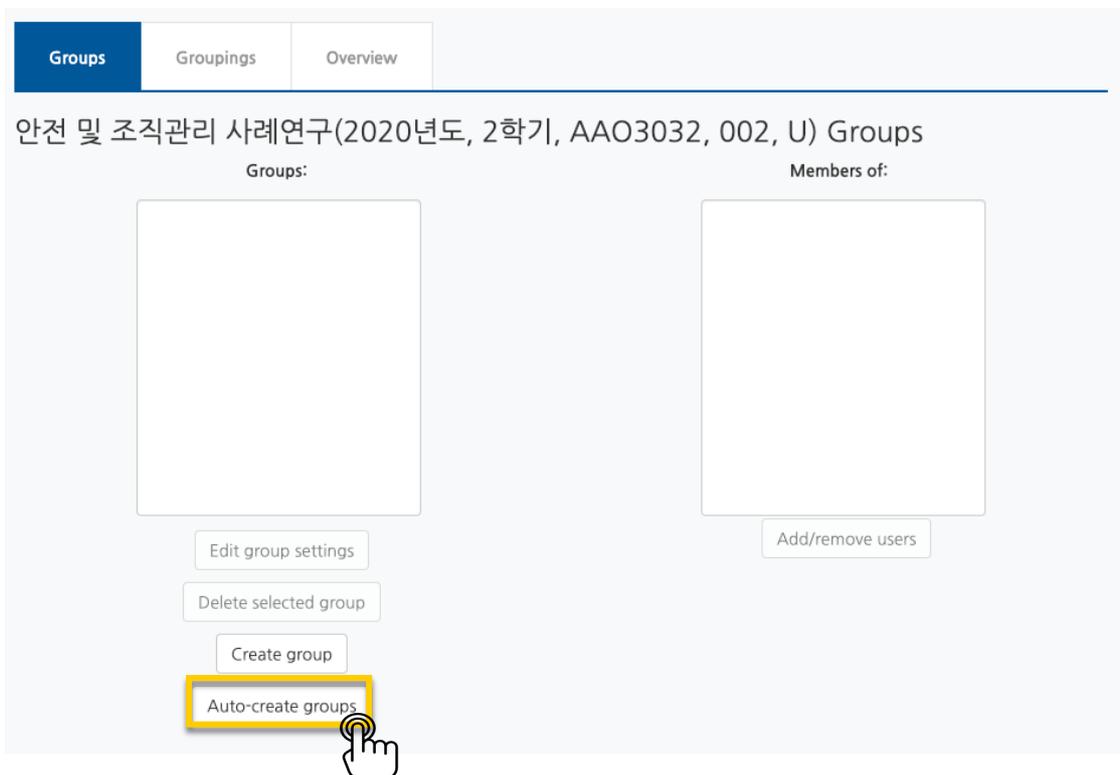
## 1.2.1. Create Groups Automatically

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;

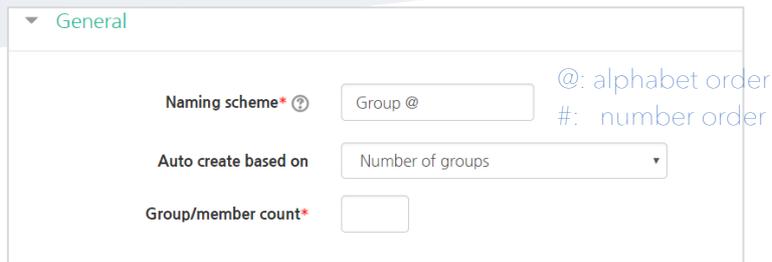
Click "Group Settings" in "Others" section of "Course Home" menu.



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



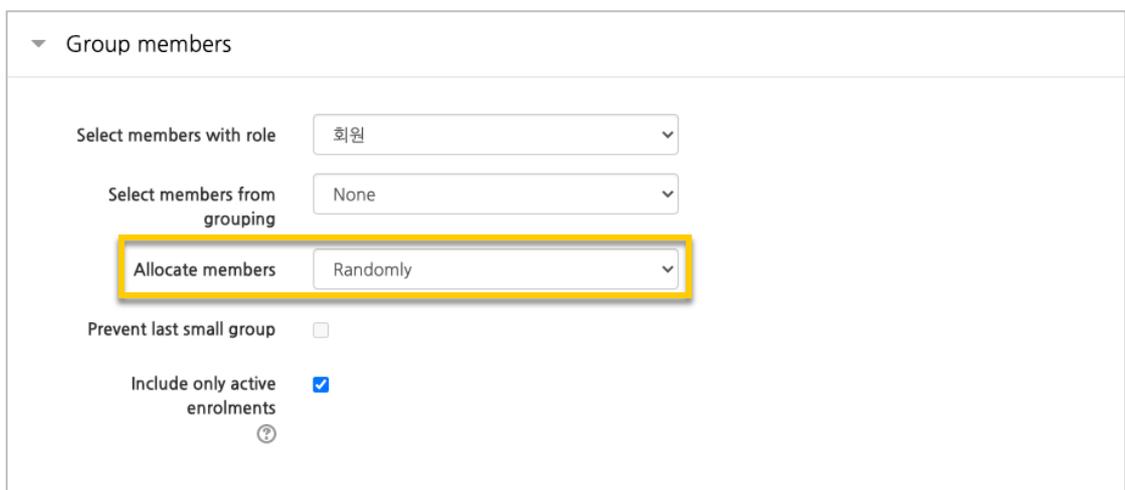
Identify group naming method and determine the criteria on creating groups automatically. It can be based on the “number of groups” or “member per groups”.



