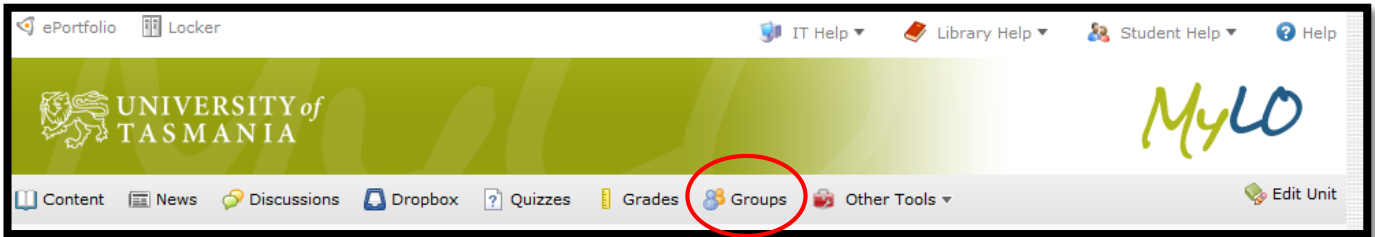
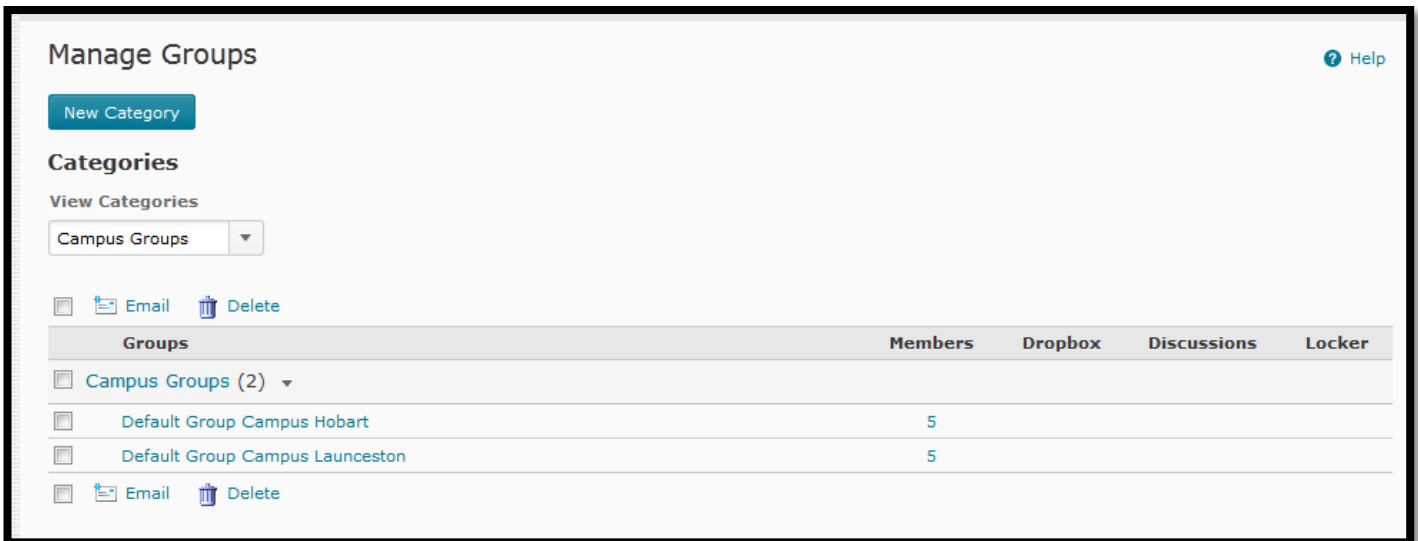


Groups tool introduction

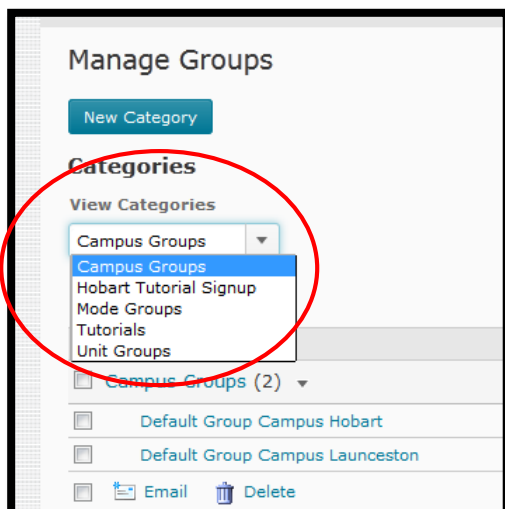
Your groups tool can be found on the toolbar of your MyLO unit as shown below:



When you first click on the Groups tool you will see the first in a list of default groups as shown below.



