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**Bedford, Freeman, and Worth
Integrated Learning Solutions**

Instructor's Manual for Portals

Gradebook

Table of Contents

Overview

Portal gradebooks function much like gradebooks in other learning management systems such as Blackboard, WebCT, and Angel. This segment of the manual covers the major features of the gradebook, listed below.

☐ The Gradebook Page   ☐ Using the Gradebook
☐ Setting Up the Gradebook   ☐ The Course Roster
☐ Grading an Assignment   ☐ Attendance
☐ Customizing Your Gradebook   ☐ Groups

The Gradebook Page

The Gradebook page is where all of your students' grades are stored and calculated. Its main feature is the gradebook grid, which lists course users on the left, with assignments shown as column headings at the top.

Clicking any assignment column heading brings up the Column Options Menu, which includes several options for adjusting the gradebook display. You can also go to the content item, enter grades for that assignment, or view the item's Assignment tab.

At the top of the page there are links to the Course Roster, Groups, and Attendance sections, as well as a drop-down list that includes several other gradebook commands:

The table below describes the options and links available fro the gradebook.

Gradebook Option	Description
Add Assignment	Directs you to the Assignment Center where you can create a new assignment or assign a content item.
Course Roster	Takes you to the Roster Editor listing all enrolled users.
Groups/Sections	Directs you to the Groups/Sections manager screen.
Attendance	Opens the Attendance Manager screen.
Transfer Grades to LMS	Post grades from your portal to your campus learning management system (LMS).
Other Gradebook Functions	Via this dropdown, exploit gradebook options such as Preferences, Edit/Add Categories, Import/Export Grades, Edit Grading Scale and Create/Edit Macros.
Show	A dropdown used to filter the users listed in the gradebook by Students, Course Mentors, Teams, or show All Groups/Sections.
Only Students	A checkbox used to set the gradebook to display students only.
Number to Display	Set the number of enrolled users to display on a page.
View	Using radio buttons, set the display of the gradebook columns to Default, Points or Percentage.
Printable Version	Use this button to set output options and create a .PDF file.
Taller grid area / shorter grid area	Toggle the display size of the gradebook grid.
Student Names	Click student names on the left to enter grades by student.
Column Headers	Click column headers to sort, grade, change settings for, or rearrange assignments.
Previous / Next /1 n	Navigate between pages of the gradebook.

Customizing Your Gradebook

Options to customize your gradebook are accessed via the **Other Gradebook Functions** dropdown. Her you have options such as Preferences, Edit/Add Categories, Import/Export Grades, Edit Grading Scale and Create/Edit Macros.

Setting Gradebook Preferences

To set preferences for the gradebook, choose **Gradebook Preferences** from the **Other Gradebook Functions** drop-down list (at the top of the Gradebook page). The Gradebook Preferences page offers a variety of options you can set. The options are described in the table below.

After making changes, click the **Save** button.

Preference Setting	Description
Default Display Format	Sets the default grade display to letter grade, percent, score, or a combination.
Treat Ungraded Items as Zero	Determines whether ungraded assignments affect grade averages. (Leave this unchecked to omit ungraded assignments from averages.)
Limit Course Assistants by Team	Prevents course assistants from viewing grades for anyone except those students in their group.
Exclude Instructors from Averages	Determines whether instructors are included in class averages.
Gradebook Mode	Specifies whether to display grades as points or percentages. (If you choose Points, default display formats will be set to Score (Letter Grade), and the gradebook won't be able to include category weights and formulas in grade calculations.)
Display Overall Average	Specifies whether to display the class's overall average.
Overall Display Format	Determines whether the overall average is displayed as a point value or a percentage.

If you've previously set gradebook preferences for another online course, you can import settings from that course. This tool will erase current settings and replace them with settings from the selected course. Use with caution! There is no way to get back your settings after replacing them.
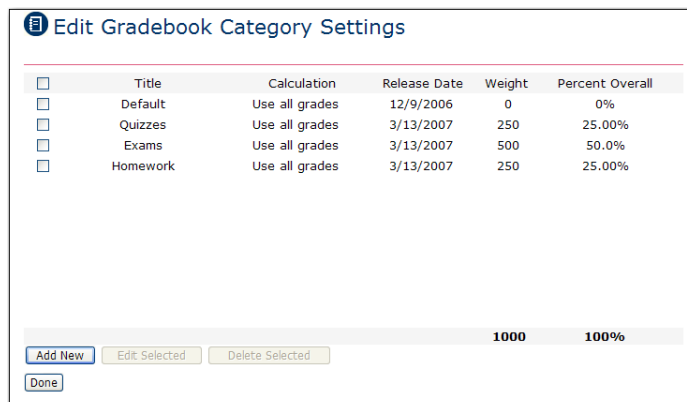
1. Click **Copy Gradebook Settings tool** at the top of the page.
2. Select the course whose settings you want to copy from the **Copy From** drop-down list.
3. Select the items you want to copy (Gradebook Preferences, Grading Scale, Macros, Categories, Assignments).
4. Click **Copy Settings**.
5. Click **Save** when you're done.