The 'General' settings panel includes the following options:

- Naming scheme\***: A dropdown menu set to 'Group @'. To the right, there are two lines of text: '@: alphabet order' and '#: number order'.
- Auto create based on**: A dropdown menu set to 'Number of groups'.
- Group/member count\***: An empty text input field.

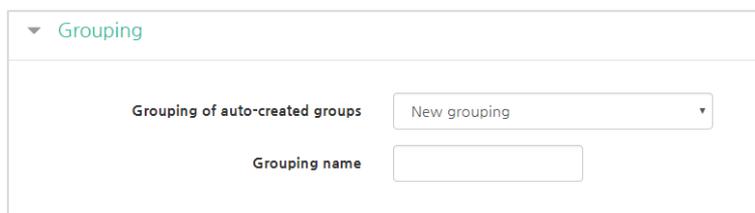
Allocate students to groups randomly or alphabetically by student name or ID.



The 'Group members' settings panel includes the following options:

- Select members with role**: A dropdown menu set to '회원'.
- Select members from grouping**: A dropdown menu set to 'None'.
- Allocate members**: A dropdown menu set to 'Randomly', which is highlighted with a yellow border.
- Prevent last small group**: An unchecked checkbox.
- Include only active enrolments**: A checked checkbox.

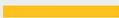
Then, assign a grouping name for the groups (You can create a new grouping or select one if you have created before)



The 'Grouping' settings panel includes the following options:

- Grouping of auto-created groups**: A dropdown menu set to 'New grouping'.
- Grouping name**: An empty text input field.

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



**Groups:**

Group A A (4)  
Group B A (3)

**Members of:**

Edit group settings

Delete selected group

Create group

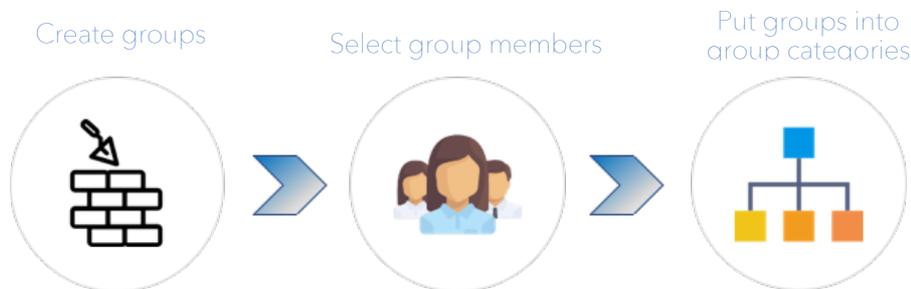
Auto-create groups

Add/remove users

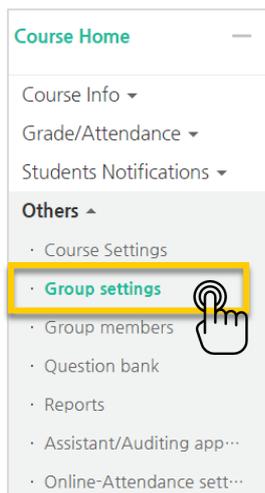


## 1.2.2. Create Groups Manually

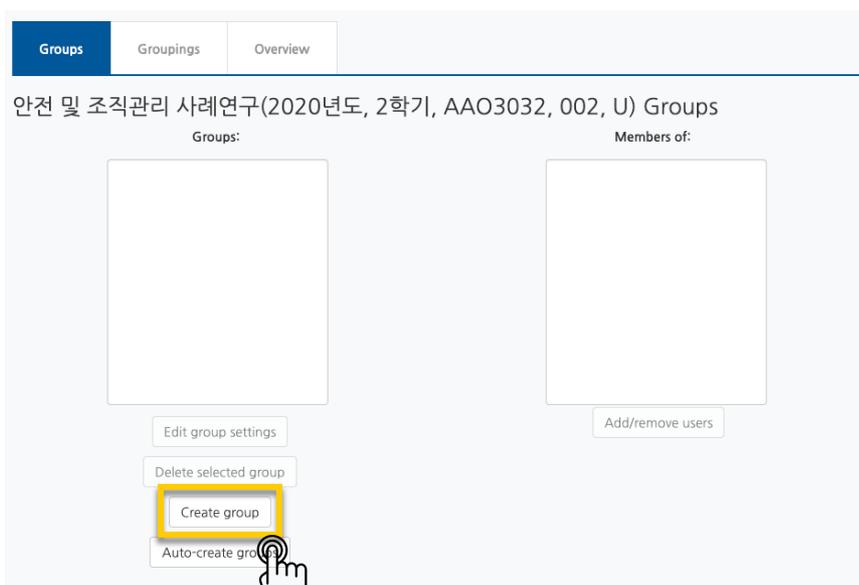
If you need groups including the students you want, you need to create groups manually. Follow these steps for this:



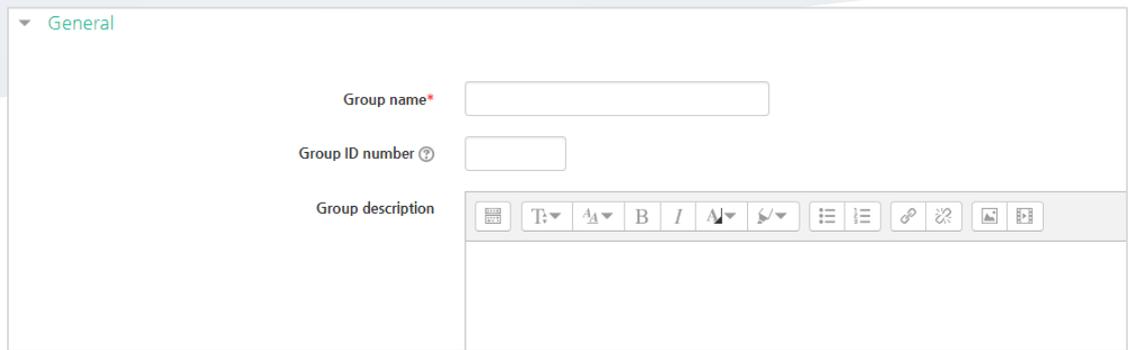
First, go to "Group Settings" in "Others" section of "Course Home" menu.



Click "Create group".

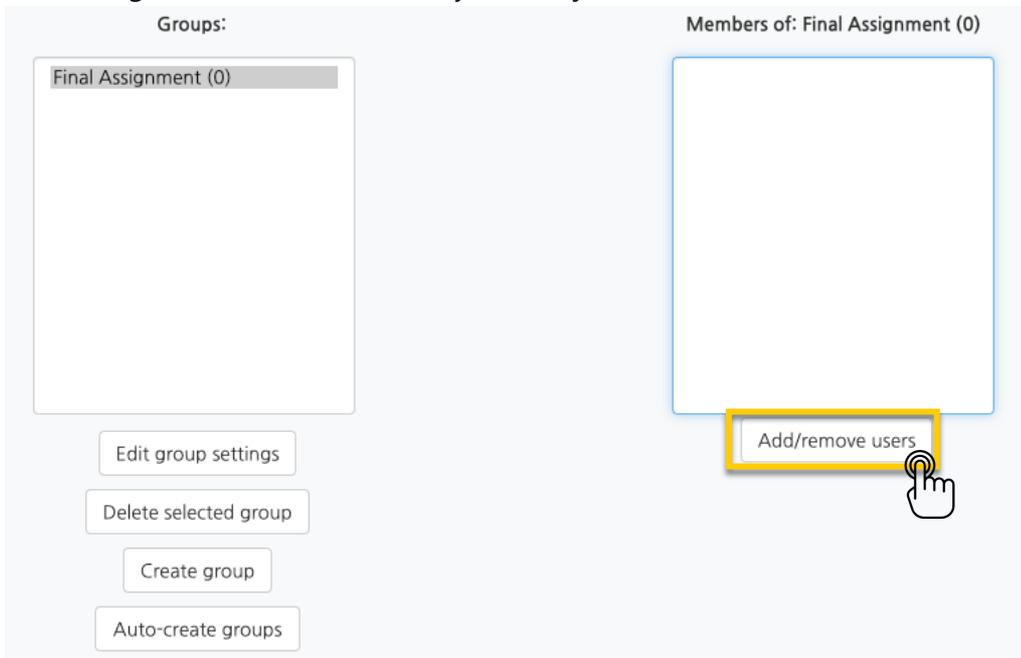


Write the group name and description (group description is optional)



