

ADDING A GROUP CHOICE ACTIVITY IN LEARN 2024

HOW TO:

- A. Create Groups if you still need to create groups.
- B. Add the Group Choice Activity

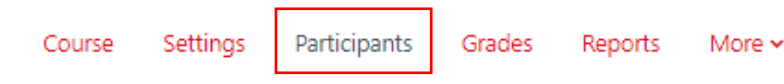
A Create Groups

1. Go to <https://learn2024.ukzn.ac.za> and log in with your UKZN username and password.
2. Navigate to the module you want to create groups and toggle editing on.

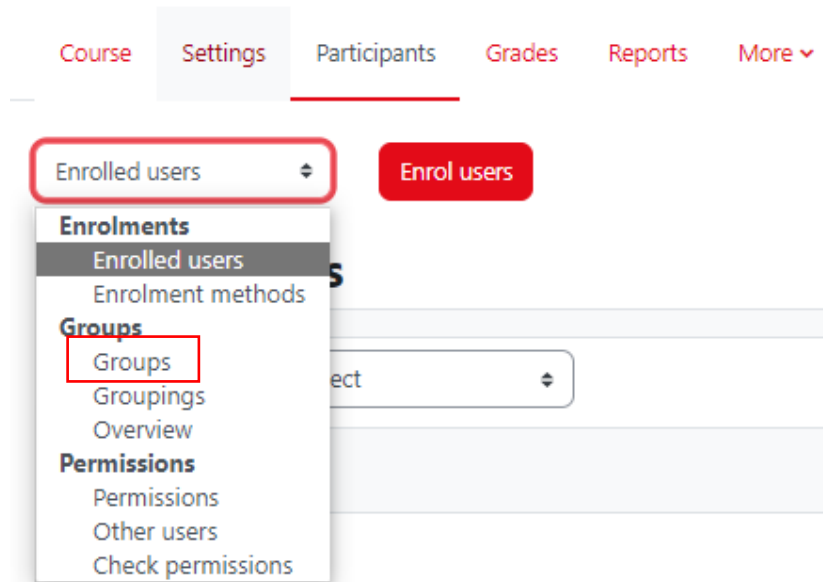


3. From the Secondary navigation bar on the Top, Select Participants.

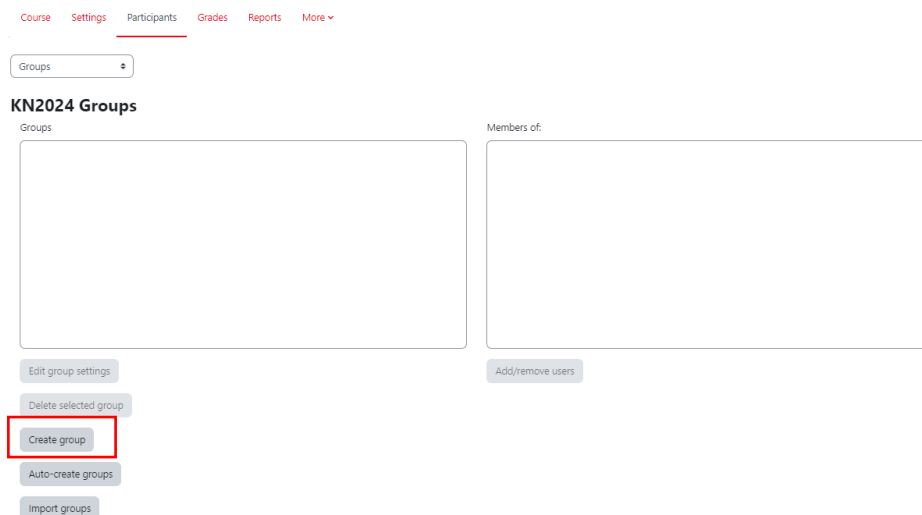
under **Administration > Course Administration > Users**, click **Groups**.



4. From the Participants tab, Click on enrolments and choose Groups.



5. From the Participants tab, Click on enrolments and choose Groups. Create the groups manually by clicking Create group.



6. Complete the required fields, scroll to the bottom, and click Save Changes. Repeat the process for all groups which are required for this course. Please see the screenshot below.