Editing Gradebook Categories

Gradebook categories offer a way to break down assignments into groups (homework, quizzes, exams). Not only do categories help organize assignments, but they make it possible to treat types of assignments differently. This is critical for in weighting assignments to determine final averages. Additionally, you can choose to drop each student's lowest quiz grade or you can treat all assignments in a category as extra credit. Subtotals for each category appear as columns in the gradebook (Homework Overall, Quizzes Overall, Exams Overall).

To view, adjust, or create new categories, go the to Gradebook page and choose **Edit/Add Gradebook Categories** from the **Other Gradebook Functions** drop-down list.

The Edit Gradebook Category Settings page shows each existing category, its calculation mode, release date, the total weight of all assignment points in the category, and the percentage that category contributes to the overall grade.

Edit Gradebook Category Settings

	Title	Calculation	Release Date	Weight	Percent Overall
☐	Default	Use all grades	12/9/2006	0	0%
☐	Quizzes	Use all grades	3/13/2007	250	25.00%
☐	Exams	Use all grades	3/13/2007	500	50.0%
☐	Homework	Use all grades	3/13/2007	250	25.00%
				1000	100%

Add New Edit Selected Delete Selected

Done

The illustration here shows a very simple setup for Gradebook Categories. The final grade is based on a total of 100 points.

Categories	Points	Percent of Final Grade
Quizzes	250	25%
Exams	500	50%
Homework	250	25%
Total	**1000**	**100%**

To delete a category, select its check box and click **Delete Selected**. To create a new category, click **Add New**. To edit a category, select its check box and click **Edit Selected**. Specify settings for the categories, then click **Save**.

## Category Editor - Gradebook Category Settings

When you add a new category or edit an existing category, the Category Editor opens on the Edit Gradebook Category Settings page. Refer to the following table for a description of the normal and advanced fields.

Category Editor Field	Description
Normal Settings	
Title	Used to identify the category.
Description	Used to optionally describe the category.
Calculation	By default, calculates category subtotals based on all assignments in the category. You can tell it to drop the lowest n grade(s) in the category or only use the highest n grade(s): Selecting Drop Lowest or Use Highest and enter the number of low grades to drop or high grades to keep.
Extra Credit	Check to add assignment points in this category to the students' overall grade without increasing the total points possible. Logically, this option should be used only for categories that will be used to issue extra credit assignments.
Weight	Manually assign the weight of this category for determining a final grade. For example, if you grade by a system where a student can earn a possible 1000 points and you want quizzes to count as 25 percent of the grade, you would assign a weight of 250.
Auto-calculate	Check to have the system assign weights by number of assignments in the category. For example, assume you have assigned 3 quizzes, 2 exams and 1 homework assignment and all 3 categories are set to Auto-calculate. Quizzes would be weighted at 300, Exams at 200 and Homework at 100.
Percent Overall	Automatically calculated.
Advanced Settings	
Release Date	Prevents students from seeing their grades or category averages until after the given date.
Formula Editor	Used to change the computation formula for the category. The default returns overall category average in percent. A change to this would appear in the Formula dialog. Refer to the description below for more details on the Formula Editor.
Average Shown	Check to display the category average in the gradebook.
Average Format	Determines whether to use a letter grade, score, percentage, a combination, or the course default to display the category average (if Average Shown is selected).

Note: You can also create a new category from the Assignment tab when you create a new assignment.

Gradebook Category Formula Editor

The Gradebook Category Formula Editor is used to specify an advanced calculation for the assignment grade or category average. This is supported through the use of formula tokens in the Formula field to override the default calculation method (overall category average). For example, to curve each student's category average to be worth 110% of their actual score, type {CATEGORY:USER:PERCENTAGE}*1.1 in the Formula field.
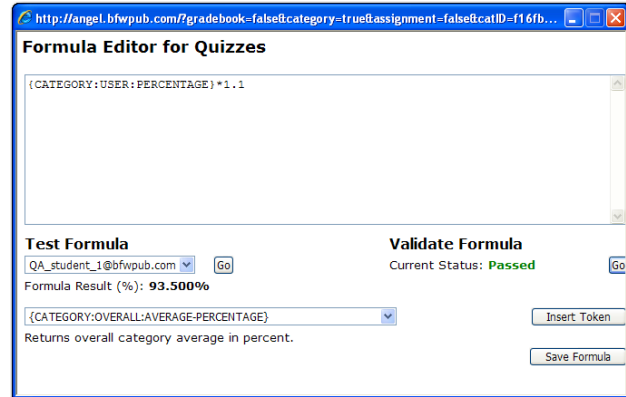
1. Under Advanced Settings, click the **Formula Editor** link.
2. Use the token drop-down to select a token. Click **Insert Token** to copy it into the Formula Editor dialog.
3. Modify the token as required.
4. Click the **Validate Formula Go** button to check the syntax of the new formula.
5. To test the formula, set the drop-down under **Test Formula** to **Find Student**.
6. In the pop-up, click **Search** and select a student to test. Click **Go** under **Test Formula**. Your formula result will be displayed.
7. If you are satisfied with this result, click **Save Formula**. The formula will be applied to all calculations in the category.