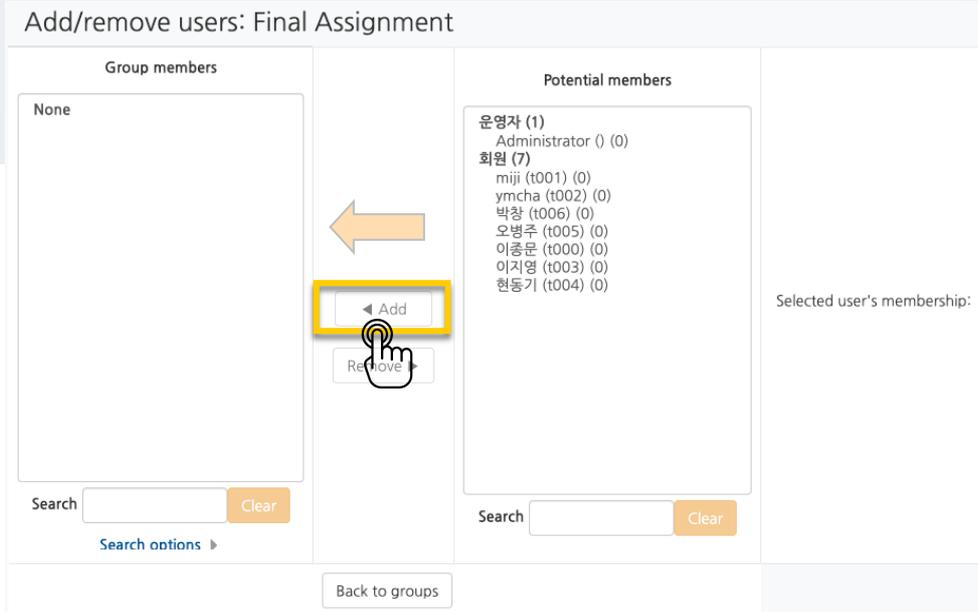
The screenshot shows a 'General' tab for group configuration. It includes three input fields: 'Group name\*' (required), 'Group ID number' (with a help icon), and 'Group description' (with a rich text editor toolbar). The toolbar contains icons for text color, background color, bold, italic, link, unlink, list, and image.

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

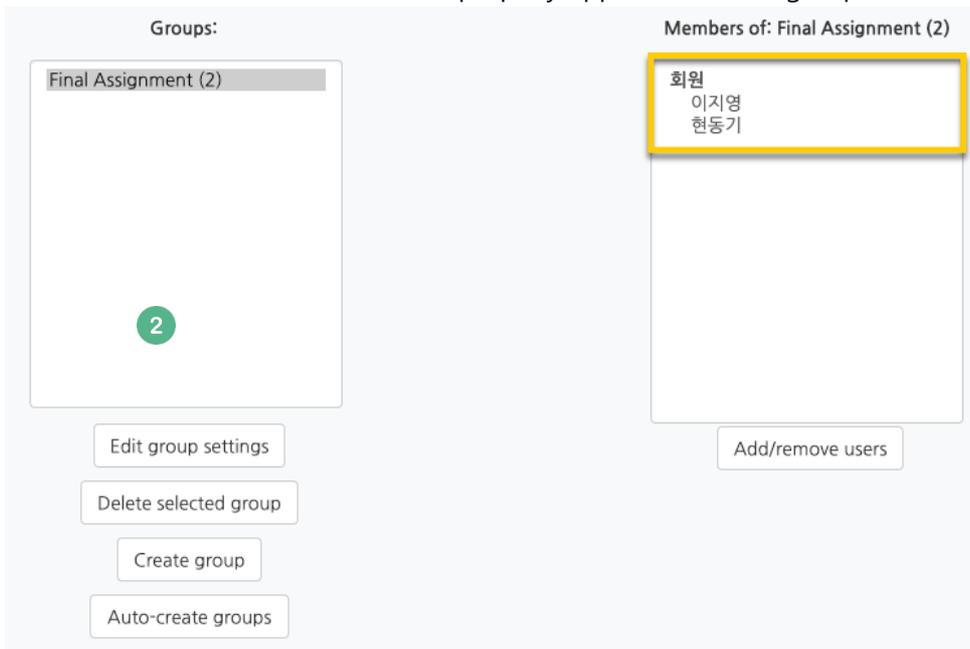


The screenshot displays the group management interface. On the left, under 'Groups:', a list shows 'Final Assignment (0)'. Below this list are four buttons: 'Edit group settings', 'Delete selected group', 'Create group', and 'Auto-create groups'. On the right, under 'Members of: Final Assignment (0)', there is an empty box. A yellow box highlights the 'Add/remove users' button at the bottom of this box, with a hand cursor icon pointing to it.

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



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



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).

