eFundi Tutorial:

Auto groups & group topics in the Forums tool



In this tutorial we will show you how to:

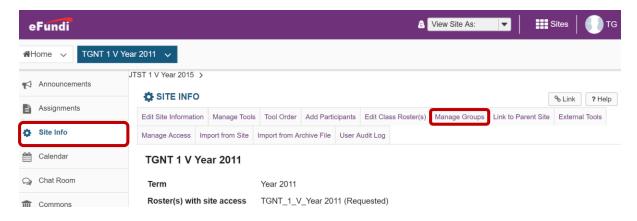
- Automatically create small randomized groups on your eFundi site; and
- How to create a forum with a topic per group where only that group can see the specific topic.

Auto Groups

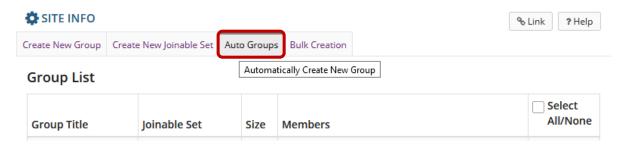
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Use the Auto Groups function to save time and allow eFundi to sort your students in groups automatically.

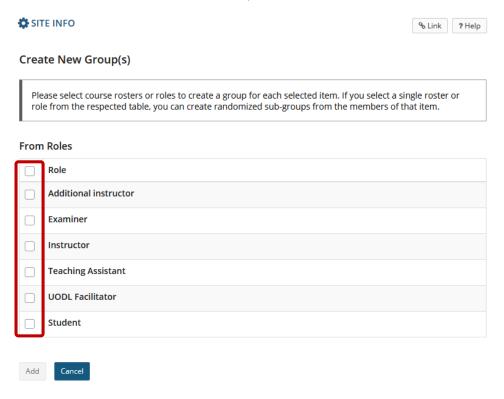
On eFundi, Go to SITE INFO, Choose MANAGE GROUPS option



In MANAGE GROUPS, Choose the AUTO GROUPS option

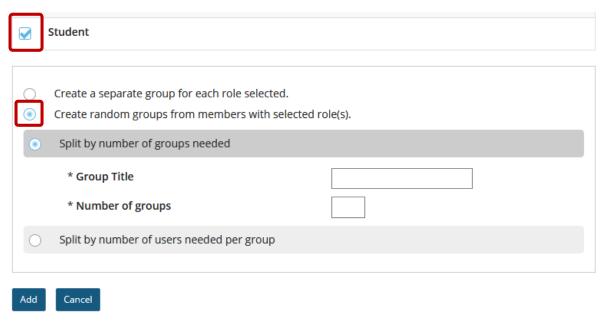


In the next window choose for which **ROLE** you would like to create auto groups. If it is for your students, choose **STUDENTS**. Note that you can choose more than one role.



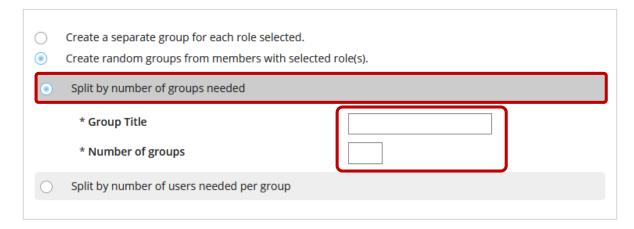
Once you have chosen your role a dropdown will appear. Choose if you would like to create a separate group for each role selected OR to create random groups from members with selected role(s).

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



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



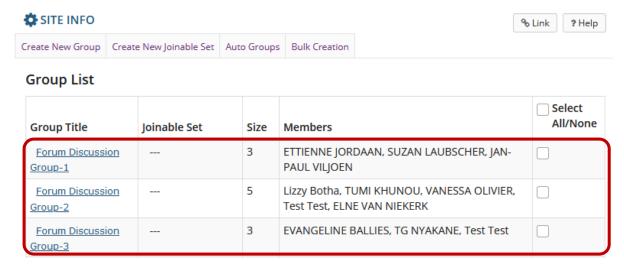
If chosen, specify the Group Title(s), e.g. Forum Discussion Group

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.



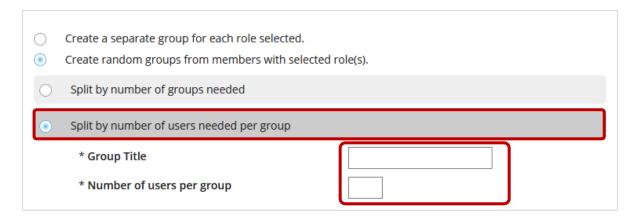
Your newly created groups will be displayed:



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.