The table below describes available formula tokens.

Formula Token	Description
{CATEGORY:OVERALL:AVERAGE-PERCENTAGE}	Returns overall category average in percent.
{CATEGORY-OVERALL:NUMBER-OF-ASSIGNMENTS}	Overall number of assignments in the category.
{CATEGORY*OVERALL:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}	Sum total of possible points in all assignments in the category.
{CATEGORY,OVERALL:WEIGHT}	Overall weight of the category.
{CATEGORY:USER:WEIGHT}	Returns the user's weight for the category.
{CATEGORY:USER:PERCENTAGE}	Returns the user's percentage average for the category.
{CATEGORY:USER:AVEREAGE-ASSIGNMENT-PERCENTAGE}	Returns the user's percentage average for the category based on weighting all category assignments equally.
{CATEGORY:USER:RAW-SCORE}	Returns the user's raw score for the category.
{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS-POSSIBLE}	Sum of user's points possible based on the number of assignments that have been graded.
{CATEGORY:USER:NUMBER-OF-ASSIGNMENTS}	Number of user's assignments (in the category) that have been graded.
{CATEGORY:USER:SUM-OF-ALL-ASSIGNMENT-POINTS}	Returns sum of user points earned in the category.

Editing the Grading Scale

Most grading scales label any score over 90% as an 'A', from 80-89% as a 'B', and so on. If you want to change this (to incorporate + and - grades, for example, or use Pass/Fail labels), you can create your own custom grading scale.

Follow the below to edit the grading scale:

1. From the Gradebook page, choose **Edit Grading Scale** from the **Other Gradebook Functions** drop-down list.
2. Enter a grade label (A, B, C; Excellent, Average, Poor; etc) and a corresponding minimum percentage. Click **Add New**.
3. Repeat step 2 until you've set up the entire grading scale.
4. If you want to change or remove any parts of the grade scale you have already entered, click **Edit** or **Delete**.
5. When you're finished, click **Done**.

Setting Gradebook Macros

Gradebook macros are similar to grading scales, although instead of converting percentage values to letter grades they convert letter grades to percentages. For example, if you set up a macro to convert A to 95, when you enter "A" as a grade, the gradebook automatically interprets the grade as 95%.

Follow the below to create a gradebook macro:

1. From the Gradebook page, choose **Create/Edit Gradebook Macros** from the **Other Gradebook Functions** drop-down list.
2. Enter any non-numerical grade (such as a letter grade) in the Filter text box and enter the percent value you want associated with the grade filter. Click **Add New**.
3. Repeat step 2 to create each macro you want.
4. To adjust any existing macros, you can click **Edit** or **Delete** next to it.
5. When you're finished, click **Done**.

Using the Gradebook

This section describes the options and features involved in using the gradebook. Here you will cover Adjusting Gradebook Display, Entering Grades, Printing the Gradebook, Importing Grades, and Exporting Grades.
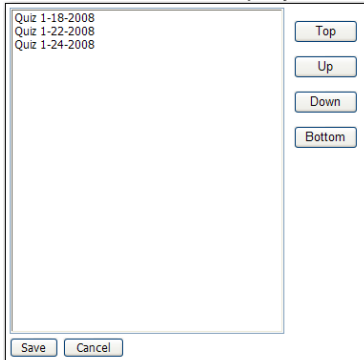
Column Heading Menus

The column heading menus provide convenient access to options that apply to the column. The options displayed depend on the content in that column.

A category column (Exams Overall) displays category maintenance options. A single assignment column (Mid Term Exam) displays options that apply to that content item.

All options are summarized in the table below.
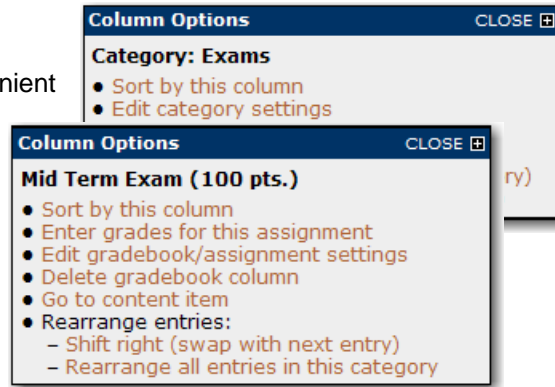
Option	Category Column	Assignment Column	Description
Sort by this column	√	√	Sort gradebook display by this column in ascending order. Repeat the Sort to cancel.
Edit Category Settings	√		Open the Edit Gradebook Category Settings page.
Rearrange entries in this category	√	√	Change the column order in which entries are displayed.
Enter Grades for this assignment		√	Opens Enter Grades By Assignment page.
Enter gradebook/assignment settings		√	Jump to the Assignments tab of the content settings for the item.
Delete gradebook column		√	This option will delete the column and the stored grades in that column.
Go to content item		√	Go directly to the Customize menu for the content item.
Shift right/left	√	√	Shift a category and associated item columns or a single assignment column to the left or right.

