

# ulwazi

## USING PEOPLE TOOL TO CREATE GROUPS AND ASSIGN STUDENTS

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# INTRODUCTION

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Groups are used as a tool where students can work together on group projects, assignments and discussions

# PEOPLE TOOL

FYE MENTORS > People

← Student view

- Home
- Modules
- Rubrics
- People**
- Chat
- Conferences
- Assignments
- Studio
- Files
- Grades

1. Click People tool
2. Then Go to Group

Everyone Groups

Search people All roles

⋮

**+ Group set**

**+ People**

90 invitations haven't been accepted. Resend

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
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# CREATE GROUPS MANUALLY

You can *select any* of these options.

Then click **Save**

Here I have chosen I'll create groups later

### Create Group Set ×

Group Set Name

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Self sign-up  Allow self sign-up ?  
 Require group members to be in the same section

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Group structure  Split students into  groups  
 Split students into groups with  students per group  
 I'll create groups later

# CREATE GROUPS MANUALLY

Your group set will now have its own tab. If you selected the option to create groups manually, select the new group tab and then click on + Group

Home

Modules

Rubrics

People

Chat

Conferences

Assignments

Studio

Files

Grades

Announcements

Discussions

Quizzes

Outcomes

Collaborations

Everyone

O-week Groups

+ Group set

+ Import

+ Group

Unassigned Students (586)

Search users

Abongile Mankonkwana	+
Akhona Khumalo	+
Akhona Ntsume	+
Alizwa Thwala	+
Trymore Aloni	+
Alwande Monyanyedi	+
Ammaarah Darsot	+
Amogelang Lebotse	+
Anda Molisi	+

Groups (0)

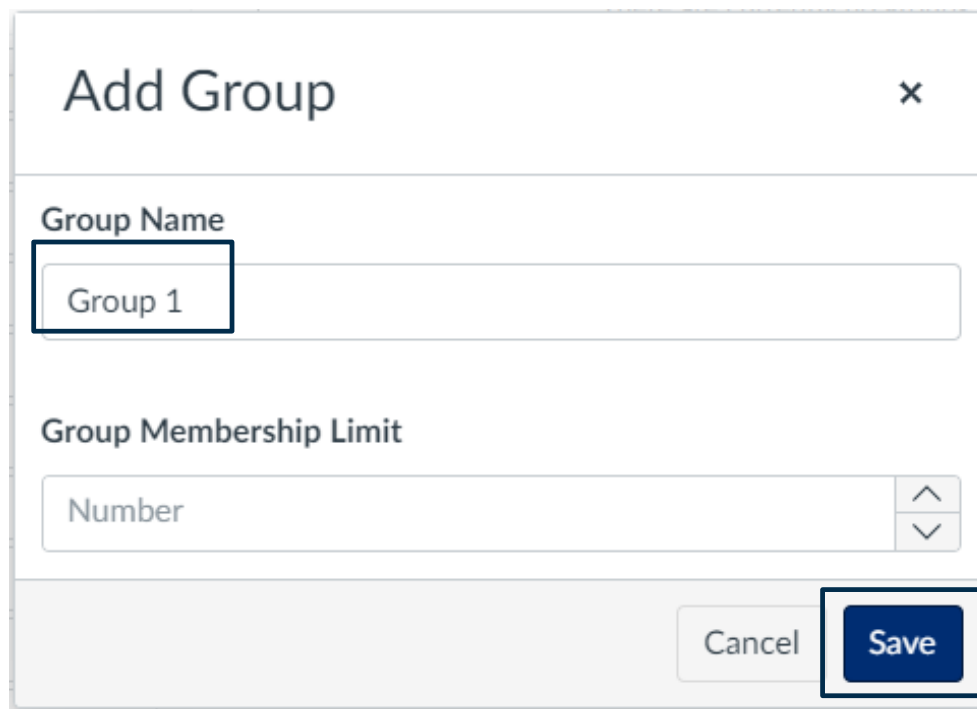
There are currently no groups in this group set. Add a group to get started.

# CREATE GROUPS MANUALLY

Give this group a name (e.g. Group 1)

Set a group maximum if you wish

Then click on Save. Repeat this step until you have created all the groups you need.



The screenshot shows a modal dialog box titled "Add Group" with a close button (X) in the top right corner. The dialog contains two input fields. The first field is labeled "Group Name" and contains the text "Group 1". The second field is labeled "Group Membership Limit" and contains the text "Number". At the bottom of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red box.

