

Creating & Managing Groups & Assignments

Audience	Instructors who have completed the introductory <i>Getting Started</i> workshop or similar orientation training.
Format	Face-to-face hands-on workshop
Length	2 to 3 hours
Overview	This workshop provides a hands-on introduction to using the Groups and Assignments tools. Participants will first use the tools as a student, becoming familiar with how they will appear to their own students as they upload an assignment and explore the group collaboration tools. Then, turning to the instructor perspective, they will learn to use the Assignments tool to create, review, and grade assignments. Instructors will create groups and provide collaborative tools for students as they work together on group projects. Along the way, they'll discuss pedagogical and practical issues related to using Groups and Assignments in online courses.
Topics	<p><i>The Student Experience</i></p> <ul style="list-style-type: none">– About Assignments– Viewing & Submitting Assignments– Viewing Assignment Grades & Feedback– About Groups– Using Group Communication Tools– Collaboration– File Exchange– Email– Group Discussion Board– Spotlight on Groups & Assignments <p><i>Creating & Managing Assignments</i></p> <ul style="list-style-type: none">– The Big Picture– Creating Assignments– Best Practice: Key Elements for Success– Modifying & Managing Assignments– Focus On Design: Presenting Assignments– Reviewing and Grading Assignments– Reviewing Assignments Offline– Spotlight on Groups & Assignments

Creating & Organizing Groups

- The Big Picture
- Adding Groups
- Adding Users to Groups
- Focus on Design: Presenting Groups
- Best Practice: Provide Support
- Spotlight on YOUR Course

Workshop Wrap Up

- Resources
- Q &A

Objectives

After completing this workshop, participants will be able to:

- access, view, and submit assignments
- view assignment grades from My Grades
- access feedback and returned assignments
- view group pages
- communicate and share files with group members
- create, modify, and manage assignments
- explain options for presenting assignments in Content Areas
- review and grade assignment submissions
- return student submissions, ungraded, with feedback
- download submissions to review offline
- identify key elements of a successful online assignment
- create groups and select appropriate group communication and collaboration tools
- assign students individually to groups
- explore ways to organize and use groups in your course
- explore tips to help you use technology to teach small groups