Adjusting Gradebook Display

The Gradebook page includes several options to adjust appearance.

☐ **Show** lets you view only those users in a chosen group.
☐ **Only Students** excludes instructors and any other non-students from the list.
☐ **Number to Display** limits the number of users to display on a page.
☐ **View** lets you view grades as percentages, points, or the gradebook default (which you set in Gradebook Preferences)

The gradebook display grid has several options built into it for you to adjust, rearrange, or sort.

☐ To see the grades that each student has for each assignment, click on a row and all values in that row will become bold.
☐ To re-size a column, click and drag the right boundary of its column heading.
☐ To move a column one space to the right or left, click the column heading, then choose **Shift Left** or **Shift Right** from the displayed drop-down menu.
☐ To rearrange several columns at once, click any column heading and choose **Rearrange All Entries** in this Category from the drop-down menu. Select assignments and use the **Up, Down, Top,** and **Bottom** buttons to create your desired order.
☐ To sort students by name, overall grade, or a subtotal grade, simply click that column heading.
☐ To sort students by their grade for a specific assignment, click the column heading for the assignment and choose **Sort by This Column**. Rows are rearranged with the student with the lowest grade in this assignment on top and the highest grade on bottom. To reverse this, choose **Sort by This Column** again.

Entering Grades

Whenever possible, your portal does your grading for you. For example, a standard, multiple-choice quiz is graded automatically. If a quiz includes open-ended questions, they are left for you to grade manually. Some assignments, such as papers uploaded to a drop box, rely entirely on the instructor for a grade. And sometimes you'll want to override a grade that was automatically calculated by your portal.

You can enter grades by submission (reviewing one full assignment at a time) from either the Gradebook page or the Assignments page. However, if you want to enter grades by question (grading all students' answers to a single question), you will have to enter those grades from the Assignment page.

There are two methods for entering and editing grades from the Gradebook, described below.

Method 1 - Grades for Individual Students

1. Click on the students name in the Gradebook to display the Enter Grades by User screen.
2. Enter grades for each assignment.
3. Click the **Save** button after completing entries.

Method 2 –Grade by Assignment for All Students

1. Click the column header of the assignment for which you want to post grades.
2. From the Column Options pop-up, click **Enter grades for this assignment** to access the Enter Grades by Assignment screen.
3. Optionally, use the filtering options which appear above the student list to show only a partial list of students.
4. Supply individual grades or use the Batch Update area of the page to assign the same grade and comments to all students. To complete a batch operation, click the **Batch Update** button.
5. Click **Done** when finished.
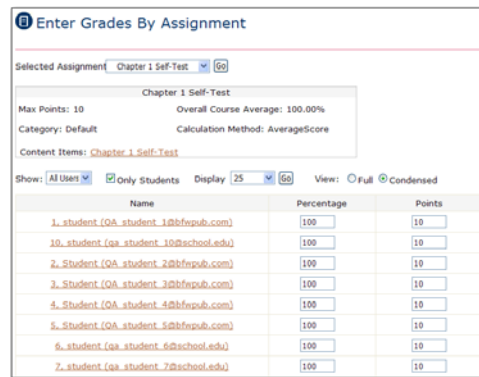
Printing the Gradebook

1. Click the **Printable Version** button on the right of the Gradebook screen.
2. You may set options for Page Size, Orientation, Margins, Font, Font Size, Category Order and Filtering.
3. Click the **Generate PDF** button.
4. **Print** or **Save** from the PDF file that is displayed in the resulting window.
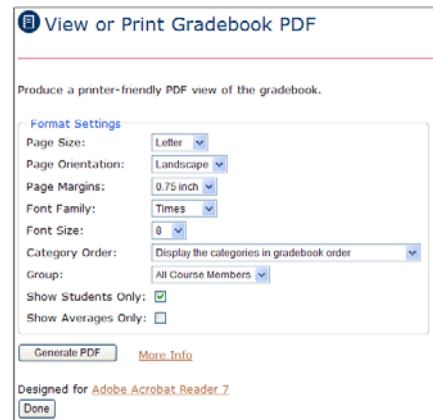
Importing Grades

If you have another program that you read or record grades in, you can import grades from it into your portal. Follow the steps below to import grades:

1. From the Gradebook page, choose **Import Grades** from the **Other Gradebook Functions** drop-down list.
2. Click **Browse** and find the file you want to import. This should be a comma-separated or tab-separated text file. Specify the delimiter used to separate value in the file. Click **Next**.
3. If your file includes column headings, the portal shows what assignment it believes each column corresponds to. If you don't think it looks right, manually open the text file to see what assignment each column corresponds to, and select the appropriate assignments in the drop-down boxes. Set to Skip any columns that contain data you don't want to import.
4. When each column is set correctly, choose whether to treat values as percentages or points, and whether or not to lock the imported grades.
5. Click **Finish**.
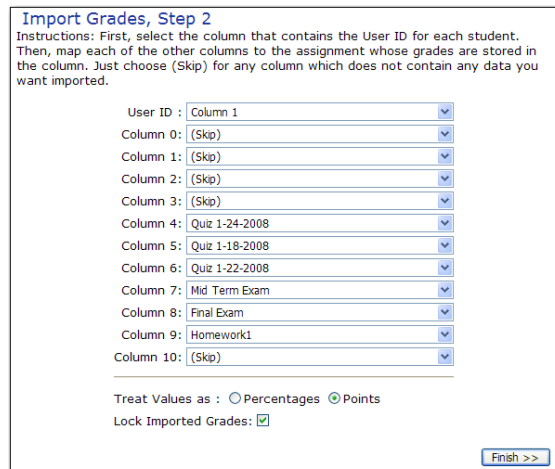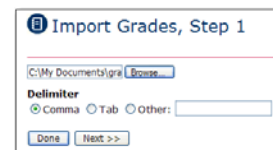
Exporting Grades