Grouping	Groups	Activities	Edit
Midterm assignment	None	0	  

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

Group assigned to FINAL PROJECT Groups

Unassigned group

Team A ✕

---

Team B

Add/remove groups: Midterm assignment

Existing members: 0

← Add

Remove →

Potential members: 1

Final Assignment

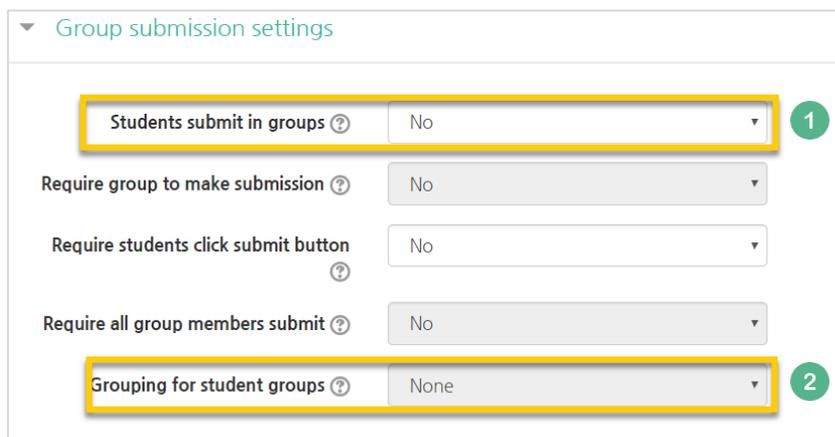
[Back to groupings](#)

## 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.

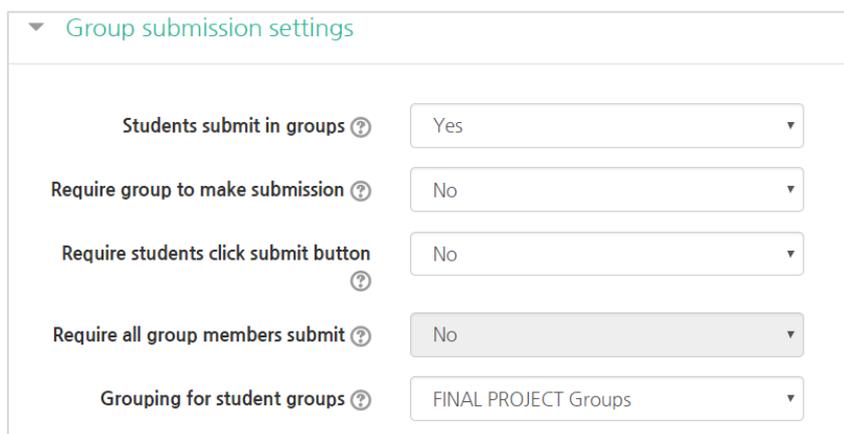
Change "No" as "Yes" at "Students submit in groups". Then, select the grouping including student groups who you want to assign the assignment.



The screenshot shows the "Group submission settings" form. The "Students submit in groups" dropdown is highlighted with a yellow box and a green circle containing the number 1. The "Grouping for student groups" dropdown is also highlighted with a yellow box and a green circle containing the number 2. Other settings include "Require group to make submission", "Require students click submit button", and "Require all group members submit", all set to "No".

Setting	Value
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". Other settings remain the same as in the previous screenshot.

Setting	Value
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.

Select	Fullname	ID number	Status	Group	Grade	Edit	Last modified (submission)	File submissions	Submission comment
<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

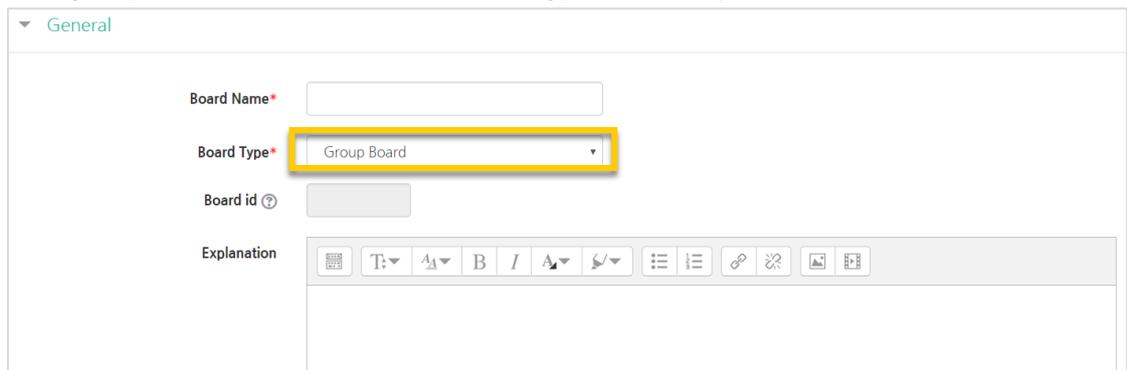
You can create group boards for group members to easily share learning materials and other sources and discuss with their own group members. Group boards promote group activities and help organize group activities and resources.

