

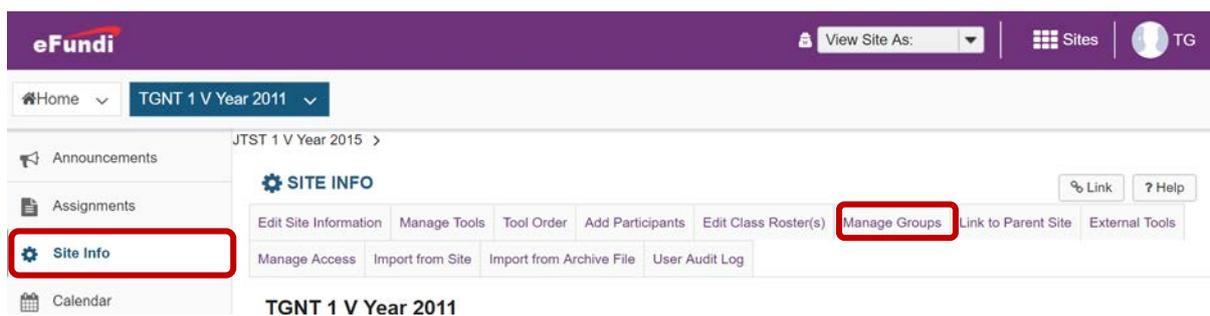
eFundi Tutorial: eFundi Groups



Once students have been added as participants to the site, you can create different groups on your site depending on your needs. Reasons for creating groups include the following:

- To split the class according to languages;
- To split the class according to lecturer (in cases where more than one lecturer presents the same module);
- To split the class according to mode of delivery (e.g. distance and contact groups)
- To release different assignments/tests/forums/forum topics to different groups of students (especially when you need to split a very large class into smaller groups to help with grading OR to grant second opportunities to submit work); and
- For when you are going to give group assignments that they must submit as a group.

To get started, navigate to **Site Info** and select the **Manage Groups** option.



The following topics will be addressed in this tutorial:

[Create/edit/remove groups](#)

[Create joinable sets](#)

[Auto Groups](#)

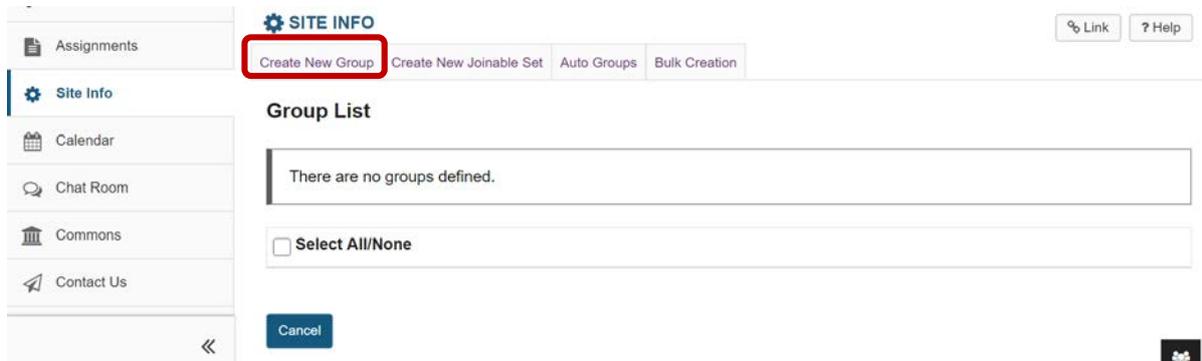
[Create groups using IMPORT FROM FILE](#)

[Need help?](#)

