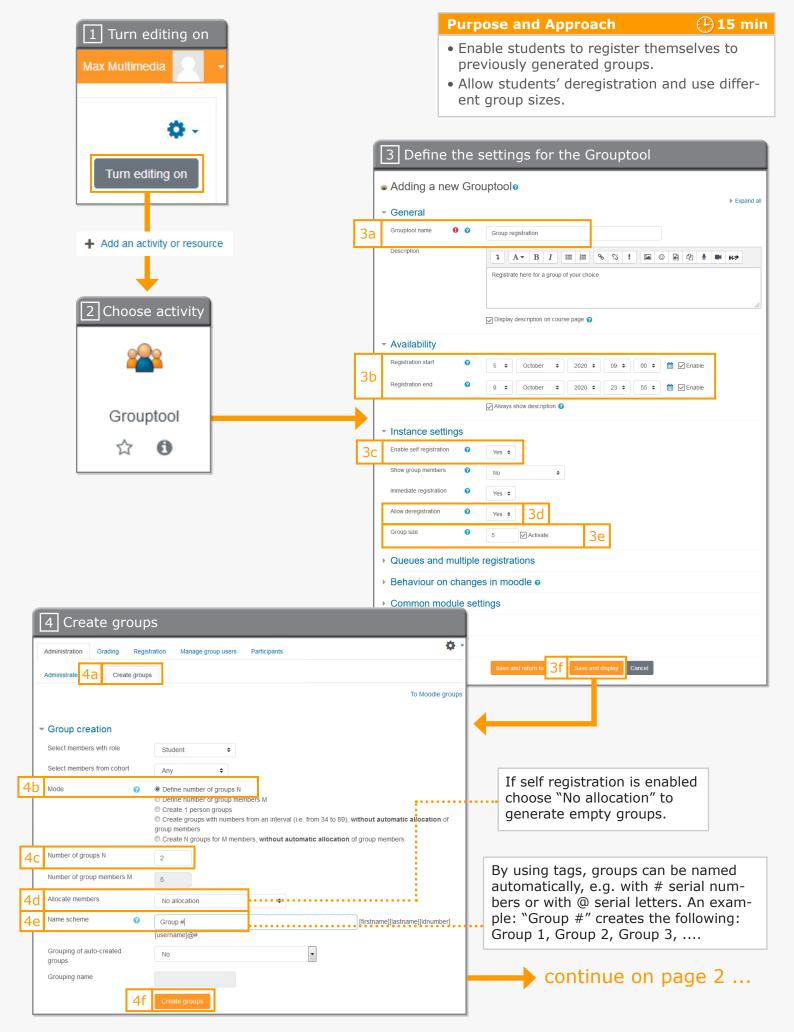


Grouptool: Preparation



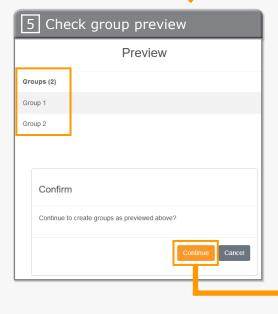


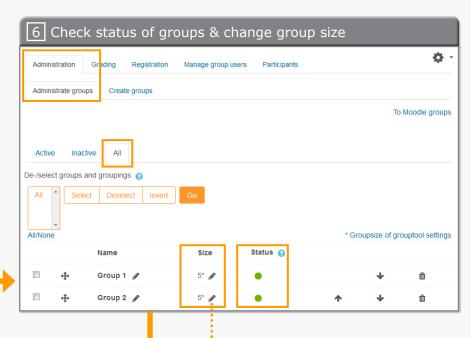


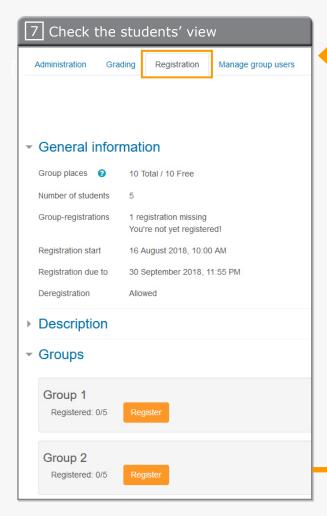
Grouptool: Preparation

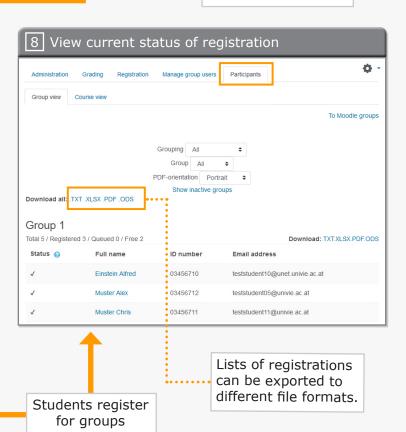












You can change the

group size via the pencil icons.



Grouptool: Preparation



Short description of the procedure

- 1. Activate the button "Turn editing on" on the top right of the course and then click in the preferred topic on "Add an activity or resource".
- 2. Choose "Grouptool" in the tab "Activities". The settings form for the new Grouptool opens automatically.
- 3. First enter a name for your Grouptool [3a]. Then define a registration start date and an end date under "Availability" [3b]. Enable the self registration under "Instance settings" [3c]. With "Allow deregistration" [3d] you enable students to deregister from groups or change to other groups. If you want to define group sizes activate the checkmark next to "Activate" and enter the prefered group size [3e]. If you prefer individual group sizes you can enter the desired values under the tab "Administration / Administrate groups / All" after the Grouptool is created (see figure 6). When finished click "Save and display" [3f].
- 4. The Grouptool has been created successfully but there are no groups allocated to it yet. Therefore click on the tab "Administration" and then "Create groups" [4a]. In our example we want to generate two groups: "Group 1" and "Group 2". For this set the "Mode" on "Define number of groups N" [4b] and the "Number of groups N" on the value "2" [4c]. For "Allocate members" choose "No allocation" [4d] to create empty groups for self-registration. Then define the "Name scheme" [4e]. With the hash-tag (#) serial numbers will be generated, i.e. for "Group #" the following will be created: "Group 1", "Group 2", etc. Finally click "Create groups" [4f].
- 5. Check the preview of the group sizes and names. To proceed click "Continue".
- 6. Click on the tab "Administration" and then on the subtab "Administrate groups". You can see both groups in the submenu "All". In the column "Status" active groups are marked green. By clicking on the pencil icons in the column "Size" the group sizes can be defined individually.
- 7. To see a preview of the registration click on the tab "Registration".
- 8. To see the current status of the students' registration click on the tab "Participants". In this view you also can export the registration lists in several file formats.

