

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:

The screenshot shows the UAL website interface. At the top, there is a navigation bar with tabs for 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. A red arrow points from a callout box '1. Click "Groups"' to the 'Groups' tab. Below the navigation bar, there is a secondary navigation bar with 'My groups' highlighted in green. A red arrow points from a callout box '3. Click "My groups"' to this 'My groups' link. Below the secondary navigation bar, the 'My groups' page is displayed. It features the UAL logo, the text 'My groups' with a green notification icon, and a filter section with 'All my groups' and 'All categories' dropdowns and a 'Filter' button. A red arrow points from a callout box '2. Click "Create group"' to a '+ Create group' button in the bottom right corner of the page.

Workflow Content Portfolio **Groups** Administration

My groups Find groups My friends Find friends Institution membership Topics Explore Content Explore Profile Pages Explore Skillshare

ual: university of the arts london

Create group

Group name *

Group description

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Settings

Membership

Open Yes
Users can join the group without approval from group administrators.

Controlled No
Group administrators can add users to the group without their consent, and members cannot leave the group.

Request No
Users can send membership requests to group administrators.

Roles Standard: Member, Admin

Allow submissions Yes
Members can submit pages to the group that are then locked. These pages cannot be edited unless approved by group administrators.

Save group Cancel

6. Enter "Group name" and "a group description"

4. Select "Course: Member, tutor, Admin"

5. Select "yes" to allow submissions

7. Select "Save group"

Further Support

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