

how to

How to set up and manage groups

The creation of groups allows you to better manage your learners as it means you can organise your learners into smaller groups. It could be that the learners have assignments that need to be marked. Groups mean that the markers have the ease of only seeing the learners that belong to them. The creation of groups also means that you can run reports on a smaller number of learners to provide you with a more nuanced understanding of those within the system.

This **How To** guide will help you understand how to best manage groups within your courses. We hope it helps. If you need any further help just give us a call on **020 7582 3309**.

In what ways can setting up groups be useful?

Group manager is a tool within **Imago Administrator** that allows you to assign learners to different groups. There are at least three reasons why this tool can be useful.

The main reason that clients want to set up groups is if their courses require learners to do assignments/questions that then need marking. All the learners are assigned to different groups and a marker is then assigned to each group. Any correspondence will be automatically directed between the learner and their assigned marker. This also will allow tutors/markers to see easily whether there is any outstanding marking that needs to be done.

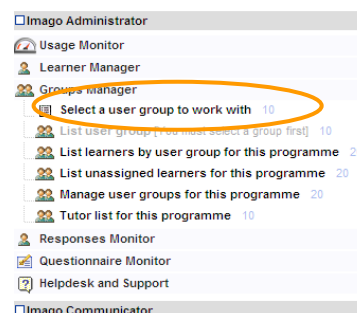
Another reason that this group tool is useful is if you are wishing to provide the courses to third parties. For example, a firm may wish to sell their courses on to their clients, but may not want to let them see all the other clients using the course.

The third situation where it can be useful is if you are a large company and different departments have to do the same course. The head of finance doesn't need to see answers from the sales department. Each department can be assigned a group and then tutors/markers will only see those learners within their group.

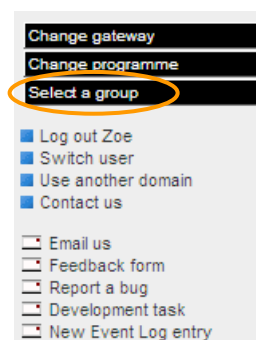
How do I go about creating a group?

Before you start, creating group you must first select the programme that you wish to create groups for. To do this click **Change programme** on the left hand side of the screen and then select the programme you wish to work with.

There are two ways to create a group. First option is: **Imago Administrator > Groups Manager > Select a user group to work with**

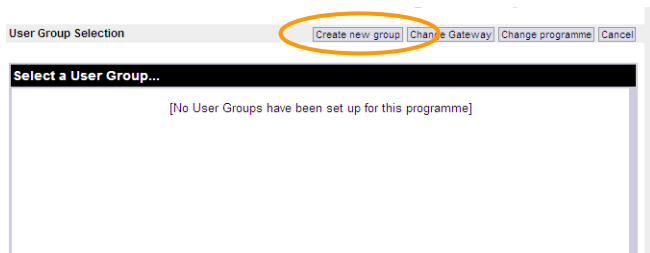


The second option is to select **Select a group** on the left hand side of the screen:

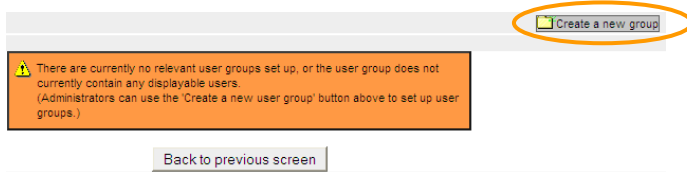


TIP: Once you have selected a group to work with this tab will read "change group".

If you don't already have groups set up then you will see the following screen. To create a new group select **Create new group** which you will find on the right of the screen.



You will then get the following screen. In the top right you should find a folder that says **create a new group**:

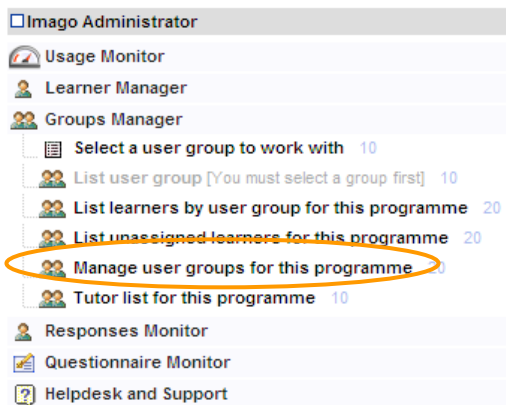


In the boxes that appear write in the name of the group as well as a reference name and then click **save**.

