




# Group Manager Fact sheet

The **Group Manager** allows you to setup and manage groups for group activities. The Group manager is part of the Instructor Tools.

 **REMEMBER**

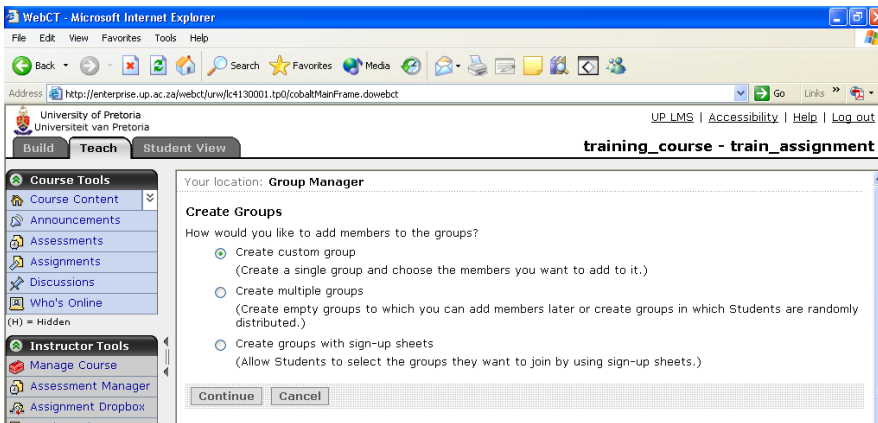
Sign-up sheets: Students will NOT receive a warning message after clicking on the sign-up button. They will be immediately allocated to the group!

## Create Groups

There are three options available to create groups.

1. **Custom groups** – with this function you will create one group at a time.
2. **Multiple groups** – this will create a whole group structure that can be populated by the computer (randomly) or by yourself.
3. **Sign-up sheets** – this creates a group structure and then allows students to add themselves to one group. (The instructor can change it afterwards, but the students cannot).

Step 1: Select the appropriate option and click on Continue.

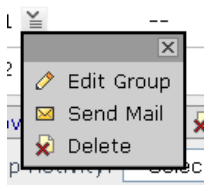


You can set the groups up according to the number of students or the number of groups that you want. The system will indicate how many students you have in the course.

*Remember the demo-student will also be part of the student count!*

Step 2: Follow the instructions on the screen

## Manage Groups




Click on the action link next to a group:


- Select **Edit Group** to change the name, the members or the description of the group.
- Select **Send Mail** to send a Mail message to the students in the group using the clickUP Mail tool.
- Select **Delete** to delete the specific group.

When working with Sign-up sheets: You can also **edit the sign-up sheet** with the action menu.

*Look out:* To create group discussions or chat sessions. Select the groups and click on the "Create Group Activity:" dropdown menu at the bottom. Click on the green arrow to continue.



Dr. Hein Venter from the Computer Science Department used the sign-up sheets to group students for practical classes with their tutors.



Mrs. Daleen Casteleijn from the Occupational Therapy Department used groups to study individual case studies. After discussions the groups had to present their treatment plan to the class.