Management and control of groups

Overview

General information about ILIAS groups

In order to enable joint work in fixed teams or simply to divide students into working groups, ILIAS offers the organizational object group.

- A group, like a course room, corresponds to a container with a dual character:
  - It is factual, i.e. contains objects such as e.g. Files, forums, exercises, etc.
  - It is also personal, i.e. it contains group members. The personal reference of groups also includes,
    - that the 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 joint appointments can be created for the members in the ILIAS calendar.
- In terms of attitudes, a group offers the same possibilities as a course. For an event with different working groups, there is no need to create different course rooms.
- Within a group, there are two additional authorization roles. Group admin and group member. This means that authorizations that are largely independent of the rights at course level can be assigned. In this way, areas of different work authorizations can be created.
- Groups offer the possibility to implement different work areas, while simultaneously or jointly using central resources and materials, in just one course room.

Setting up groups

Groups can be created anywhere within a content page (start page of the course room), session or folder. To create a group, proceed as follows:

1. From the "Add new object" drop-down menu, select the "Group" object.
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 steps, such as .dem creating a membership restriction (see there).
3. There are two types of groups: public and closed . Public groups are displayed to everyone and can be entered by participants, except for separately applicable regulations. Closed groups are only visible to group members. That's why "closed group" is only recommended if the assignment is done by the administration. A free choice of group by participants is not possible with closed groups.
4. Finally, confirm entries using the "Create group" button.

This sets up the group fundamentally.

Group settings

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 be taken to the settings.
You can start by defining the accession procedures (for a public group):

- Direct accession. Anyone can join this group.

- Joining only with a group password, which is sent to participants in an appropriate manner.

- Accession after confirmation ("Accession only with confirmation by administration")

- No independent joining, i.e. joining only by the course instructor.

- Joining by link, i.e. as with passwords, a direct accession takes place by all those who are in possession of this link.

Accession, mainly in the case of free accession procedures, may be limited in time.
To do this, enter "Time-limited accession" specifies a time window consisting of a start and end date as well as a respective time. The time window can therefore be limited to a time frame of a few minutes. Group membership can be terminated at any time under normal circumstances. However, you can prevent this by setting a date ("Latest Group Exit") at which independent withdrawal from the group is possible. After that, the group affiliation is determined.
The size of the group can be regulated by limiting the number of members. You have the option of defining both a minimum and a maximum number of group participants. If the minimum number is not reached by the end of the accession period or .dem latest group exit, all those for whom the 'Notification' option is activated in the 'Members' tab will automatically receive an e-mail notification from the system.

Figure 1 Scheduling of Registration

If the maximum number is reached, no further membership is possible. In this case, it is possible to keep a waiting list. If a place becomes vacant due to the departure of a group, it can be moved up from the waiting list automatically.

Limitation of group membership

Figure 2 Creating a Group Membership Limitation

If you want to prevent students from registering in more than one group (e.g. in the case of direct membership and a limited number of participants), you must define a so-called membership restriction. To do this, first select the sub-tab of the same name in the settings and create a "New Membership Restriction" with a

Figure 3 Editing the Membership Limitation

name of your choice. Select a distinguishing feature, such as the user name (Login) or matriculation number, from the drop-down menu. These are unique to one person. Save the new constraint. After that, open the restriction again using the "Edit" option at the end of the line.

Now you will find the "Assignment" option, which allows you to select the groups that should be subject to this restriction. This is where the advantage of the clear titling of the groups mentioned at the beginning becomes apparent.

You will receive a selection of all groups that are accessible to you.

Select the groups by selecting them with a check mark. Click on "Change assignment" to complete it.

From now on, if participants try to assign themselves to more than one group, they will receive a message that they are already part of a group. Only when you terminate your membership in it will the membership be released again.
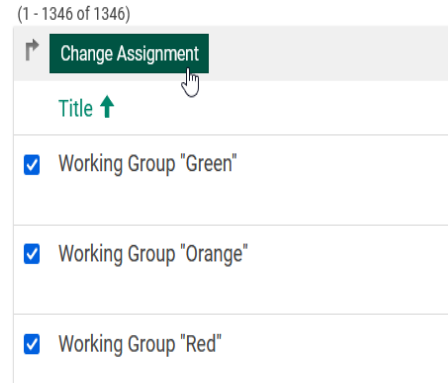
Figure 4 Select Groups

Assign and manage collaborative materials across multiple groups

As in a course room, groups can also contain materials that are necessary, for example, for the work of a working group. If several groups with identical objects (forum, documents, exercises, etc.) are to be set up in a course room, it is advisable to set up an original group, including settings and information, and then create copies of it in the appropriate number. These then only have to be adjusted by name. Unfortunately, copying is only possible group by group. This eliminates the need for multiple filling.

Shared files can also be integrated into groups by linking, e.g. from an author's area that is only accessible to lecturers. This has the advantage that changes can be made to a version, which is then distributed to all group areas via the link.

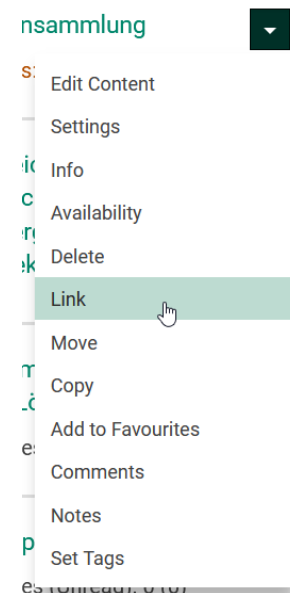To create a shortcut, select the Link option from the editing options of the specific item (see right).
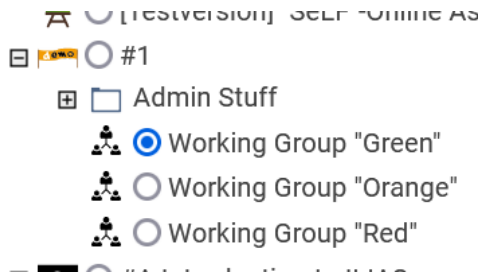
Figure 5 Editing Options

Figure 6 Magazine pull-out

The view of the magazine contents, i.e. all courses and their contents, opens. There you then select the course or the desired group to which the link should point. Such links can also be sensibly created in a primordial group as described above. The link is then distributed accordingly to all copies.

Info & Contact

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