



Using the Group Manager Tool to Set Up Groups

The Group Manager tool is a new feature of WebCT Vista that allows you to encourage collaboration; one of its more impressive features is that you can encourage safe group work spaces (in which only students in the group can access materials, discussion threads, assignments, chat rooms).

Remember: creating groups can only happen in the Teach tab.

1. In the Teach tab, click on the Group Manager button.
(See the screenshot above.)
2. Choose one of the three options to create groups:
 - *Create custom group* (a single group in which you choose the members).
 - *Create multiple groups* (either randomly distributed or instructor selected).
 - *Create groups with sign-up sheets* (students join using a sign-up sheet, found on an organizer page).
3. Define the group information (names, method of selection) and press "Continue."
4. Upon continuing you will be in the Group Preview screen. If the groups look OK, press the Save button. If not, press shuffle members to redistribute them.

Setting Up Group Discussion Topics

Once you have defined groups, creating discussion topics is relatively easy.

Remember: creating group discussion topics can only happen in the Teach tab.

1. Once you have set up your groups in the Group Manager tool, select the groups by checking the boxes next to them.
2. Choose "Discussion Topic" from the group activity drop-down selection box, then press the Green Arrow button.
3. Define the title and description of the discussion topic (like you would other discussion topics) and define whether the discussion will be graded.
4. Press "Save."

Please note that, if you want to display icons on your home page to each of these group discussion threads, you'll need to switch to the build tab, navigate to the place (e.g., home page, new organizer page, etc.) where you would like to place the icon, and click the "Discussions" button from the left navigation. From the inventory display, choose the ones you would like to place (and you can select multiple ones at one time) and then press "Add selected".