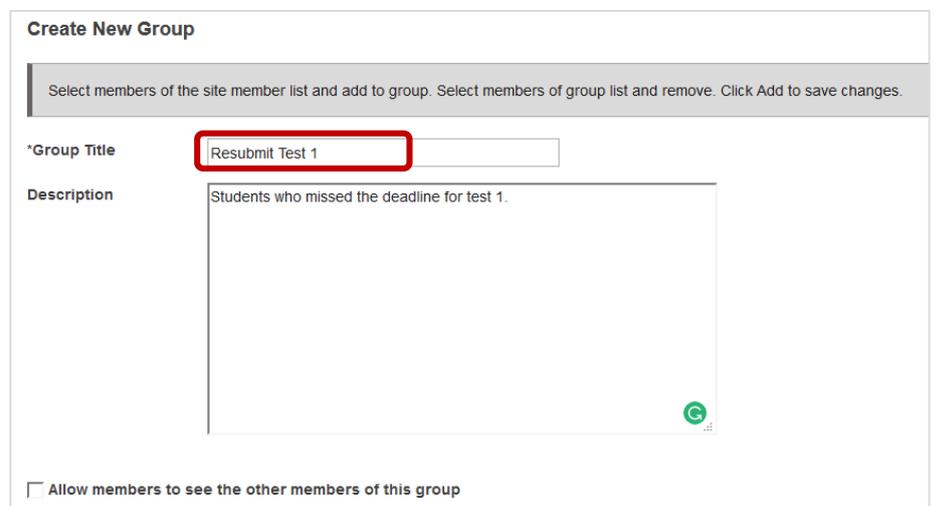
Create/edit/remove groups

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To create groups, click on the **Create New Group** Tab.



In the **Title** field, enter a title for your group. You may also add a text description.

A screenshot of the 'Create New Group' form. At the top, it says 'Create New Group' and provides instructions: 'Select members of the site member list and add to group. Select members of group list and remove. Click Add to save changes.' The form has two main sections: '*Group Title' and 'Description'. The title field contains the text 'Resubmit Test 1' and is highlighted with a red box. The description field contains the text 'Students who missed the deadline for test 1.' At the bottom of the form, there is a checkbox labeled 'Allow members to see the other members of this group' which is currently unchecked.

At the bottom of the screen, select a site participant or role to add to the group and use the arrow key to move them to the new group. Repeat this step until you've added all the members you wish to the group. To select more than one member at a time, hold down the Ctrl key (in Windows) or the Command key (in Mac OS X), and select the members you wish to add.

When you're finished selecting all the group members, click **Add**.

Membership

Site Member List

- Role: Dosent
- Role: Instructor
- Role: Student
- Role: Teaching Assistant
- Phyllis, () (@gmail.com)
- Test, Test (s80)
- YUNNA CASIM, LEBOWANG LETAANE ()

Select the name of the student here

Click the arrow to move to group

>

<

>>

<<

Use these double arrows to move All members at once.

Group Member List

CASIM, YUNNA ()

LETAANE, LEBOWANG ()

Names of group members listed here

Add
Cancel

To edit the group, click on the name of the group, make the changes and click the update button.

CREATE NEW GROUP CREATE NEW JOINABLE SET AUTO GROU

Group List

Group Title	Joinable Set	Size (Max)
Resubmit Test 1	---	2

Remove Checked Cancel

➔

Update
Cancel

To remove a group, click on the **checkbox** next to the group name to let a tick mark appear, then click **Remove Checked**. When prompted, confirm that you want to delete the group.

Group List

Group Title	Joinable Set	Size (Max)	Members	<input checked="" type="checkbox"/> Select All/None
Resubmit Test 1	---	2	YUNNA CASIM, LEBOWANG LETAANE	<input checked="" type="checkbox"/>