If you have another program that you read or record grades in, you can move your portal grades into it by exporting the grades to a comma-separated or tab-separated text document that can be read by most programs. Follow the steps below to export grades:

1. From the Gradebook page, choose **Export Grades** from the **Other Gradebook Functions** drop-down list.
2. Choose whether to use commas or tabs to separate values in the text document.
3. Select whether to include averages and the course ID.
4. Choose whether or to display point values or percentage points.
5. Click **Export**, then **Save** and specify a location on your computer for downloading the file.
6. When downloading is complete, click **Close**.

Be sure to remember the details you set for the exported file; you may need to know them when you import the file into your other program.
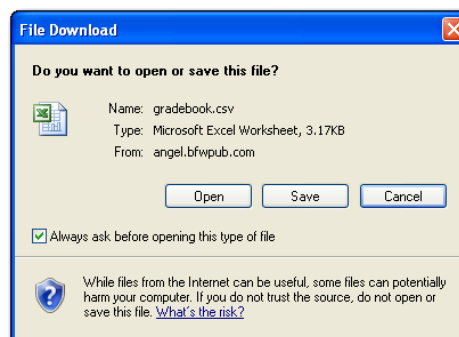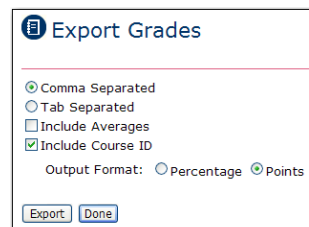
Course Roster

The course roster (A roster is a list of instructors and students enrolled in a course.) displays all users registered for the course. To view the roster, click **Course Roster** in the Gradebook section of the home page or at the top of the Gradebook page.

The roster lists all members of the course, both instructors and students. To the right of each user you can see the email address they use for a user name, their course rights, title, and any groups they belong to.

To edit a user's enrollment settings, click **Edit** to the left of their name.

To drop a user from the class, click **Delete** to the left of their name. To delete several users, select the check boxes by each of their names and click **Delete Selected** at the bottom of the page. You'll be prompted for confirmation and given the option to send the users an email notifying them that they're being dropped.

To export the roster to a file, click **Export** at the top of the page. This opens a pop-up window and downloads a tab-separated values (tsv) text document, which can be imported by most spreadsheet programs.

Editing Enrollment Settings

The Enrollment Settings page includes two tabs: User Settings and Permissions.

User Settings Tab

☐ Choose the level of rights given to the user (student, team leader, course editor, etc.).

☐ Give the user a title. In addition to the titles already available, you can click **Other** to create a new title.

☐ Set the user to be hidden. (This is useful for an observer who doesn't want to be seen in the course.)

☐ Disable the user to remove their access to the course.

☐ Use check boxes to specify Team Membership.

Note*: You can use "Course Assistant" rights for teaching assistants and instructors who should only have access to student data in certain Groups. If you designate a course member with these rights, you can choose a title that befits his or her role in the course.*

Permissions Tab

☐ Select whether to allow the user to write in chat, discussion groups and course mail or restrict them only to reading those sections.

☐ Select whether to permit or deny a variety of management and authoring abilities for qualified users.

Attendance

The Attendance Manager shows each student's attendance for every day of the course. You can view it either as a list or in a grid. To view student attendance, click **Attendance** on the Gradebook page or from the home page if the component is available.

The Attendance Page

The table below describes the options for viewing attendance.

Attendance Option	Description
Grid view (the default)	Displays each student in a row, with columns for each day of the month. Attendance codes fill the contents of the grid.
List view	Creates a row for each student for each class day. To change to this view style, click List in the View As menu at the top of the page.
To view a different month or year	Click the month or year listed above the attendance sheet.
To view a specific student's attendance record	Click the name or email address. Click Done to return to the Attendance Manager.
To sort the attendance sheet by names, user name, or date	Click one of the links in the Sort menu at the top of the page.
To mark attendance for a day	Click the date in the column heading. Enter attendance codes for individual students, or set the Default option to apply a single code to all empty status fields.
Attendance setup	Specifiy days of the week attendance is required and set attendance codes.
Export	Exporting attendance records to a comma-separated or tab-separated text document that can be read by most programs.