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

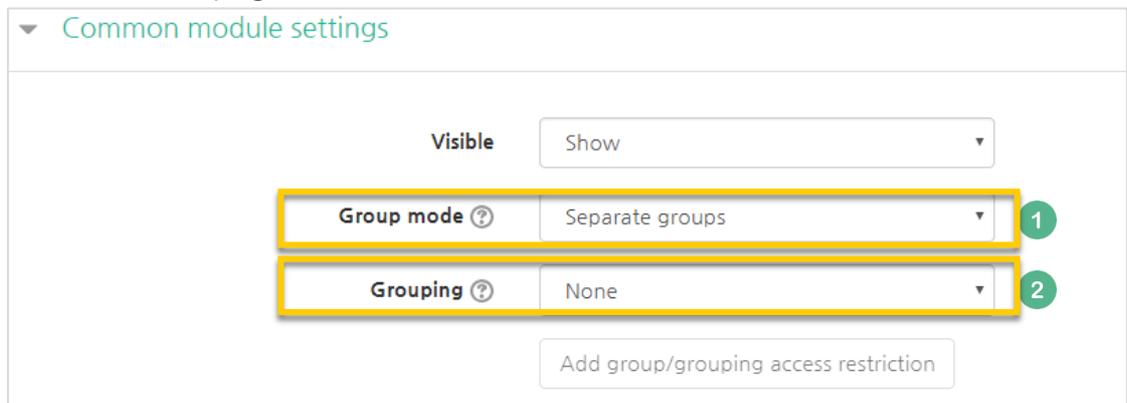
Click "Add Resource/Activity" button near the section where you want to add the default board.



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".



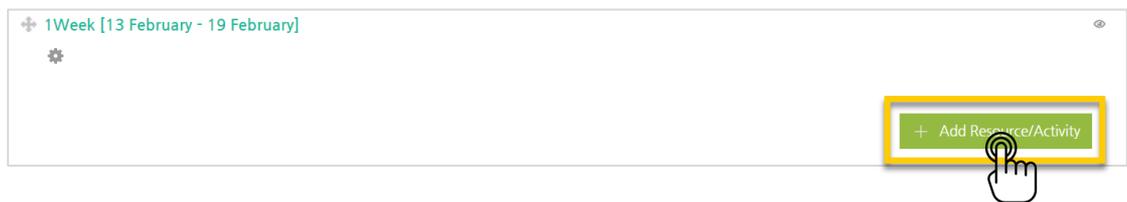
Lastly, click "Save and display" button to create team board.

## 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:

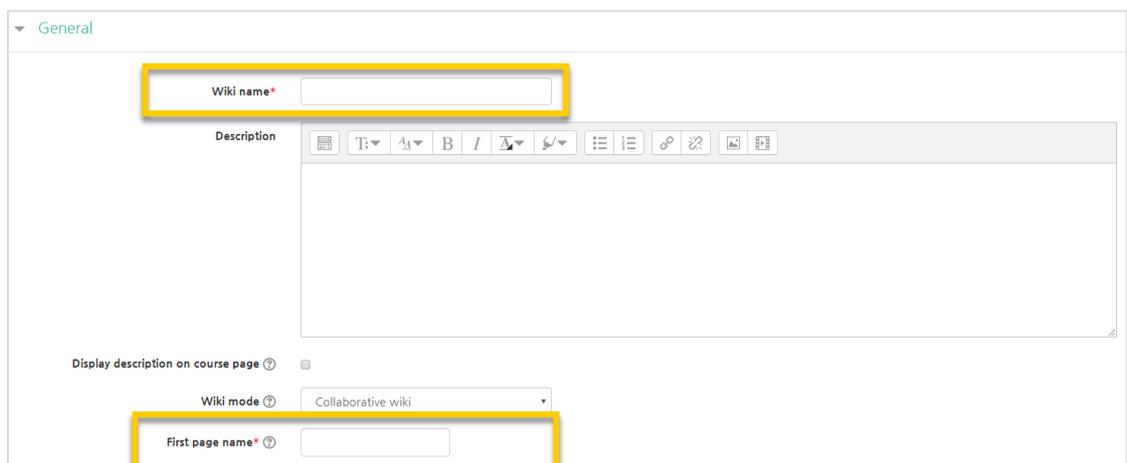
Click "Add Resource/Activity" button around the section where you want to add the Wiki activity.



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 ©

**B** /

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.

