AT A GLANCE: CONNECT GROUPS

WHAT ARE CONNECT GROUPS?

Connect Groups are spaces in Connect where students can collaborate on work. Each group has its own space with links to tools to help students collaborate, including discussion boards and wikis. Only the instructor and the group members can access the group tools. As an instructor, you can also edit the group properties, including the availability of collaboration tools and group membership.

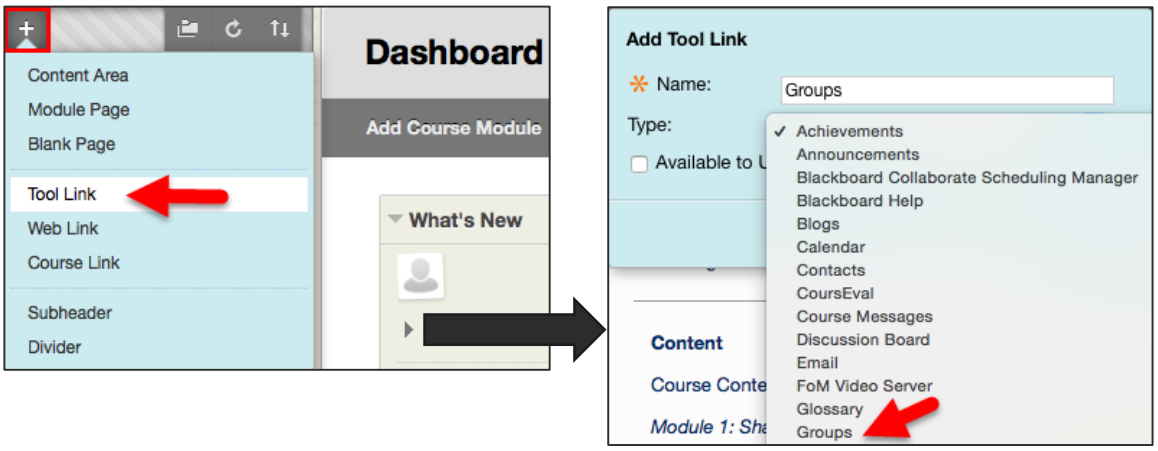
KEY FEATURES

- The File Exchange tool provides a space for Group members to share files. For example, it can be used to distribute meeting notes, guidelines, checklists, rough drafts, and images.
- The Group Discussion Board provides an area where instructors and students can post messages and replies, allowing instructors to encourage conversation about course material outside of the classroom.
- Group Wikis are used to create a collaborative space for Group members to view, contribute, and edit content.
- The Send Email tool allows all members of a course group to send email messages to selected members or to the entire group.

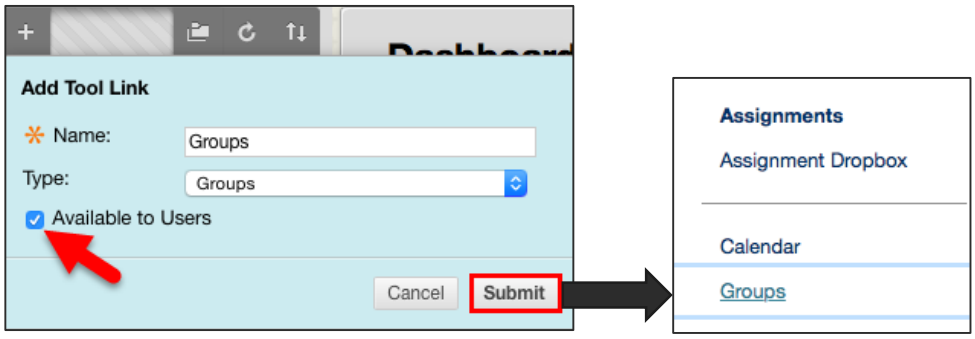
GETTING STARTED

Connect Groups are not part of the Connect template in new Faculty of Education shells, but they can be added as a tool link on the left-hand menu of your course. You can also find them on your left-hand side Course Management menu under the Control Panel and Users and Groups, but a menu link is needed for students to access Groups.

1. **Add Groups as a Tool link on your course menu.** Click on the plus (+) icon on the top left of the screen and select Tool Link. In the Add Tool Link pop-up menu, write Groups. From the Type drop-down menu, find Groups in the list of options.



2. Check the "Available to Users" box to make the tool link visible to students. Click Submit to save your changes. Find the newly added Journals tool link on the left-hand menu of your course.

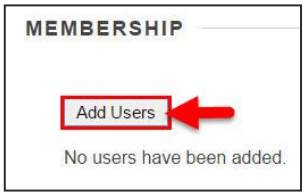


3. From the Groups page, click **Create** and select your preferred **Group Type:** Single Group or Group Set. For a Single Group, you can create a Self-Enroll or Manual Enroll Group.

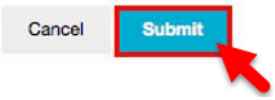
4. **Add a name and a description.** Within the Create Group page, enter a name for the group and instructions in the content editor if desired.

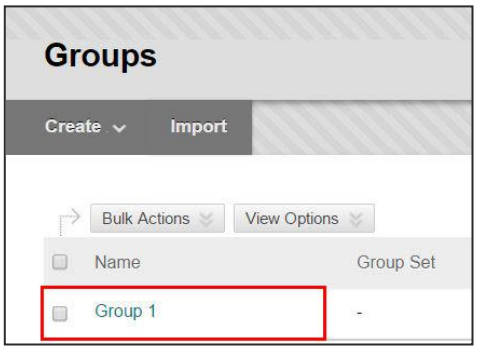
5. **Set the Group settings and the tool availability options**. Select whether you would like to make blogs, discussion boards, email and other tools available to students.

6. **Add group members.** Add students to a group by clicking on the Add Users button under Membership. A pop-up window will show a list of all users in your course. For a Manual Enroll group, check the box next to the users you would like to add from the list and click Submit at the bottom of the pop-up window.



7. **Click Submit to save your changes.**





From within the Groups page, you should now be able to see your newly created group in the list.

For more information on how to edit and manage your groups, please refer to our Manage Connect Groups Quicksheet.