How do I assign people to a group?

Once you have created a group you can then begin to assign people to them.

Imago Administrator > Groups Manager > Manage user groups for this programme



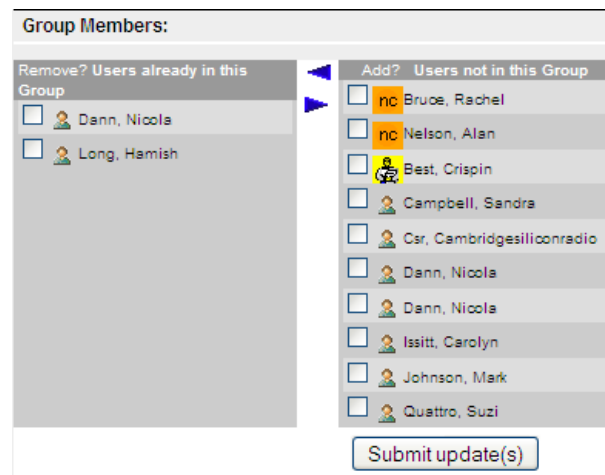
You will then see a list of all the groups for the programme you are in.

Group	Reference name	Edit	Members
Test1001 [Communicating Complex Ideas] 291637689	Test1001	edit: 4	Members (Assign/Remove)
Test1002 [Communicating Complex Ideas] 323682135	Test1002	edit: 1	Members (Assign/Remove)

If you want to change the name of the group press **edit** and you will be returned to the group name and reference name box.

If you want to assign people to the group then click the **Members (assign)** link next to the group you want to deal with. You will then have a screen that shows you all the people who have signed up to this course.

The members already in the group are found in the left hand column while those who are not in the group are in the right hand column.

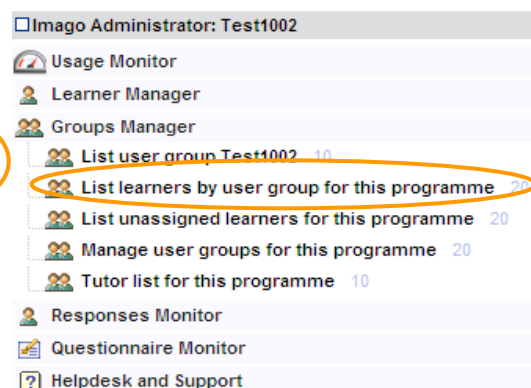


In order to move people into or out of the group just tick the box next to their name and click **Submit update(s)**.

TIP: If you want to auto-assign learners to a group, you can do this through a registration questionnaire. This can be useful if you have split your groups according to departments within the company. If this does interest you please contact a member of our development team to set this up for you.

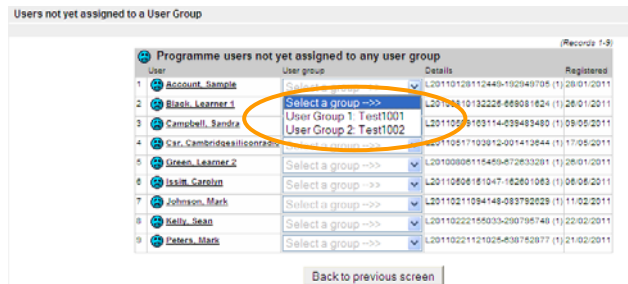
TIP: Tutors, markers and even learners can be assigned to more than one group. This is probably more useful for tutors and markers.

Once people have been assigned to a group you can easily see who is in which group: **Imago Administrator menu > Groups Manager > List learners by user group for this programme**



To find any unassigned learners: **Imago Administrator > Groups Manager > List unassigned learners for this programme.**

To assign them a group click the roll down listbox next to their name & under the column heading **User group**. Once you have finished just click **Back to previous screen** to return to the main menu.



What is the function of both tutors and markers?

Giving people tutor or marker status will give them a higher ranking than learners. However, unlike administrators, who can see information on everyone who has signed up to the course, tutors/markers will only be able to access the information about learners within the group they have been assigned.