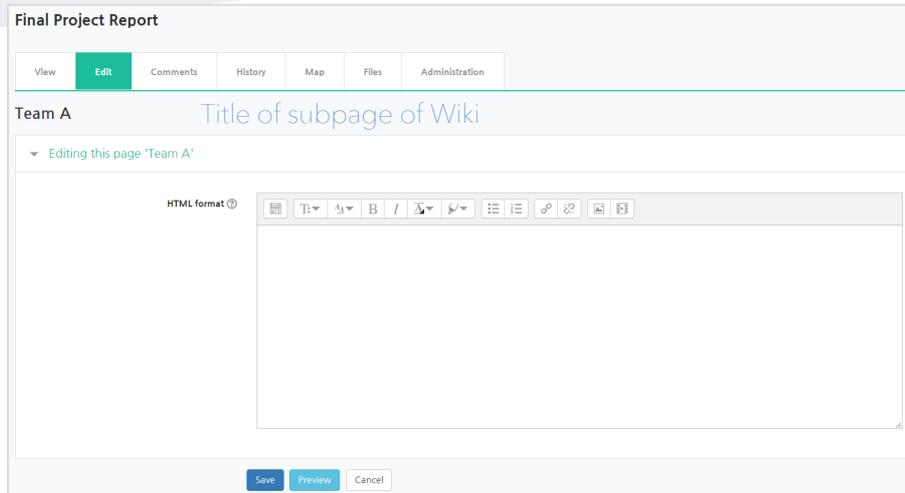
Team A is here: [Team A](#)

Team B is here: [Team B](#)

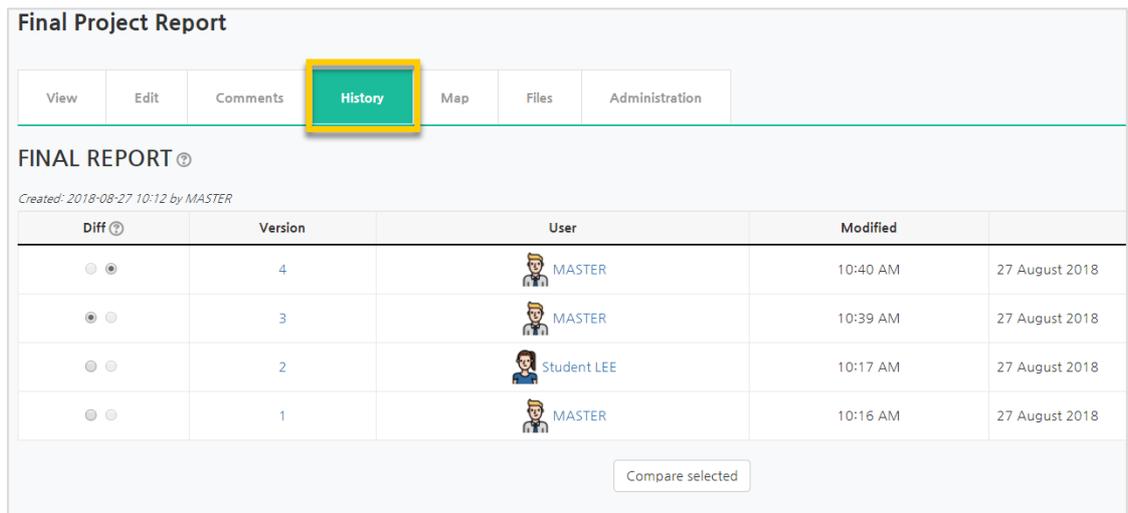
Subpages of Wiki

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

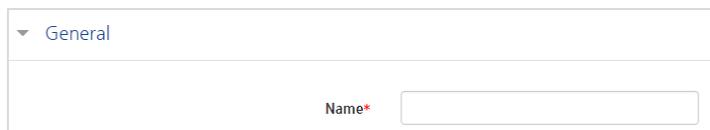
When you have group activities in your course, you can grade groups in various ways: First, you can ask group members to evaluate teammates in the same group. Second, you can ask groups to evaluate other groups in the course. For these kind of evaluations, use "Group Evaluation" activity.

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

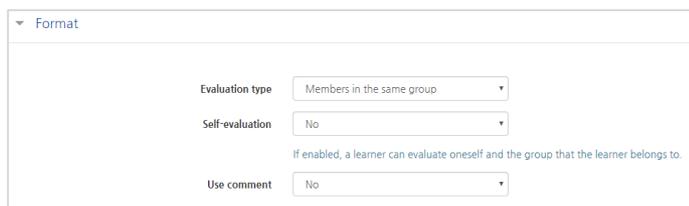
Click "Add Resource/Activity" button around the section where you want to add the Group Evaluation.



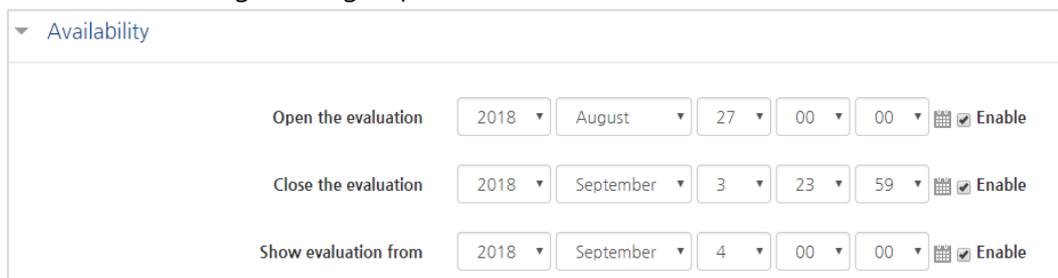
In the opening panel, click "Group Evaluation" button, represented with . Then, in the opening page, enter a name for Group evaluation activity.