Setting Attendance Manager Preferences

The Attendance Manager Preferences page lets you specify which days of the week to include and what attendance codes to use. Follow the steps below to change preferences for the Attendance Manager:

1. Click **Attendance Setup** in the Customize toolbar at the top of the Attendance Manager page.
2. Select the days of the week your course takes place. This removes non-class days from your attendance sheet.
3. Enter or change any attendance codes that will want to use. These are the only values that you will be able to enter for attendance.
4. If you changed the attendance codes and want to bring back the defaults, click **Use Defaults**.
5. Click **Done**.

Marking Attendance

When marking attendance, you can either manually enter attendance for each day or you can have students mark themselves present by entering a PIN that your portal creates daily.

Enter Attendance Manually

Follow the steps below to enter attendance manually.

1. From the grid view of the Attendance Manager, click the column header for the day you want to enter attendance for.
2. Choose the attendance code that you want to use for each student.
3. If the majority of students have the same attendance for the day (such as "present"), you can save time by choosing that attendance code from the **Default** drop-box at the bottom of the list. This way, all students will be marked with that attendance code unless you enter something else for them.
4. Enter any comments that you might want associated with a specific student's attendance record for the day.
5. Click **Save**. The attendance codes you entered now appear in the grid for that day.

Students Use PIN to Mark Attendance

Follow the steps below to let students mark their own attendance.

1. Be sure to include the Attendance component in the Home Page Layout.
2. Before going to class, view the Attendance component in the home page and write the PIN ChemPortal generated for today.
3. Announce the PIN in class. Your students have until the end of the day to enter the PIN and mark themselves present.

Note: *If you have computers in your classroom, you can make it harder for students to share the PIN with other students who weren't in class. Have your students enter the PIN while in class, then immediately mark anyone who is not present as absent. Students will not be able to mark themselves present after you have already entered an attendance record for them.*

Export Attendance

To export the attendance sheet to an outside program, click Export in the Customize menu at the top of the page. In the displayed pop-up window, choose whether to create a tab-separated values (tsv) or comma-separated values (csv) text document, either of which can be imported by most programs that operate on spreadsheets. Select whether to include the course ID in the file. Then click Download and specify a location on your hard drive for storing the file.
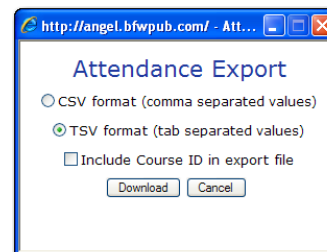
Groups

It is often helpful to assign course members to groups. For example, you might want to divide students into small groups for working on a class project or for participating in discussion forums. Your class might include students from different levels for which you want to adjust assignments.

Your portal "groups" can be used to manage collections of users in several different ways:

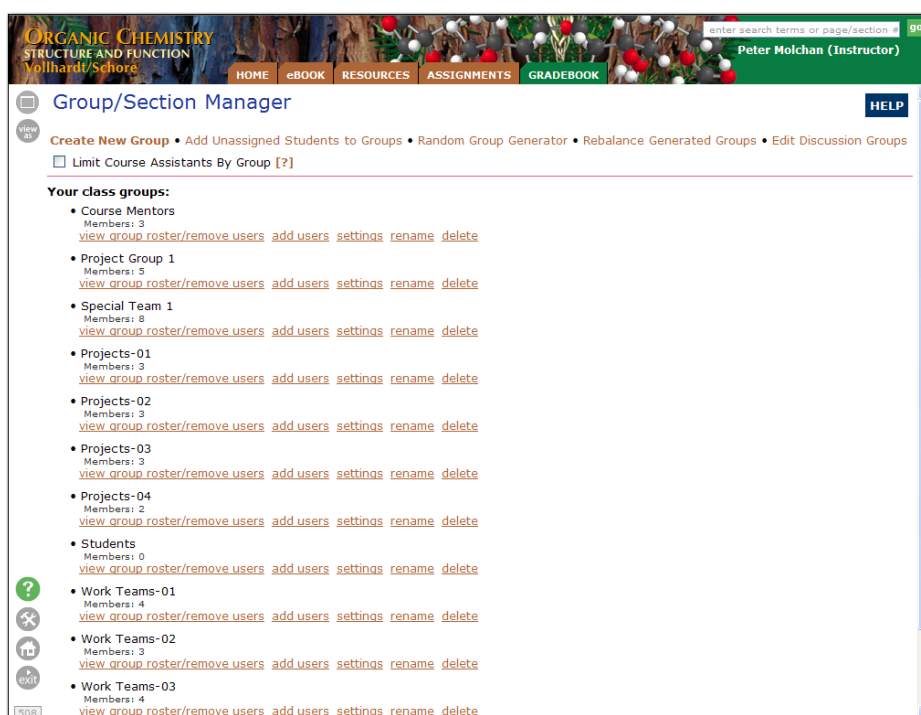
☐ Manage multiple sections of a course, each of which can have different course assistants (CA's), by assigning students and/or CA's to different groups. You can then set up a single set of assignments and other materials for the course, and set different due dates, available dates, and other settings for each group.

☐ Similarly, in a single-section course, you may want to change settings for certain users, such as graduate students and students with disabilities.