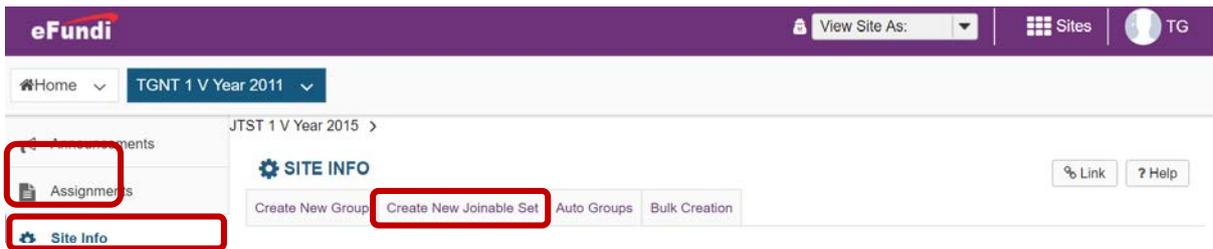
Remove Checked
Cancel

Joinable Sets

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Joinable sets consist of groups that students can choose to join. Each group in a set begins with the set name and ends with a unique number. An individual can join one group per set.

Navigate to **Site Info**, select the **Manage Groups** option and the select the **Create new joinable set** tab.



Provide a **set name**. In this example, the set is for students to work in groups for an assignment.

Complete the rest of the form then click the **Add** button to finish creating your set.

Tip: examples of groups that can be created in a joinable set include: students working together on an assignment.

Create Joinable Set

Joinable sets consist of automatically created groups that users can elect to join unique number. An individual can join one group per set.

* Set name:

* Number of groups:

* Max members per group:

Allow user to see group membership before joining

Allow members to see the other members of these groups after joining

Allow members to unjoin (leave) groups in this set after joining

How do students join a group? They must navigate to **Site Info**, then click on the **Groups you can join** bar. Once the different groups are displayed the student clicks on the **Join** button for the group they wish to join.

- [Site Info](#)
- [Syllabus](#)
- [Resources](#)
- [Lessons](#)
- [Calendar](#)
- [Announcements](#)
- [Forums](#)
- [Assignments](#)
- [Tests & Quizzes](#)

Term Year 2015

Site URL <http://v-dsakai-dev-lnx1.nwu.ac.za:8080/portal/site/bd7bb311-4697-4b65-9e36-b63fce1e1bd5>

Site contact and email ELNE VAN NIEKERK, Elne.VanNiekerk@nwu.ac.za

LaTeX Disabled

Site Description

Welcome to ABCD 111! In this module we will be looking at all these amazing stuff! Cl... [\(More\)](#)

Groups you can join

Title	Joinable Set	Size (Max)	Members	Join
Assignment 1 Groups 1	Assignment 1 Groups	0 (2)		<input type="button" value="Join"/>
Assignment 1 Groups 2	Assignment 1 Groups	0 (2)		<input type="button" value="Join"/>
Assignment 1 Groups 3	Assignment 1 Groups	0 (2)		<input type="button" value="Join"/>

Auto Groups

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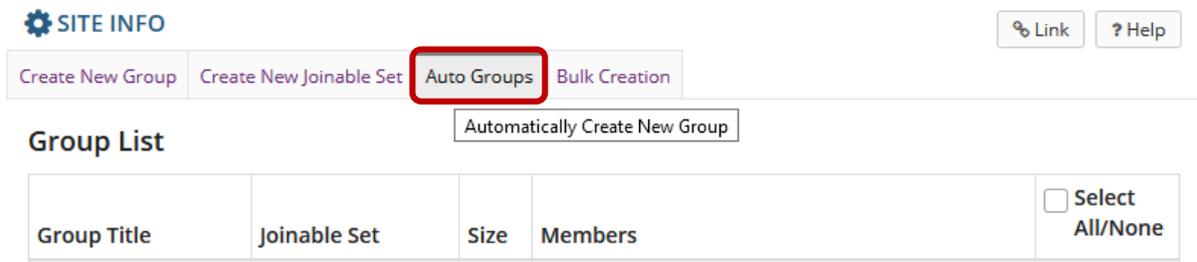
Use the Auto Groups function to save time and allow eFundi to sort your students in groups automatically.