A screenshot of the "General" tab in the activity creation panel. It features a dropdown menu labeled "General" and a text input field labeled "Name\*" 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 panel. 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 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 panel. It shows three rows of date and time pickers, each followed by an "Enable" checkbox. The first row is "Open the evaluation" set to 2018, August 27, 00:00. The second row is "Close the evaluation" set to 2018, September 3, 23:59. The third row is "Show evaluation from" set to 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 interface. The main content area displays 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 message box 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 interface. 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:** A text input field containing the placeholder text "Criteria".
- Highest score:** A text input field containing the placeholder text "Highest score".
- Save:** A blue button.
- Close:** A light gray 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.

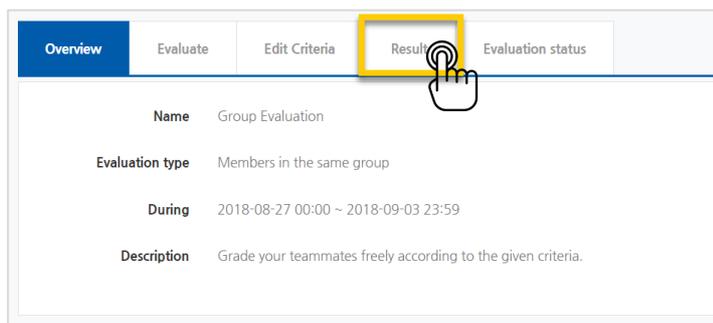
# 7. Check Group Evolution Results

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.



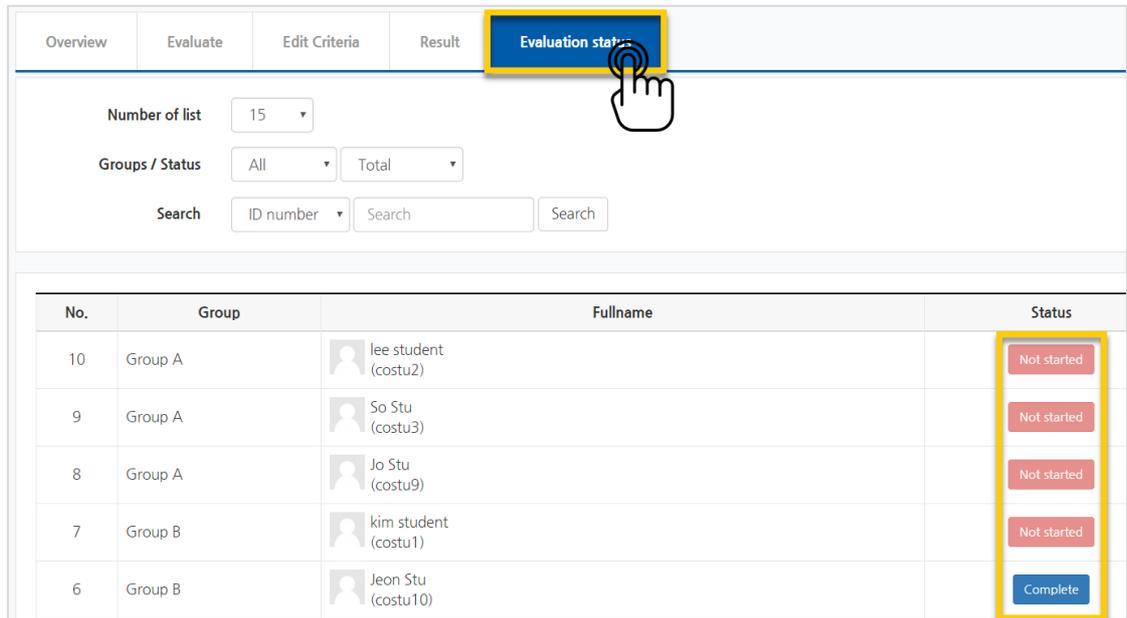
Click "Results" to see the group evolution results.



Here you can see students' all scores given by their teammates. You can also download group evaluation results as an excel file.

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 displays the 'Evaluation status' interface. At the top, a navigation menu includes 'Overview', 'Evaluate', 'Edit Criteria', 'Result', and 'Evaluation status', with the latter highlighted in blue and a hand cursor pointing to it. Below the menu are filter options: 'Number of list' (15), 'Groups / Status' (All, Total), and a search bar (ID number, Search). The main content is a table with columns 'No.', 'Group', 'Fullname', and 'Status'. The table lists five students with their respective group assignments and evaluation statuses. The 'Status' column contains buttons: 'Not started' (red) for students 10, 9, 8, and 7, and 'Complete' (blue) for student 6. A yellow box highlights the 'Status' column.

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