

Classification of cohorts with the ILIAS object „groups“

Last update: 15.10.2020

If the number of lecture or seminar participants exceeds the number of places available in the seminar room or lecture hall, you can divide the participants into fixed groups, with whom you will work in alternating sessions. If you have a large numbers of participants, dividing them “by hand” can be very time-consuming. ILIAS offers with its object “groups” an option how many participants can assign themselves to groups. In addition to the groups, a plan has to be created for the groups to determine which group should be present at what time.

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Important notes are marked yellow.

Additional information is marked in blue.

General information about ILIAS groups

In order to divide students into attendance or working groups but also to enable joint work in fixed teams, ILIAS offers the organizational object „group“.

- A group corresponds, like a course room, to a container with a double character:
 - It is pertinent, i.e. contains objects such as files, forums, exercises, etc.

- It is also personal, i.e. it contains group members. The personal reference of groups also includes, ...
 - That members can be contacted collectively via ILIAS internal mail.
 - That the members of a group can be collectively invited to objects (other groups or courses, exercises, surveys)
 - That common appointments for members can be created in the ILIAS calendar.
- A group offers similar possibilities as a course with regard to its settings. This means that you do not have to create different course rooms for a course with different workgroups.
- Within a group there are two additional authorization roles. Group administrator and group member. These roles allow to assign authorizations that are largely independent of the rights on course level. Thus, areas of different work authorizations can be created.
- Groups offer the possibility of working in different areas of work in a single classroom, while sharing central resources and materials.

Set up groups

To create a group, proceed as follows:

1. Select the “Group” object from the “Add new object” drop-down menu.
2. First you assign the name (title) of the group. Experience shows that it is highly recommended to assign group names with references, e.g. to the respective course. This makes it much easier to identify the group(s) in various work steps, such as creating a membership restriction (see there).
3. There are two types of groups: Public and closed groups. Public groups are displayed to everyone and can be entered by participants, except for special rules. Closed groups are only visible to group members. For this reason, “Closed group” is only recommended if the assignment is done by the administration. A free group selection by participants is not possible with closed groups.
4. Finally, confirm your entries with the “Create group” button.

The group is thus fundamentally set up.

Tip: If you want to create several groups, you should first create a group as a template and make all the desired settings on it or equip it with the desired materials. Then you can copy this group in the desired number, the group settings and materials can then be adopted and you only have to adapt the group names.

Settings of groups

Which function a group takes over or which rules apply to a group is controlled by the settings. After creating a group, you will automatically reach the settings. You can first define the joining procedures (for a public group):

- Direct access. Everyone can join this group.
- Joining only with a group password, which will be given to participants in an appropriate way.
- Joining after confirmation (“joining only with confirmation by administration”)
- No independent joining, i.e. joining only by the course director.

- Joining by link, i.e. as with passwords, direct joining takes place by all those who are in possession of the link.
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Info & Contact

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Imprint

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