On eFundi, Go to SITE INFO, Choose MANAGE GROUPS option



The screenshot shows the eFundi interface. At the top, there is a purple header with the eFundi logo, a 'View Site As:' dropdown, and 'Sites' and 'TG' icons. Below the header, there is a navigation bar with 'Home' and 'TGNT 1 V Year 2011'. A sidebar on the left contains links for 'Announcements', 'Assignments', 'Site Info' (highlighted with a red box), 'Calendar', 'Chat Room', and 'Commons'. The main content area is titled 'SITE INFO' and includes a 'JTST 1 V Year 2015' breadcrumb. Below this, there are several tabs: 'Edit Site Information', 'Manage Tools', 'Tool Order', 'Add Participants', 'Edit Class Roster(s)', 'Manage Groups' (highlighted with a red box), 'Link to Parent Site', and 'External Tools'. Underneath these tabs are 'Manage Access', 'Import from Site', 'Import from Archive File', and 'User Audit Log'. The main content area displays 'TGNT 1 V Year 2011' with 'Term: Year 2011' and 'Roster(s) with site access: TGNT_1_V_Year 2011 (Requested)'.

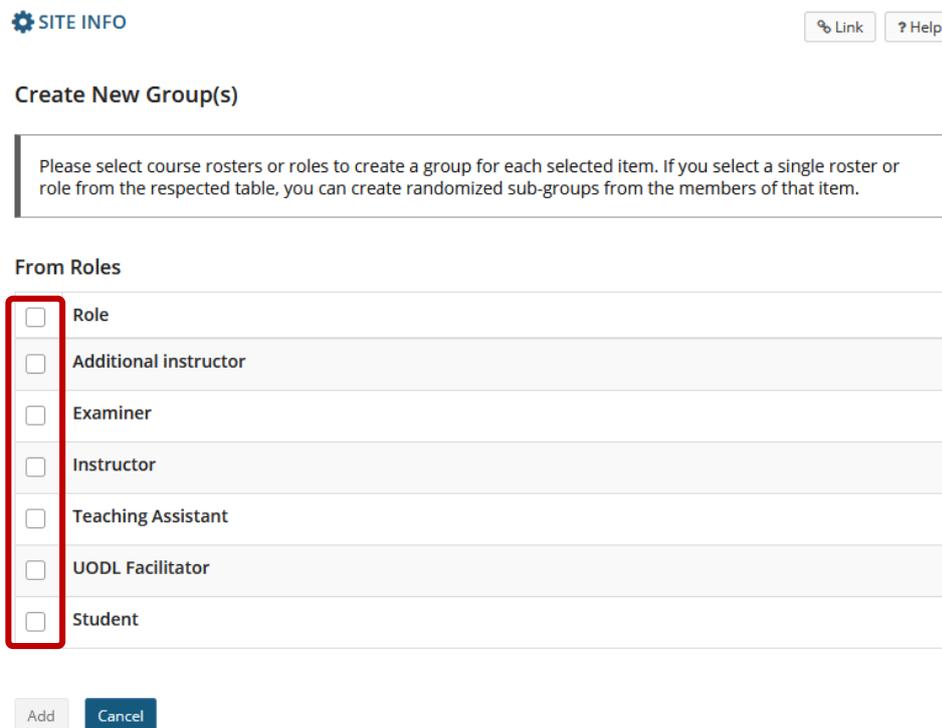
In MANAGE GROUPS, Choose the AUTO GROUPS option



The screenshot shows the 'SITE INFO' page with the 'Manage Groups' tab selected. Below the tabs, there are four buttons: 'Create New Group', 'Create New Joinable Set', 'Auto Groups' (highlighted with a red box), and 'Bulk Creation'. Below these buttons is a 'Group List' section with a button 'Automatically Create New Group'. The 'Group List' is a table with the following structure:

Group Title	Joinable Set	Size	Members	<input type="checkbox"/> Select All/None
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In the next window choose for which **ROLE** you would like to create auto groups. If it is for your students, choose **STUDENTS**. Note that you can choose more than one role.