☐ Discussion forums can be run in "group discussion mode," where students in each group only see posts from other students in their group. This allows even very large classes to have meaningful forum discussions.

☐ To manage multiple sections in your course, please contact your portal's technical support. We can then set up section groups for you in such a way that students can enroll themselves in the correct sections. Alternatively, you can set the groups up and place students into them yourself using controls on this page.

Once students are organized into groups, you will be able to use the following tools:

☐   In the Assignment Center, use the "Show due dates/availability for" menu to show and change due dates and availibility settings for each group.
☐   In the Gradebook, use the "Show" menu to limit the display to grades for students in one group.
☐   When viewing assignment submissions, use the "Show" menu to limit submissions to those for one group.
☐   If you are a Course Editor, you can limit access to Course Assistants so that they only see content and student data visible by their group(s).
☐   As noted above, a "group discussion mode" is available for discussion forums.
☐   Once you've created groups in your portal, you can send out email to individual groups, create an assignment that is only accessible by a certain group, create forums or chats for a group, make announcements for a group, and so on.

Groups are created and maintained from the Group/Section Manager page. The table below describes the options on the Group/Section Manager page.

Alter Group Link	Description
Main Menu	
Create New Group	Open the Create New Group dialog to create a group.
Add Unassigned Students to Groups	Your portal separates out users who are not yet assigned to a group. Use this option to add unassigned users to a group:
Random Group Generator	Automatically generates multiple groups and balances the number of users in each group.
Rebalance Generated Groups	Rearrange or rebalance group members
Edit Discussion Groups	Use a single forum for each discussion, but split the class into smaller groups.
Limit Course Assistants By Group	Control viewing rights associated with grades, assignment status, and submissions.
Existing Group Menu	
view group roster/remove users	Displays a list of all group members. Select which users you want to remove from the group. Click **Delete Selected** to see the makeup of the new group, or click **Done** if finished.
add users	Displays a list of all users and their group affiliations. Non-group members have check boxes by their names. Select any users you want to add to the group. Click **Add Selected** to see the makeup of the new group, or click **Done** if finished.
settings	Opens the **Change Group Settings**. Make any changes you like, and click **Save**.
rename	Prompts you for a new name for the group. Enter a name, then click **Save**.
delete	Asks if you're sure you want to permanently delete the group. Click **OK** to delete it.

Limit Course Assistants By Group

If the "Limit Course Assistants By Group" setting is on, course members with "Course Assistant" rights will only be able to view grades, assignment status, and submissions for students in group(s) in which they are enrolled.

For example, suppose you have three groups in your course, "Section A", "Section B", and "Section C". If Joe Assistant is a member of Section B only, he will only be able to:

☐ View Section B's students in the Assignment Center
☐ View Section B's students and grades in the Gradebook
☐ View quiz and dropbox submissions for students in Section B.

If Jane Smith is a member of Sections A and C, she will be able to view students and student results from either of her two sections.

If the "Limit Course Assistants By Group" setting is off, course members with "Course Assistant" rights will be able to view grades, assignment status, and submissions for all students in the course.

Creating a Group

Follow the steps below to create a group.

1. Click **Groups** at the top of the Gradebook page or from the Gradebook section of the home page open the **Groups Editor**.
2. In the Customize menu of the Groups Editor, click **Create New Group**.
3. Enter a name and a description for the group.
4. Click Save.
5. A list of all course members appears. Select the check box next to each user you want to add to the group.
6. Click **Done**.
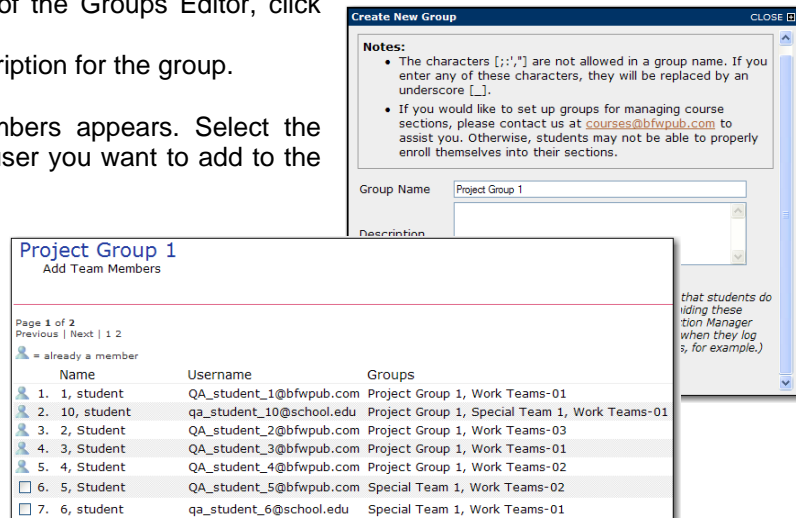

Altering a Group

Follow the steps below to alter a group you've already created.

Click **Groups/Sections** at the top of the Gradebook page or click **Groups** in the Gradebook section of the home page to open the Group/Section Manager.