General

Group name

Group ID number

Group description

1

A

B

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☰

☷

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Group for Submissions

Enrolment key

Group messaging

New picture

Choose a file... Maximum size for new files: 500 MB

You can drag

[Save changes](#) [Cancel](#)

[Course](#) **[Settings](#)** [Participants](#) [Grades](#) [Reports](#) [More](#)

Groups

KN2024 Groups

Groups

G1 (0)

G2 (0)

G3 (0)

[Edit group settings](#)

[Delete selected group](#)

[Create group](#)

[Auto-create groups](#)

[Import groups](#)

7. When complete, add users to the Groups By selecting the name and clicking add.

Add/remove users: G1

Group members

None

Search Clear

Search options ▶

Back to groups

Potential members

→ Add

Remove ←

Teacher (4)
Chantal Ebrahim (642474, EbrahimC@ukzn.ac.za, Pietermaritzburg, Ir
Krissen Naidoo (, krissennaidoo@gmail.com, ,) (0)
Krissen Naidoo (38526, Naidookris@ukzn.ac.za, Pietermaritzburg, Inf
Anisa Suleman (25043, Suleman@ukzn.ac.za, Pietermaritzburg, Infor
Student (1)
Anisa Suleman (, AnisaSuleman@gmail.com, ,) (0)

Search Clear

Selected user's membership:

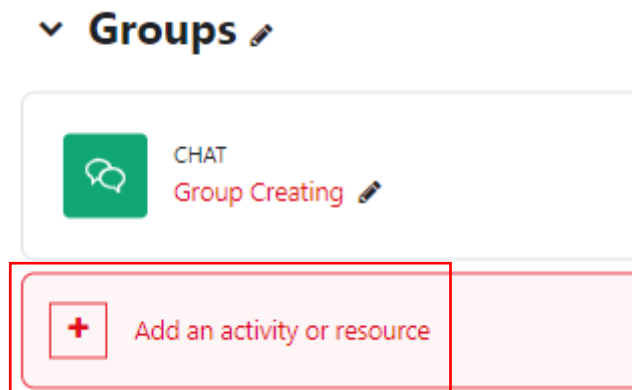
8. When complete, click on the course and add the activity.

B Add the Group Choice Activity

1. On the top right of your course page, toggle editing on. Editing icons and links will appear.



2. Locate the Section where you want to add the Group Choice activity and add a new activity or resource.



3. In the Add an activity or resource window, select Group Choice.

Add an activity or resource ×

Search

All **Activities** Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ
 Custom certificate ☆ ⓘ	 Database ☆ ⓘ	 External tool ☆ ⓘ	 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ
 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 H5P ☆ ⓘ	 IMS content package ☆ ⓘ	 Kaltura Video Resource ☆ ⓘ
 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ	 Survey ☆ ⓘ
 Text and media area ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ	 Zoom meeting ☆ ⓘ	

- When Adding a new Group Choice to Group Choice, enter an informative name in the Group Choice name field. This field is mandatory.

Adding a new Group choice to Groups

General

Group choice name

Description



Group Creating

Adding Groups

☐ Display description on course page

Miscellaneous settings

☐ Allow enrollment to multiple groups

Publish results

Always show results to students

Privacy of results

Publish full results, showing names and their choices

Allow choice to be updated

No

Show column for unanswered

No

Filter out response data for users with expired or suspended enrolments

No

Limit the number of responses allowed



Disable

- In the Description box, please enter a description that informs your students of the purpose of the Group Choice and your expectations for their participation.
- Note: It is generally advisable to leave the Display description on the course page unchecked to avoid clutter on the main course page.

7. In the Miscellaneous settings section, select the appropriate settings you want.
8. The Groups section will show the groups you created in Section A of this document. On the left, a list of your groups will be listed. To add the group, select it (you can hold down Ctrl to select multiple groups). Click on Add group(s) to add them to the right. The groups on the right will be available for students to select from.

▼ Groups

Groups ⓘ

Available Groups

G1
G2
G3

Expand All Groupings

Collapse All Groupings

Double click on a grouping to expand/collapse individually.

Double click on a group to add it.

Selected Groups

Add
Remove

9. In the Restrict answering to this time period section, set the availability of the activity for the students.

▼ Restrict answering to this time period

☒ Restrict answering to this time period

Open

30 ▾

November ▾

2023 ▾

08 ▾

35 ▾ 📅

Until

30 ▾

November ▾

2023 ▾

08 ▾

35 ▾ 📅

10. The Restrict access section lets you set conditions for student access to the Chat activity by date or by prerequisite.

Note: During periods when access is restricted, the activity is completely hidden from students, on the course page, in the Gradebook, and in the course Calendar.

▼ Restrict access

Access restrictions

None

Add restriction...

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

11. In the activity completion section, you can allow completion tracking.

▼ **Activity completion**

Completion tracking	?	Students can manually mark the activity as completed ▾						
Expect completed on	?	☐ Enable	30 ▾	November ▾	2023 ▾	08 ▾	35 ▾	

12. Click save and return to course or save and display. If you wish to cancel, click cancel.

Save and return to course

Save and display

Cancel