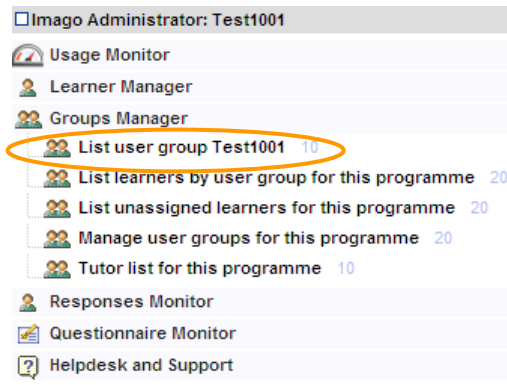
What is the difference in their roles?

- A Tutor can view the information of people within the group they are assigned and generate a variety of reports using that information. They can view learners answers to assignments but they cannot mark them.
- A Marker can view the information of people within the group they are assigned and generate a variety of reports using that information. They can also access online assignments in order to do the marking.

TIP: You can have both a tutor and a marker within one group. If a learner has sent an assignment to be marked, a notification email will automatically go to the marker. If there is no marker it will go to the most recently assigned tutor. If you have set up a tutor marking system it is important that each group has at least one tutor, otherwise these notification emails will have no where to go.

How do I upgrade the status of someone to either a tutor or a marker?

In order to upgrade someone's status you must first choose the group that they are in. Then select **List user group 'group name'**.

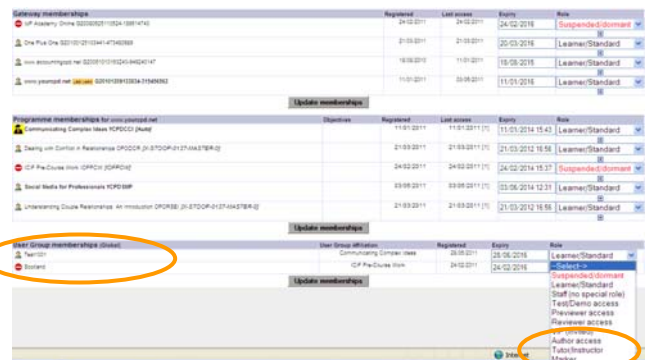


You will then get a list of the users within that group and can click on the name of the person you wish to upgrade.

The User Profile window will then pop up. On the top right hand side of the screen you will find the column heading **User information** and under that a folder called **Membership**.



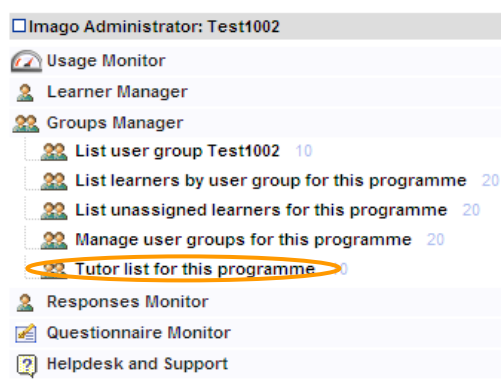
Select **Membership** and in the bottom half of the screen you will then be able to see all the gateways, programmes and groups the user is a member of. Under the column '**Role**' click on the roll down listbox relating to their group membership and change their status to either **Tutor/Instructor** or **Marker** and click **Update membership**.



How can I use the information I have on groups?

The group tool allows you to run a variety of reports on a smaller number of learners. Perhaps the most useful report you can run through Groups Manager is to highlight what marking has yet to be done.

In order to access this report: **Imago Administrator menu > Groups Manager > Tutor List for this programme**



As a course administrator you will then be able to see the different groups for the programme and what marking has been done and how many pieces are still outstanding.

Unlike administrators, tutors, whatever report they run, will only be able to see responses from their group.

If you want to view more detail, for example, seeing which learners have or haven't had their assignment marked you can click the **show detail** button on the top right of the screen.

Group Name	Members	Set up	Marked	To be marked
Test1001 (Tutor unspecified)	1	28/06/2011	0	0
Test1002 (Tutor unspecified)	1	28/06/2011	0	0
(Not assigned to a group)	10		0	0
Overall members:	12		0	0