In the Group/Section Manager., you can alter any group by clicking on the links below the group name

Menu options are described in the table above.
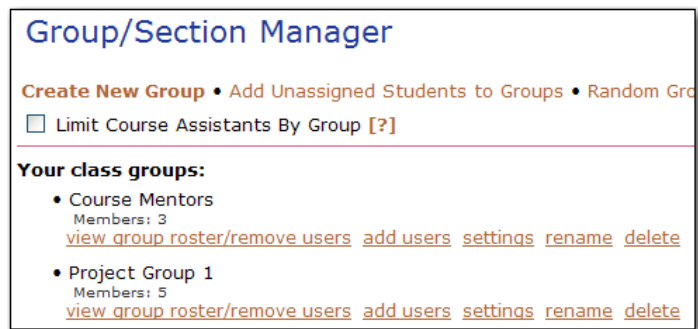
Randomly Generating Groups

The Random Group Generator automatically generates multiple groups and balances the number of users in each group.

Follow the steps below to randomly generate groups.

1. Click **Random Group Generator** in the Customize toolbar at the top of the Group/Section Manager page. The Random Group Generator page appears.
2. Enter a root name for your groups. Each group will contain the root name followed by a dash and a number, so if you enter "Team" your groups are named "Team-01", "Team-02," etc.

3. The group generator can either limit the number of groups to create or limit the number of users per group. Select one option and enter the limits you want to set.
4. You must create the user pool that the group generator will select users from. Select the user level(s) to include and select whether to draw those users from the entire roster, specific groups, or only users that are not enrolled in a group.
5. Choose whether or not to limit the user pool only to users who have accessed the course.
6. If you selected only certain groups, you can choose whether or not to create the new groups as sub-groups.
7. Click **Next**.
8. On the adjustment page, boxes for each group list the users in that group. A box on the left contains all unassigned users. To manually move a user to another group, select the user's name and choose the new group from the **Move To** drop-down list.

9. Click **Generate Teams**. The Results page lists the members of each generated group.
10. Click **Continue** to return to the Group/Section Manager page, where each new group is now listed.
11. To reassign users in the group set later, click **Rebalance Generated Groups** in the Group/Section Manager page.

Rebalancing Generated Groups

After you've randomly generated a set of groups, an Adjustment page appears, giving you the opportunity to manually reassign users in the groups. You can return to this page at any time to rearrange or rebalance group members.

Follow the steps below to rebalance randomly generated groups.

Click **Rebalance Generated Groups** in the Customize toolbar at the top of the Group/Section Manager page.
Choose the set of groups you want to rebalance and click **Next.**
The adjustment page appears, showing boxes for every group in that set. A box on the left contains all unassigned users. To manually move a user to another group, select the user's name and choose the new group from the **Move To** drop-down list.
Click **Generate Teams**. The Results page lists the members of each generated group.
Click **Continue** to return to the Group/Section Manager page.

Adding Unassigned Users to a Group

To simplify adding new users to groups, your portal separates out users who are not yet assigned to a group.

1. Click **Unassigned Users** in the Customize toolbar at the top of the Group/Section Manager page.
2. Select the check box next to the user(s) you want to assign to a group.
3. From the **Add to Group** drop-down list, choose the group you want to add the user(s) to, or click **Other** to create a new group.
4. Click **Add Selected**.
5. When you're finished, click **Done**.
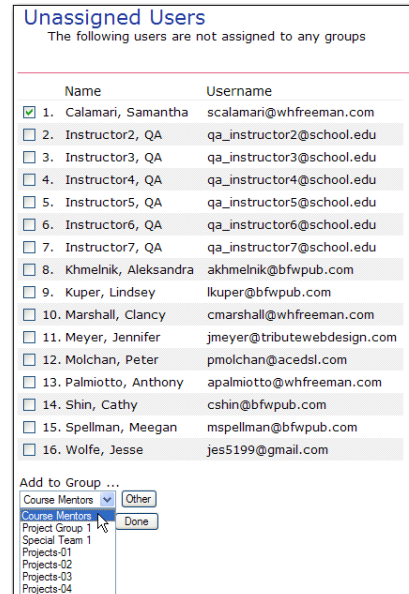
Edit Discussion Groups

You can conduct discussion forums in Group Discussion Mode. Click **Group Discussion Mode** in the Customize toolbar at the top of the Group/Section Manager page.This allows you to use a single forum for each discussion, but split the class into smaller groups to make the discussion more meaningful. (With more than 20 or so students in a discussion, it becomes cumbersome for all students to read and meaningfully respond to each others' posts). In Group Discussion Mode, students only see posts and post replies written by other course members in their Group.

If you are using group discussions, you may want to designate only certain Groups for use in the discussion forums. For example, you may have a Group set up for Course Mentors, but want to distribute these individuals between three class discussion groups. To achieve this, check the three discussion groups in the list below, but leave the Course Mentor group unchecked.

Note*: If you are using group discussion mode, be sure that you are a member of all discussion groups. Otherwise, your students will not see your posts and replies. If you have course assistants in your class, make sure that they are members of appropriate discussion groups as well.*