

# GROUP MANAGEMENT

- Access Groups
- Create Groups
- Add or remove members from a Group
- Auto Groups
  
- Using Groups with other NYU Classes features



## Access Groups

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes options like Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Gradebook, Settings, Library Resources, Tests & Quizzes, and Help. The 'Settings' option is highlighted with a red arrow. The main content area shows the 'Site Setup' page for 'Prof Jones 001 2012-2013'. The 'Manage Groups' option is highlighted with a red box and a red arrow pointing to it. The 'Manage Groups' option is part of a menu that also includes 'Edit Site Information', 'Add/Edit Tools', 'Tool Order', 'Add Participants', 'Edit Class Roster(s)', 'Link to Parent Site', 'Manage Access', 'Import from Site', and 'Import from Archive File'.

**My Workspace** Archaeology Fall\_11 ITS webinar 001 Fall\_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

**Site Setup**

Edit Site Information Add/Edit Tools Tool Order Add Participants Edit Class Roster(s)  
**Manage Groups** Link to Parent Site Manage Access Import from Site  
Import from Archive File

**Prof Jones 001 2012-2013**

**Term** 2012-2013

**School**

**Department**

**Location**

**Roster(s) with site access** Pofessor\_Jones\_001\_2012-2013 (Requested)

**Site URL** https://newclasses.nyu.edu:443/portal/site/746158d6-8f08-4979-9863-c05f55a218bd

**Site contact and email** Professor Jones, Jones@nyu.edu

**Available to** Site participants only

**Modification date** Nov 3, 2012 2:54 pm

**Modified by**

**Creation date** Sep 27, 2012 4:07 pm

**Appearance** \*default\*

1. Select **Settings** from the left navigation menu
2. Select **Manage Groups**

## CREATE Groups

### Settings

**Create New Group** Auto Groups

### Group List

There are no groups defined.

Cancel



1. Select **Create New Group**

## CREATE Groups

### Create New Group

Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.

\* Title

Description

### Membership

#### Site Member List

Role: Student  
Role: Teaching Assistant  
Role: Instructor  
Role: Course Site Admin  
Lemay, Katelyn E (kel317)

#### Group Member List



Add

Cancel

2. Enter a title for your group. You may also add a text description.
3. Click **Add** when you are finished

## Add/Remove Group Members

**My Workspace** Archaeology Fall\_11 ITS webinar 001 Fall\_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

**Settings**

Create New Group Auto Groups

**Group List**

Title		Size	Remove?
Group 1	<a href="#">Edit</a>	0	<input type="checkbox"/>
Group 2	<a href="#">Edit</a>	0	<input type="checkbox"/>
Group 3	<a href="#">Edit</a>	0	<input type="checkbox"/>
test	<a href="#">Edit</a>	0	<input type="checkbox"/>

Remove Checked **Cancel**

1. Navigate to **Settings > Manage Groups**
2. Select **Edit** next to the group you wish to add members to

## Add/Remove Group Members

**Settings**

**Create New Group**

Select members of the site member list and add to group. Select members of group list and remove. Click Update to save changes.

• Title

Description

**Membership**

Site Member List	Group Member List
Role: Student Role: Teaching Assistant Role: Instructor Role: Course Site Admin <b>Lemay, Katelyn E (kel317)</b>	

4. Click on the name of a participant, then click on the arrow pointing toward the Group Member list
5. Click update when you are finished.

## Use Groups With Other Features

Once you have set up groups of participants within your course site the following tools can be assigned to groups:

- **Tests & Quizzes**
- **Resource Folders & Items**
- **Assignments**
- **Announcements**
- **Schedule**
- **Forums & Topics**