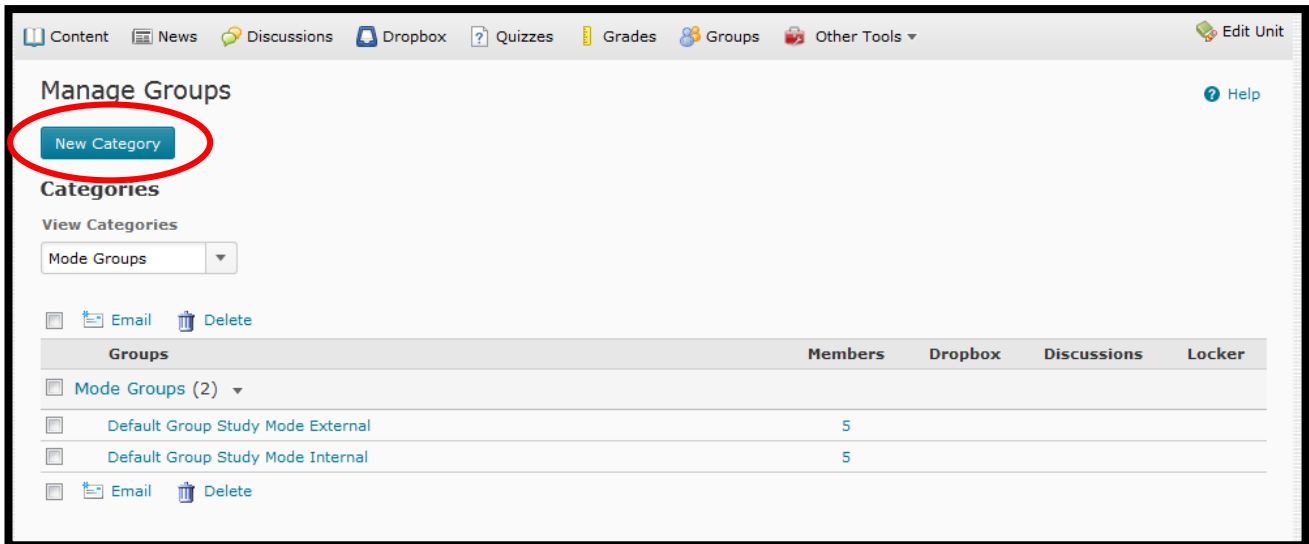


Create groups with randomly allocated members

Please note, before you begin you should be aware that when you create groups with randomly allocated members the MyLO Groups tool does NOT differentiate between campuses, modes, cohorts etc and will allocate every single student in that MyLO shell to a group. If you need to create random groups based on a specific subset of your class – say Hobart students only – you will need to do this manually.

To create groups first head to the Groups tool in the MyLO toolbar.

You will then need to click on the blue “New Category” button as circled below.



When you click the button you will see a new window as shown below.

New Category

Category Information

Category Name *

Description

Enrolment Type

Number of Groups *

Group Prefix

Additional Options

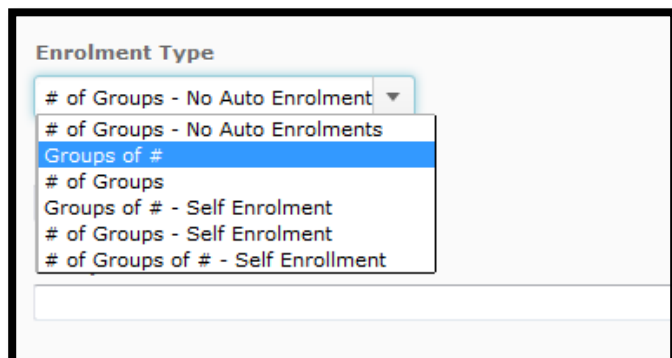
> Expand the additional options

Save Cancel

The first item is the Category Name – this is the name of the SET of groups you are creating, this is the name that appears in the dropdown of the groups tool. Call it something specific and relevant to the set of groups you are about to create.

The description field is optional.

The important thing is the dropdown for ‘Enrolment Type’. The two options you want to look at for creating groups that have randomly allocated members are shown below:



You will want to choose ‘Groups of #’ or ‘# of Groups’. The first will let you decide how many members per group, the other will let you choose how many groups.

When you choose either of those options you will see that the little field below the dropbox asks you for how many groups or how many members per group. Note the following:

If you click **Groups of #** your students will be randomly allocated to groups that have the specified maximum number of members – it will create as many groups as it needs to allocate all of the members of your classlist.

If you click **# of Groups** it will create that number of groups and will evenly divide up all of the members of your MyLO classlist amongst the groups.

To continue – once you have chosen either option above you will need to specify the number of groups to create or the maximum members.

The screenshot shows a form titled 'Enrolment Type'. At the top, there is a dropdown menu set to '# of Groups'. Below it is a text input field for 'Number of Groups *' containing the number '2'. The 'Group Prefix' field contains 'Randomly Allocated Group'. Under the 'Advanced Properties' section, there is a link 'Hide Advanced Properties'. The 'Groups Options' section has two checkboxes: 'Auto-Enrol New Users' (unchecked) and 'Randomise users in Groups' (checked). The 'Additional Options' section has a link 'Expand the additional options'. At the bottom are 'Save' and 'Cancel' buttons.

Here I have chosen to divide all the members of my class into 2 groups.

The field labelled 'Group Prefix' is the default name that will be given to each group created – and each will have a number on the end. This default name can then be changed later if needed. For now type in something default generic.

The 'Advanced Properties' as shown to the left will give you different options depending on what you've chosen, for the two options above you should have the following 'auto enrol new users' and 'randomise users in groups'.

The first option for 'Auto-Enrol New Users' can end up creating new groups with 1 member, so you can keep turned off and manually add new users later if you want more control over where they go.

The option for 'Randomise users in groups' simply shuffles them more than just allocating in numerical order based on whatever order MyLO uses – probably username or lastname. It is checked by default so you can just leave it there if you want truly random users in each group.

The 'Additional Options' will be covered in later documents, for now you can just click 'Save'.

When you click 'Save' you will see your new category and your groups listed as per below:

The screenshot shows a 'Categories' page with a dropdown menu set to 'Random Group Member'. Below the menu are 'Email' and 'Delete' icons. A table lists the groups:

Groups	Members
Random Group Members (2)	
Randomly Allocated Group 1	5
Randomly Allocated Group 2	5

At the bottom, there are 'Email' and 'Delete' icons.

As you can see the following 2 groups were created, and it has split the class members into these two groups. You can edit the membership of the groups or rename any of the groups by clicking on the group name.

See the 'Editing a Group' document for more information.