The screenshot shows the 'Create New Group(s)' page. At the top, there is a 'SITE INFO' header with 'Link' and 'Help' buttons. Below the header, there is a section titled 'Create New Group(s)' with a text box containing the following instructions: 'Please select course rosters or roles to create a group for each selected item. If you select a single roster or role from the respected table, you can create randomized sub-groups from the members of that item.' Below this text box is a section titled 'From Roles' with a list of roles, each with a checkbox: 'Role', 'Additional instructor', 'Examiner', 'Instructor', 'Teaching Assistant', 'UODL Facilitator', and 'Student'. The 'Role' checkbox is highlighted with a red box. At the bottom of the page, there are 'Add' and 'Cancel' buttons.

Once you have chosen your role a dropdown will appear. Choose if you would like to create a separate group for each role selected OR to create random groups from members with selected role(s).

Note: For auto groups for your students, select the second option.

The screenshot shows a form with a 'Student' role selected in a dropdown menu. Below it, there are two radio button options: 'Create a separate group for each role selected.' and 'Create random groups from members with selected role(s)'. The second option is selected. Underneath, there are two sub-options: 'Split by number of groups needed' (selected) and 'Split by number of users needed per group'. The 'Split by number of groups needed' option has two input fields: '* Group Title' and '* Number of groups'. At the bottom, there are 'Add' and 'Cancel' buttons.

Another dropdown menu will appear with two more options to choose from. In these option you get to choose how you would like to split your class into groups:

Option 1: Split by number of groups needed

The screenshot shows the same form as above, but with the 'Split by number of groups needed' option selected. The 'Group Title' and 'Number of groups' input fields are highlighted with a red box.

If chosen, specify the **Group Title(s)**, e.g. Forum Discussion Group

Also choose **the number of groups** you would like. eFundi will divide the groups as evenly as possible by allocating students randomly to their groups.

When finished, click on Add.

The screenshot shows the 'Add' and 'Cancel' buttons at the bottom of the form. The 'Add' button is highlighted with a red box.

Your newly created groups will be displayed:

 SITE INFO Link Help

[Create New Group](#) [Create New Joinable Set](#) [Auto Groups](#) [Bulk Creation](#)

Group List

Group Title	Joinable Set	Size	Members	<input type="checkbox"/> Select All/None
Forum Discussion Group-1	---	3	ETTIENNE JORDAAN, SUZAN LAUBSCHER, JAN-PAUL VILJOEN	<input type="checkbox"/>
Forum Discussion Group-2	---	5	Lizzy Botha, TUMI KHUNOU, VANESSA OLIVIER, Test Test, ELNE VAN NIEKERK	<input type="checkbox"/>
Forum Discussion Group-3	---	3	EVANGELINE BALLIES, TG NYAKANE, Test Test	<input type="checkbox"/>

Note: Notify your students to view their access to groups in the Site Info tool on their own sites.

Tip: Activate the Messages tool and advise your students to use it to reach out to group members. Students will be able to send messages directly to all those in their group.

Option 2: Split by number of users needed per group

Create a separate group for each role selected.

Create random groups from members with selected role(s).

Split by number of groups needed

Split by number of users needed per group

* Group Title

* Number of users per group

If chosen, specify the **Group Title(s)**, e.g. Forum Discussion Group.

Also choose **the number of users per group** you would like. eFundi will divide the groups as evenly as possible by allocating users randomly to their groups.

When finished, click on Add.

Your newly created groups will be displayed:

Group Title	Joinable Set	Size	Members	<input type="checkbox"/> Select All/None
Forum Discussion Group-1	---	4	ETTIENNE JORDAAN, VANESSA OLIVIER, Test Test, JAN-PAUL VILJOEN	<input type="checkbox"/>
Forum Discussion Group-2	---	4	EVANGELINE BALLIES, TUMI KHUNOU, SUZAN LAUBSCHER, Test Test	<input type="checkbox"/>
Forum Discussion Group-3	---	3	Lizzy Botha, TG NYAKANE, ELNE VAN NIEKERK	<input type="checkbox"/>

Notice that that not all groups have the same amount of users per group. These are the exceptions for which there was not enough users to form one group of their own.