# CREATE GROUPS MANUALLY

View of groups created

The screenshot displays a user interface for managing groups. On the left is a navigation menu with items: Home, Modules, Rubrics, People (highlighted), Chat, Conferences, Assignments, Studio, Files, Grades, Announcements, Discussions, Quizzes, Outcomes, and Collaborations. The main content area has tabs for 'Everyone' and 'O-week Groups', with a '+ Group set' button in the top right. Below the tabs are buttons for '+ Import', '+ Group', and a vertical ellipsis. The 'Unassigned Students (586)' section contains a search bar and a list of student names with plus icons: Abongile Mankonkwana, Akhona Khumalo, Akhona Ntsume, Alizwa Thwala, Trymore Aloni, Alwande Monyanyedi, Ammaarah Darsot, Amogelang Lebotse, and Anda Molisi. The 'Groups (4)' section, highlighted with a red box, lists four groups: Group 1, Group 2, Group 3, and Group 4, each with '0 students' and a vertical ellipsis icon.

# CREATE GROUPS MANUALLY

Drag and drop students into their appropriate groups

The screenshot displays a user interface for managing groups. On the left is a sidebar with navigation links: Home, Modules, Rubrics, People (highlighted), Chat, Conferences, Assignments, Studio, Files, Grades, Announcements, Discussions, Quizzes, Outcomes, and Collaborations. The top navigation bar shows tabs for 'Everyone' and 'O-week Groups', along with a '+ Group set' button. Below the tabs are '+ Import', '+ Group', and a menu icon. The main content area is divided into two columns: 'Unassigned Students (586)' and 'Groups (4)'. The 'Unassigned Students' column contains a search bar and a list of student names, each with a three-dot menu icon and a plus sign. The 'Groups' column shows four groups, each with a plus sign, a name, '0 students', and a three-dot menu icon. A blue arrow points from the student 'Abongile Mankonkwana' in the unassigned list to 'Group 1' in the groups list.

Unassigned Students (586)	Groups (4)
<input type="text" value="Search users"/>	
⋮ Abongile Mankonkwana	▶ Group 1 0 students ⋮
⋮ Akhona Khumalo +	▶ Group 2 0 students ⋮
⋮ Akhona Ntsume +	▶ Group 3 0 students ⋮
⋮ Alizwa Thwala +	▶ Group 4 0 students ⋮
⋮ Trymore Aloni +	
⋮ Alwande Monyanyedi +	
⋮ Ammaarah Darsot +	
⋮ Amogelang Lebotse +	
⋮ Anda Molisi +	



# CREATE GROUPS MANUALLY

View of groups created with students added

Everyone O-week Groups + Group set

+ Import + Group ⋮

**Unassigned Students (578)**

Search users

- Anda Molisi +
- Andile Mangwana +
- Andile Mthimkhulu +
- Andiswa Molangathi +
- Anele Dladla +
- Anele Satsha +
- Anelisiwe Siteto +
- Angel Mthembu +

**Groups (4)**

▼ Group 1	2 students	⋮
<div><span>⋮ Abongile Mankonkwana ⋮</span> <span>⋮ Trymore Aloni ⋮</span></div>		
▶ Group 2	2 students	⋮
▶ Group 3	2 students	⋮
▶ Group 4	2 students	⋮

## AFTER GROUPS HAVE BEEN CREATED

**You can now create group assignments or group discussions within Ulwazi.**

### **Please Note:**

With group assignments, only one student in the group has to submit the assignment. When grading the assignment in SpeedGrader, it will show the Group names instead of the student names.

Once you give the group a grade, everyone in that group will see the grade and the comments.

Each group will also have its own Ulwazi homepage where they can collaborate on projects and communicate with other group members within their group homepage

# AFTER GROUPS HAVE BEEN CREATED

Home  
Modules  
Rubrics  
People  
Chat  
Conferences  
Assignments  
Studio  
Files  
Grades  
Announcements  
Discussions  
Quizzes  
Outcomes  
Collaborations  
Syllabus  
Pages  
Settings

Everyone O-week Groups + Group set

+ Import + Group

Unassigned Students (578)

Search users

- Anda Molisi +
- Andile Mangwana +
- Andile Mthimkhulu +
- Andiswa Molangathi +
- Anele Dladla +
- Anele Satsha +
- Anelisiwe Siteto +
- Angel Mthembu +
- Thero Aphone +
- Arthur Chuma +
- Asemahle Mazamelela +
- Asiphile Hlophe +
- Acnath Rammai +

Groups (4)

- Group 1 2 students
  - Abongile Mankonkwana
  - Trymore Aloni
- Group 2 2 students
- Group 3 2 students
- Group 4 2 students

Visit Group Homepage  
Edit  
Delete

Each group will also have its own Ulwazi homepage where they can collaborate on projects and communicate with other group members within their group homepage.