Option 2: Split by number of users needed per group



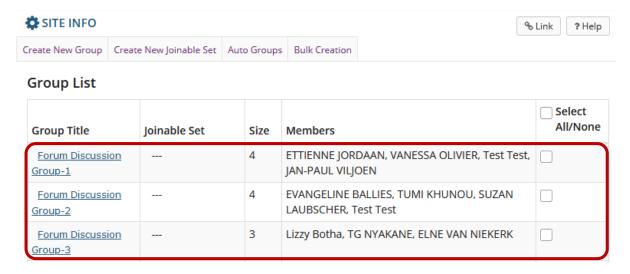
If chosen, specify the **Group Title**(s), e.g. Forum Discussion Group.

Also choose **the number of 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:



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.

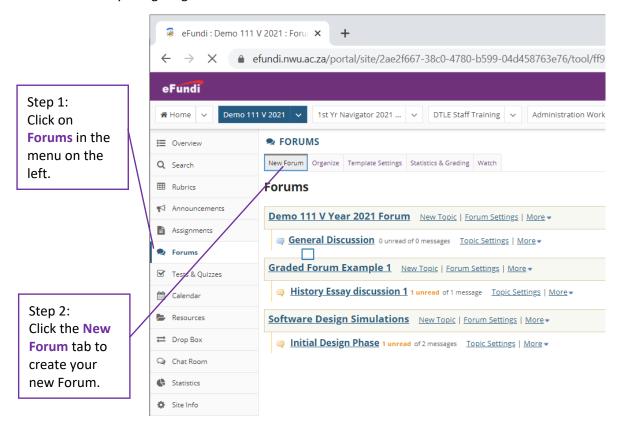
Note: Notify your students to view their access to groups in the Site Info tool on their own sites.

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.

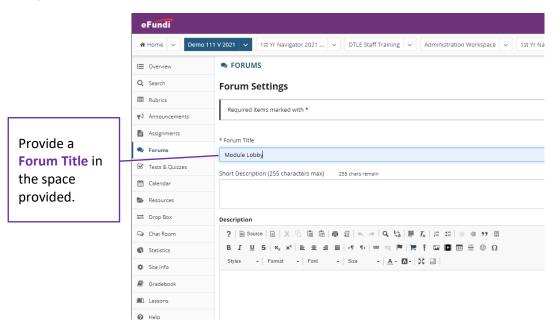
Create a Forum with group specific topics

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.

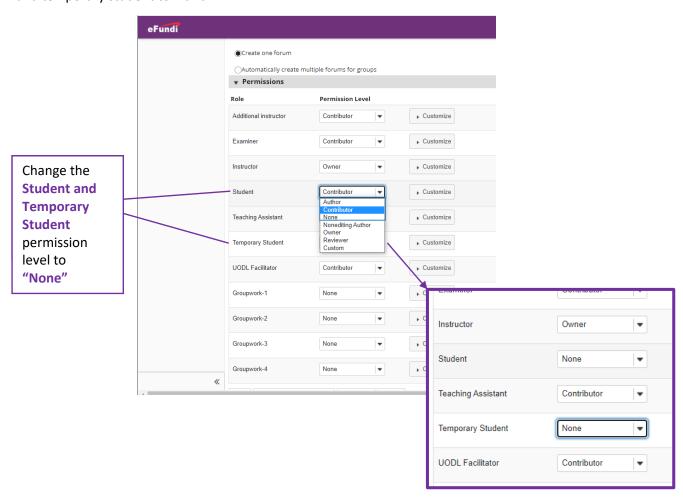
Start by navigating to the Forums tool:



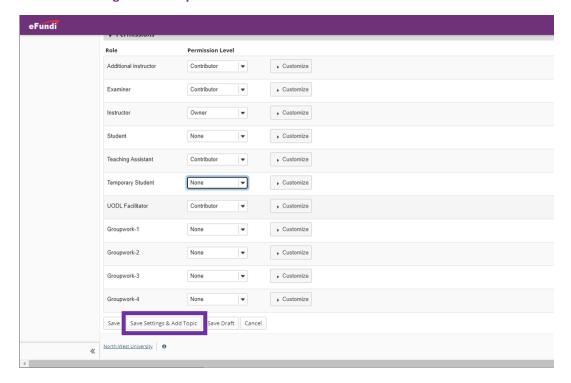
Add your Forum Title and change the settings. For more information on the different forum settings, please refer to the <u>Forums tutorial here</u>.



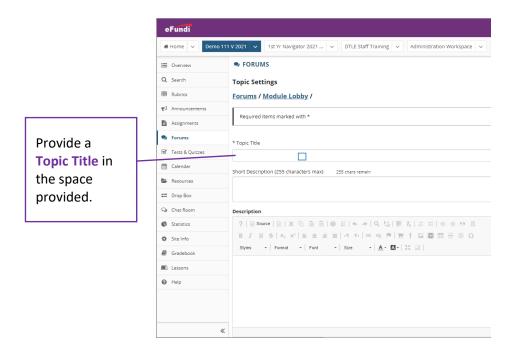
After changing your Forum settings as needed, then change the permission levels of your student and temporary student to **None**.



Click the "Save settings & Add Topic" button at the bottom of the screen:



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.



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.