In this demo example there are two campus groups each with 5 members. This set of two groups (one called Default Group Campus Hobart, one Default Group Campus Launceston) is called a “Category”. To see other categories of default groups you can click the dropbox menu under ‘View Categories’.

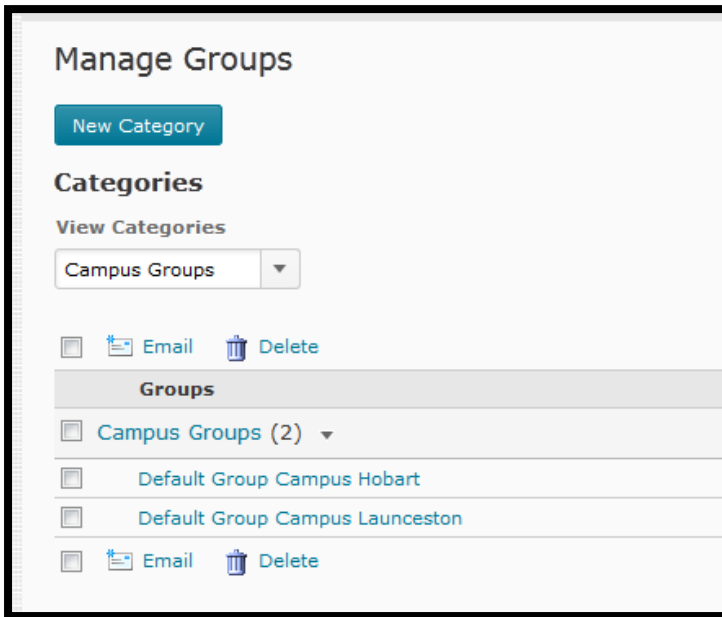


On the left we can see that a number of group categories already exist. These are ones that are copied in from the MyLO Manager tool. The default groups that you will see are:

- Campus groups (one per campus)
- Mode groups (internal and external)
- Unit Groups (one per unit listed in the shell)

Any other sets of groups that you create will also appear in the list (eg, tutorial signups).

The default groups that show when you first enter the tool are the first ones in the list – so you will need to choose your desired groups from the dropbox to view them.



When looking at the groups listed you can see that there are a number of headings.

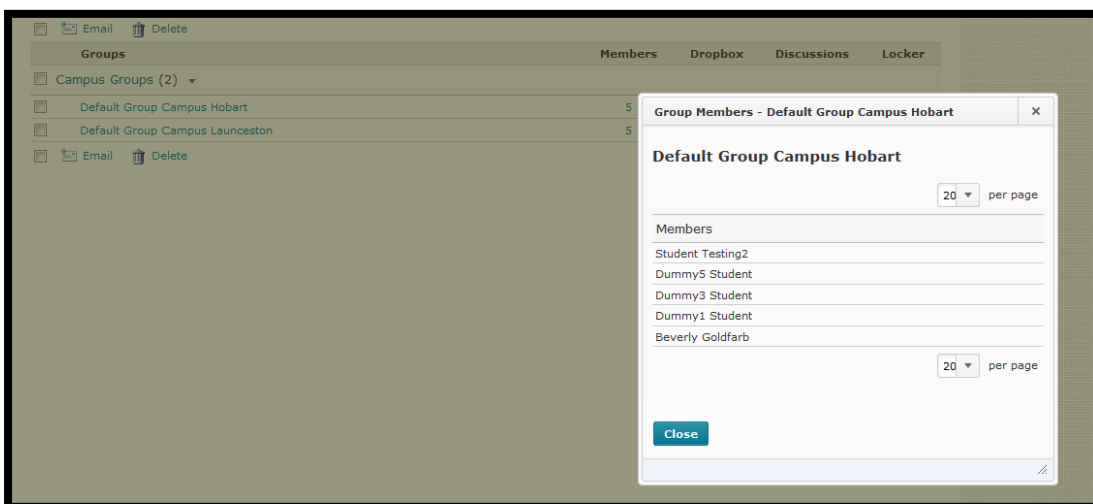
The first column 'Groups' contains the Category name, to the right showing 'Campus Groups' as the category name, then the list of all the groups inside that category of which here there are two.

You can also see that there are two icons for 'Email' and 'Delete'. You can click the checkbox for any group and then click 'Email' to send all the members of that group an email, or click the 'Delete' to delete the selected group or category.

The next column is 'Members' as shown below it is a list of the number of members of each group.



If you click on one of these numbers in the 'Members' column it will pop-up a little window that shows the firstname, lastname of each person in that group.



Above you can see the membership of the group 'Default Group Campus Hobart'. You cannot sort this list nor export, so a later document will go through how to get group lists that are more useful for you from the gradebook. The other columns show any activities linked to those groups.