Note: Notify your students to view their access to groups in the Site Info tool on their own sites.

Tip: Activate the Messages tool and advice your students to use it to reach out to group members. Students will be able to send messages directly to all those in their group.

Create groups using IMPORT FROM FILE

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Use the IMPORT FROM FILE option to create groups from a formatted list that you can import.

On your computer, prepare the excel file for import to eFundi

Option: Download your class list in excel format from VARSITE (in some faculties this function is executed by assistants or administrative personnel).

Format your excel file so that it contains only two columns:

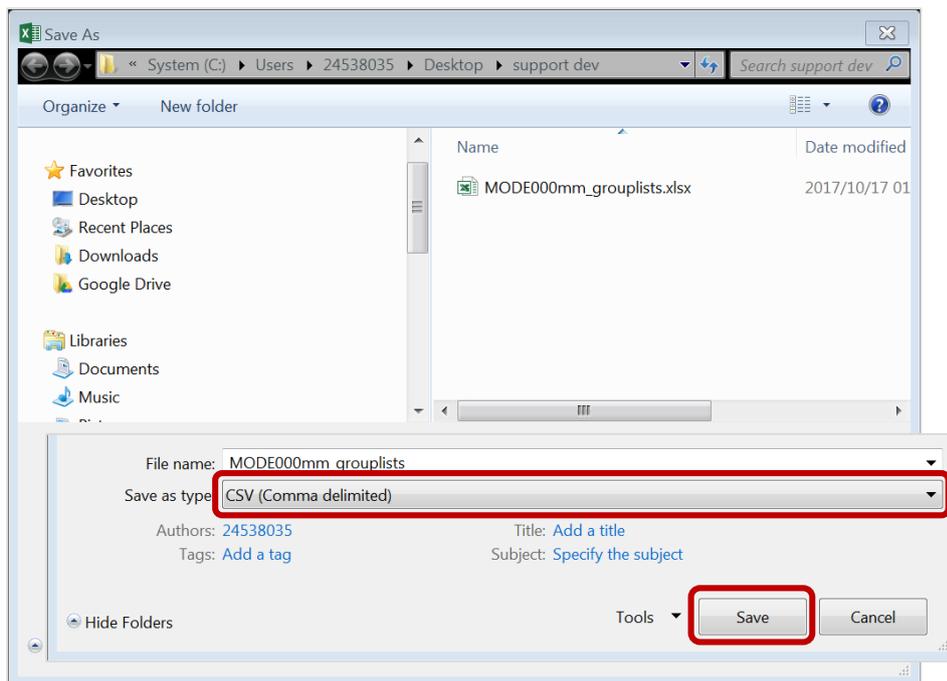
	A	B	C	D
1	Distance Students	12345678		
2	Distance Students	23456789		
3	Distance Students	34568912		
4	Distance Students	45678912		
5	Distance Students	56891234		
6	Contact Students	67891234		
7	Contact Students	78912345		
8	Contact Students	89123456		

Do not include a row of at the top for column headers.

