

How to Setup a Course Group

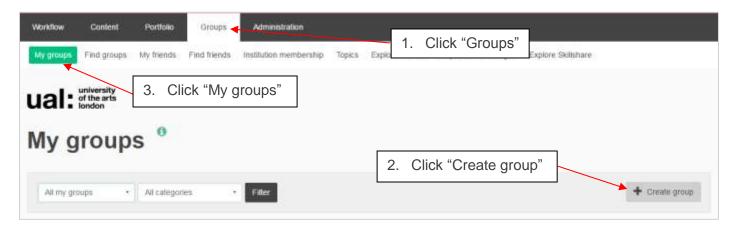
Course groups are a special type of group which can only be created by Administrators and Staff of the site. If you are a member of staff you should have staff status in workflow automatically. If you can't see the option to set Roles, listed below, you need to request staff status from the workflow support team.

What is special about a course group?

- Course groups can contain admins and tutors as well as ordinary members.
- All members of course groups can **submit** their pages to the group for assessment by tutors. (Important **submitting** a page to a group is different from **sharing** a page to a group.)
- The submitted page becomes locked and can't be edited any further until signed off by the tutor.
- When tutors give feedback on a submitted page, they can also attach a file to the feedback which is only visible to the page's author.
- When a page is submitted to a group, the normal sharing mechanism is bypassed, so there is no need to set access rules on that page to allow the tutor(s) to see it.

Course groups are designed to be used where the membership is defined by an external system (such as an institution's enrolment system) and you wish to replicate that membership in the group.

Follow the instructions in How to Create a Group but select the following:









Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk