

eFundi Tutorial:

Auto groups & group topics in the Forums tool



In this tutorial we will show you how to:

- Automatically create small randomized groups on your eFundi site; and
- How to create a forum with a topic per group where only that group can see the specific topic.

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

eFundi View Site As: Sites TG

Home TGNT 1 V Year 2011

Announcements

Assignments

Site Info

Calendar

Chat Room

Commons

SITE INFO Link Help

Edit Site Information Manage Tools Tool Order Add Participants Edit Class Roster(s) **Manage Groups** Link to Parent Site External Tools

Manage Access Import from Site Import from Archive File User Audit Log

TGNT 1 V Year 2011

Term Year 2011

Roster(s) with site access TGNT_1_V_Year 2011 (Requested)

In **MANAGE GROUPS**, Choose the **AUTO GROUPS** option

SITE INFO Link Help

Create New Group Create New Joinable Set **Auto Groups** Bulk Creation

Automatically Create New Group

Group List

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.

 SITE INFO

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Create New Group(s)

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.

From Roles

<input type="checkbox"/>	Role
<input type="checkbox"/>	Additional instructor
<input type="checkbox"/>	Examiner
<input type="checkbox"/>	Instructor
<input type="checkbox"/>	Teaching Assistant
<input type="checkbox"/>	UODL Facilitator
<input type="checkbox"/>	Student

Add

Cancel

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.

<input checked="" type="checkbox"/>	Student
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☐ Create a separate group for each role selected.

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

☒ Split by number of groups needed

* Group Title

* Number of groups

☐ Split by number of users needed per group

Add

Cancel

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

☐ Create a separate group for each role selected.
☒ Create random groups from members with selected role(s).
☒ Split by number of groups needed
 * Group Title
 * Number of groups
☐ Split by number of users needed per group

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.

Your newly created groups will be displayed:

SITE INFO

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[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.

Add

Cancel

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	---	4	ETTIENNE JORDAAN, VANESSA OLIVIER, Test Test, JAN-PAUL VIJJOEN	<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 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.

Create a Forum with group specific topics

In the following steps we will create a single Forum with a topic allocated to each group and only the students from each group will be able to see and participate in their group topic.

Start by navigating to the **Forums** tool:

The screenshot shows the eFundi web application interface. The browser address bar displays the URL: `efundi.nwu.ac.za/portal/site/2ae2f667-38c0-4780-b599-04d458763e76/tool/ff9`. The eFundi logo is at the top left. Below the logo is a navigation bar with tabs: Home, Demo 111 V 2021, 1st Yr Navigator 2021 ..., DTLE Staff Training, and Administration Work. A left-hand menu contains various tools: Overview, Search, Rubrics, Announcements, Assignments, Forums (highlighted), Tests & Quizzes, Calendar, Resources, Drop Box, Chat Room, Statistics, and Site Info. The main content area is titled 'FORUMS' and includes sub-tabs: New Forum, Organize, Template Settings, Statistics & Grading, and Watch. The 'New Forum' tab is active. Below this, the 'Forums' section lists several forum categories: 'Demo 111 V Year 2021 Forum' (with sub-topics like 'General Discussion'), 'Graded Forum Example 1' (with sub-topics like 'History Essay discussion 1'), and 'Software Design Simulations' (with sub-topics like 'Initial Design Phase').

Step 1: Click on **Forums** in the menu on the left.

Step 2: Click the **New Forum** tab to create your new Forum.

Add your Forum Title and change the settings. For more information on the different forum settings, please refer to the [Forums tutorial here](#).

Provide a **Forum Title** in the space provided.

The screenshot shows the eFundi interface with the 'FORUMS' section selected. The 'Forum Settings' tab is active, showing a form for creating a new forum. The 'Forum Title' field is highlighted with a blue box and contains the text 'Module Lobby'. A callout box points to this field with the text 'Provide a Forum Title in the space provided.'

After changing your Forum settings as needed, then change the permission levels of your student and temporary student to **None**.

Change the **Student and Temporary Student** permission level to **"None"**

The screenshot shows the eFundi interface with the 'Permissions' section selected. The 'Permissions' table is displayed, showing roles and their permission levels. The 'Student' and 'Temporary Student' rows are highlighted. The 'Student' row's dropdown menu is open, showing 'None' as an option. A callout box points to these rows with the text 'Change the Student and Temporary Student permission level to None'. A zoomed-in view of the permissions table is shown in the bottom right.

Role	Permission Level	Action
Additional instructor	Contributor	Customize
Examiner	Contributor	Customize
Instructor	Owner	Customize
Student	Contributor	Customize
Teaching Assistant	None	Customize
Temporary Student	None	Customize
UODL Facilitator	Contributor	Customize
Groupwork-1	None	Customize
Groupwork-2	None	Customize
Groupwork-3	None	Customize
Groupwork-4	None	Customize

Click the **“Save settings & Add Topic”** button at the bottom of the screen:

Role	Permission Level	Action
Additional instructor	Contributor	Customize
Examiner	Contributor	Customize
Instructor	Owner	Customize
Student	None	Customize
Teaching Assistant	Contributor	Customize
Temporary Student	None	Customize
UODL Facilitator	Contributor	Customize
Groupwork-1	None	Customize
Groupwork-2	None	Customize
Groupwork-3	None	Customize
Groupwork-4	None	Customize

Save Save Settings & Add Topic Save Draft Cancel

Add your Topic title (this will be the same for each group) and change the settings. For more information on the different topic settings, please refer to the [Forums tutorial here](#).

Provide a Topic Title in the space provided.

FORUMS

Topic Settings

Forums / Module Lobby /

Required items marked with *

* Topic Title

Short Description (255 characters max) 255 chars remain

Description

After changing your Topic settings as needed, scroll to the **“Automatically Create Topics”** section.

Choose the option to **“Automatically create multiple topics for groups”**.

Then select the groups that would each need their own topic, and click **Save**.

The screenshot shows the 'eFundi' interface for configuring topic settings. On the left, four purple-bordered boxes with white text provide instructions, each with a line pointing to a specific part of the settings page:

- Scroll to “Automatically Create Topics”**: Points to the 'Automatically Create Topics' section header.
- Choose “Automatically create multiple topics for groups”**: Points to the radio button for 'Automatically create multiple topics for groups'.
- Select the relevant groups**: Points to the list of groups under the 'Automatically create multiple topics for groups' option.
- Click Save**: Points to the 'Save' button at the bottom of the settings panel.

The settings page itself includes the following sections:

- Availability**:
 - ☐ Posts are anonymous, but identities will be revealed to those with the Identify Anonymous Author
 - ☒ Show immediately
 - ☐ Specify dates to open (show) and/or close (hide)
- Notifications**:
 - ☒ Allow email notifications for new messages
 - ☒ Include contents of messages in email notifications
- Mark All Messages in Conversations Read**:
 - ☐ Automatically mark all messages in a conversation as read
- Grading**:
 - Gradebook item: This will be the default
- Automatically Create Topics**:
 - ☐ Create one topic
 - ☒ Automatically create multiple topics for groups
 - An instance of this topic will be created for each group selected below. Permissions are configured a
 - ☒ Groupwork-1
 - ☐ Groupwork-2
 - ☐ Groupwork-3
 - ☐ Groupwork-4

At the bottom of the settings panel are four buttons: **Save** (highlighted in blue), **Save Draft**, **Save Settings & Add Topic**, and **Cancel**.