Column A: Group title

Column B: Username/student numbers

After formatting the excel file, SAVE AS CSV file



From the dropdown list next to SAVE AS TYPE, choose CSV

Click SAVE

On eFundi, Go to SITE INFO, Choose MANAGE GROUPS option

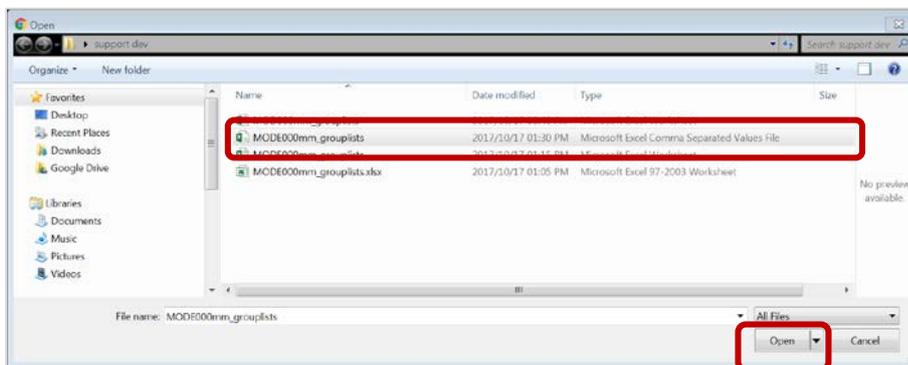


In **MANAGE GROUPS**, Choose the **IMPORT FROM FILE** option



Click on **CHOOSE FILE** or **BROWSE** to browse and select the relevant file from your computer.

On your computer -



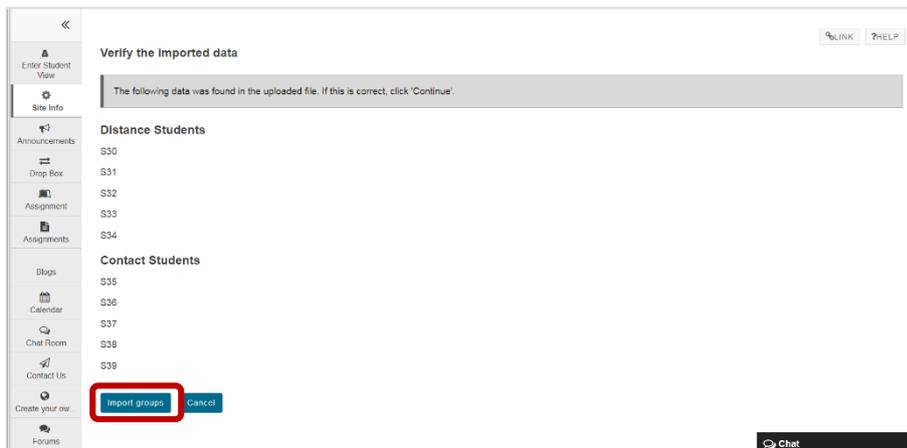
Find and select your formatted grouplist CSV (Comma Separated Values) File

Click **OPEN**

The file will now be uploaded to eFundi.

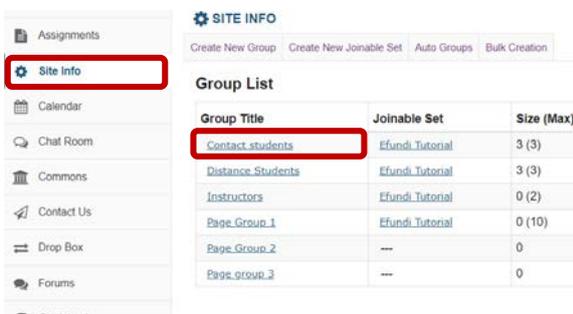
Click on **CONTINUE**

Verify the imported data



(S30-S39 represents students in this example)

Click **IMPORT GROUPS** to finalise the group creation



You will be able to view the groups and members in SITE INFO > MANAGE GROUPS.

Need help?

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You can make use of the Sakai based Help resources available on all eFundi sites, or contact your site of delivery eFundi Support Desk.

OR: Please attend eFundi training or stop by during office hours for additional help.

eFundi Support Desk:

Call centre: 018 285 5930

Campus support:

<p>Mafeking: Tel.: 018 389 2447 Office: ADC Building, Block D Room G80</p>	<p>Potchefstroom: Tel.: 018 285 2295 Office: Building E8, Room 107A</p>	<p>Vanderbijlpark: Tel.: 016 910 3035/8 Office: Building 13, Room SL313</p>
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OR

Log a ticket: support.nwu.ac.za