

Groups

Overview

Groups enable Users to collaborate with each other. Groups usually consist of a smaller group of Users in a Course, such as study groups or project groups. From a Group page, users may:

- send email
- exchange files
- enter discussion Forums
- enter Collaboration Sessions


Find this page

Follow the steps below to open the Group page.

1. Open a Course.
2. Click **Communication** on the Course Menu.
3. Click **Group Pages** from the Communication area.
4. Select the name of a Group.

Functions

The following functions are available from the Group page.

 Note	<p>Note: Instructors may limit which of these functions are available to Groups.</p>
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Function	Description
File Exchange	Share files with Group members.
Group Collaboration	Meet classmates and moderators for real-time discussion or class lessons.
Send Email	Send email to one or all of their group members.
Group Members	The names and email addresses of all Group members appear.

File Exchange

Overview

The File Exchange function allows users within a Group to exchange files. The File Exchange page displays shared files and also includes an option to add files.

Find this page

Follow the steps below to open the File Exchange page.

1. Open a Course.
2. Click **Communication** on the Course Menu.
3. Click **Groups** from the Communication area. Select a Group.
4. Click **File Exchange**.

Functions

Click **Add File** to upload files for Group members to view or modify. Click **Remove** to remove a file. Any user in the Group may remove any file from the File Exchange.

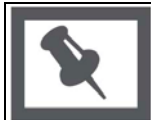
The table below details fields on the Add File page.

Field	Description
File Information	
Title	Enter the title of the file.
File	Enter the location of the file or click Browse and select the file to upload from your computer.

Group Collaboration Sessions

Overview

The Group Collaboration Sessions have all of the same features as those in the Course. All Group members are Session Administrators in Group Collaboration Sessions. Therefore, all Group members can manage sessions and access all of the available tools.



Note

Note: The Collaboration Tools topic includes information on the Collaboration Tool features.

Find this page

Follow the steps below to open the Group Collaboration Session page.

1. Open a Course.
2. Click **Communication** on the Course Menu.
3. Click **Groups** from the Communication area.
4. Click **Collaboration**.

Functions

The table below details the Session Admin features available when managing Group Collaboration Sessions.

To . . .	click . . .
create a new Collaboration Session	Create Collaboration Session. The Create Collaboration Session page opens.
change the name, availability, or tools used during the session	Manage next to the session. The Modify Collaboration Session page appears.
delete a session	Remove next to the session. This action is irreversible.

Create/Modify Collaboration Session

Overview

Group Collaboration Sessions using are created on the Create Collaboration Session page. Groups can schedule sessions for specific dates and times. The Create Collaboration Session page and Modify Collaboration Session page function in a similar manner. The Create Collaboration Session page opens with empty fields while the Modify Collaboration Session page opens an existing session.

Find this page

Follow the steps below to open the Create Collaboration Session page.

1. Click **Communication** on the Course Menu.
2. Select **Groups** from the Communication Center.
3. Click **Collaboration**.
4. Click **Create Collaboration Session** or **Manage**.

Fields

The table below details the fields on the Create Collaboration Session page.

Field	Description
Name Your Session	
Session Name	Enter the name of the new session.
Schedule Availability	
Select Date(s) of Availability	<p>A Start and End date and time for the Collaboration Session can be set but is not required. If these are not selected then the session is always open and available for users.</p> <p>Click the Start After check box to choose a date and time to begin the Collaboration. Select the date by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to begin the session from the drop-down lists.</p> <p>Click the End After check box to choose when the session ends. Select the date by choosing from the drop-down lists next to the date or by clicking the calendar icon and selecting the date. Select the time to end the session from the drop-down lists.</p>
Available	Select Yes to make the session available.
Collaboration Tools	
Choose a collaboration tool for this session	Select Virtual Classroom or Chat .

Group Menu

Overview

Group Collaboration Sessions have additional Session Manager features including a Record menu to create session archives and an End option to end a session. All group members have access to these features.

Record menu

The sessions created in Groups can be recorded and archived. Archive recording can be started, stopped, paused, and un-paused during the session. A session can have more than one archive. The table below details the buttons that appear on the Record menu.

End

This tool ends the Virtual Classroom Session. Click **End** on the Menu Bar to end a session.

Archive

Introduction

The Archive Properties page allows Group members to change the name and availability of an Archive session.

Find this page

Follow the steps below to open the Archive Properties page.

1. Click **Communication** on the Course Menu.
2. Select **Groups** from the Communication Center.
3. Click Collaboration.
4. Click **Archives** next to a Collaboration Session.
5. Select **Manage**.

Functions

The table below describes the functions available on this page.

Field	Description
Edit Archive Name	
Archive Name	Enter or modify the name of the archive.
Availability to Users	
Available	Select Yes and group users can view this archive.