## **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.

Manage Groups			🕐 Help
New Category			
Categories			
View Categories			
Campus Groups 🔻			
🔲 🄄 Email 🏢 Delete			
Groups	Members Drop	box Discussions	Locker
Campus Groups (2) 🔻			
Default Group Campus Hobart	5		
Default Group Campus Launceston	5		
🗐 🛅 Email 🍈 Delete			

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'.

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	Manage Groups		
	New Category		
	Categories		
/	View Categories		
	Campus Groups 🔻		
	Campus Groups Hobart Tutorial Signup Mode Groups		
	Tutorials Unit Groups		
	Campus Groups (2) 🗸		
	Default Group Campus Hobart		
	Default Group Campus Launceston		
	📄 🔄 Email 🏢 Delete		

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.

Manage Groups		
New Category		
Categories		
View Categories		
Campus Groups		
🔲 🔄 Email 🏢 Delete		
Groups		
Campus Groups (2) 🔻		
Default Group Campus Hobart		
Default Group Campus Launceston		
🔲 🔄 Email 🏢 Delete		

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.

📄 🔄 Email 🏢 Delete	
Groups	Members
Campus Groups (2) 🔻	
Default Group Campus Hobart	5
Default Group Campus Launceston	5
🔲 🔄 Email 🏢 Delete	

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.

🗐 🔄 Email 🏢 Delete	
Groups	Members Dropbox Discussions Locker
Campus Groups (2) 🔹	
Default Group Campus Hobart	5 Group Members - Default Group Campus Hobart ×
Default Group Campus Launceston	5
🖱 🔚 Email 🏢 Delete	Default Group Campus Hobart
	20 v per page
	Members
	Student Testing2
	Dummy5 Student
	Dummy3 Student
	Dummy1 Student
	Beverly Goldfarb
	20 v per page
	Close
	//.

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.