

## Adding Groups to Studentcentral

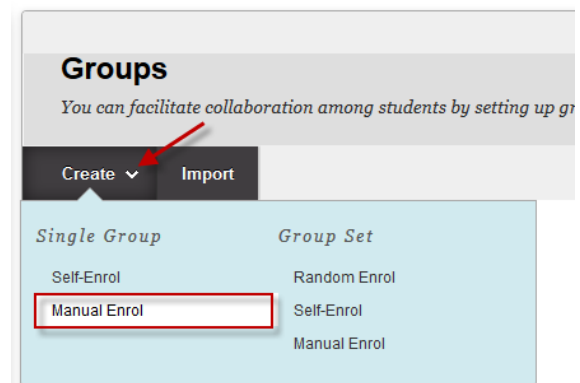
This guide covers how to add groups to a studentcentral module. This enables staff to communicate with groups individually, and also helps filter grade centre by group. This guide just covers creating groups to reflect cohorts or occurrences, but groups can also be used for:

- Creating sign up lists for events
- Creating self-enrol groups (e.g. for assessments/presentations – students pick their own groups)

These processes are not covered in this guide – speak to Craig Wakefield (LTA). This guide covers creating groups and manually adding students based on lists within InfoView, e.g. Semester groupings

### Stage 1: Create a single, manual enrol group in a module area

- 1) Login to studentcentral: <https://studentcentral.brighton.ac.uk/>
- 2) Navigate to the module you wish to set up groups for
- 3) In the Control Panel, click **Users & Groups > Groups**
- 4) On the Groups screen, click **Create** then **Manual Enrol**



5) You are now going to create a group. The settings you need are:

Setting	Suggested Setting
Name	E.g. Sem1. Avoid spaces in the name if you are uploading a student list via a spreadsheet
Group is visible to students	Yes
Tool Availability	Unless these have been specifically requested, you can untick these options
Widget Personalisation Settings	Untick
Group Set Options	Tick this to create a Smart View for the grade centre
Membership	<p><b>If you are uploading group list via a spreadsheet ignore this option and move to Step 6 below.</b></p> <p>If you wish to add users individually, click Add Users to display a student list.</p> <p>Click <b>'Show All'</b> to display all students registered on the module</p> <p><b>Tick</b> the students you wish to add to the group. <i>Note the total number of students you have selected is displayed in the bottom left corner.</i></p> <p>Click <b>submit</b> to add those users to the group</p>

6) Click **Submit** to create the group

**If you need to add members via a spreadsheet – go to Stage 2**

**If you have already added members – go to Stage 4**

For large groups this option can be more time efficient. You need to first create a group/multiple groups (see Stage 1). You can then obtain a report from InfoView with the student usernames, which can be pasted into a spreadsheet. Note you can use one spreadsheet for multiple groups within a single module.

- Logon to InfoView
- In Module reports > Class list by module and course

- 1) The spreadsheet from InfoView should have a number of tabs/sheets.
- 2) Navigate to the sheet titled 'By all student names' (1)
- 3) Highlight the usernames of the students in the relevant group you are creating. Copy this (right click > Copy)

Academic Year	Student no.	First name	Family name	Username	Course	MOA	Module code	Module name	Period	Occurrence	Module leader	Known as
2016	1600436101	Jonathan	Phelps	jph99	K1E0014 BA Honours PHYSICAL EDUCATION	FT	PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Jonny
2016	160045521	Katherine	Lynch Brown	kbs9	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Kitty
2016	160048041	Justine	Walker	jmw57	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Justine
2016	160052531	Daniel	Crayne	dc481	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Daniel
2016	1600573201	Lewis	Dazley	ld385	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Lewis
2016	1600702201	Casey	Bush	cb948	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Casey
2016	160088891	Grace	Okcwell	go68	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Grace
2016	160090981	Calum	Brackett	cb801	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Calum
2016	1601425201	Aaron	Reedman	ar911	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Aaron
2016	160153071	Leigh	Smith	ls727	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Leigh
2016	1601767101	Megan	Zahl	mz103	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Megan
2016	1601832101	Chloe	Farrell	cf386	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Chloe
2016	160192391	Ben	Kensdale	bk170	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Ben
2016	160195041	Olivia	Cifford	oc120	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Olivia
2016	160195061	Poppy	Sansom	ps152	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Poppy
2016	160195201	Jessica	Painter	jp742	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Jess
2016	1602162201	John	Day	jd644	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Ailie
2016	160236941	Finn	Paterson	fp010	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Finn
2016	160261131	Hayley	Pink	hp259	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Hayley
2016	160326661	Luke	Ballard	lb73	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Luke
2016	1603423101	Callum	Hart	ch813	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Callum
2016	1604472101	Nikolaos	Katsakis	nk293	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Nikolaos
2016	160520791	Charlotte	Poolo	cp680	K1E0014 BA Honours PHYSICAL EDUCATION		PA417	Swimming and Water Safety	SEM2	C	Miss GL Tedeman	Charlotte

- 5) Check that the correct group name is given next to each student name (e.g. Sem1). Amend as necessary

User names successfully pasted

Now i must change amend the last three group codes as all of these students are in Sem 1

- 6) **You can repeat by copying the next group** from the infoview spreadsheet and pasting further down the column. Again make sure the group names match the correct students.

Next group are simply  
pasted below

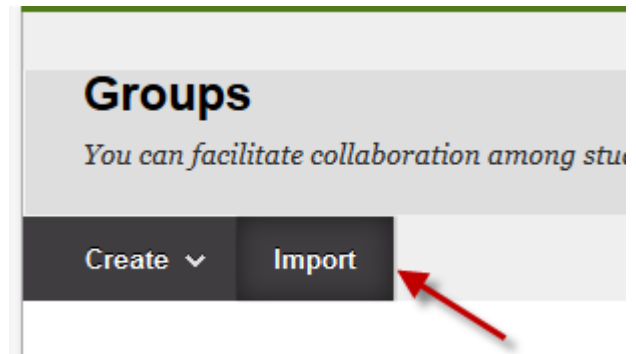
- 7) You'll now need to clean up the template by removing any dummy usernames that aren't required

- 8) Save the spreadsheet as a CSV file with a new name (e.g. PA417 groups.csv)

### Stage 3: Importing group members from a spreadsheet

- 1) Login to studentcentral: <https://studentcentral.brighton.ac.uk/>
- 2) Navigate to the module
- 3) In the Control Panel, click **Users & Groups > Groups**

- 4) On the Groups screen, click **Import**



- 5) Under **Import Group Members**, click **Browse my Computer** and find the CSV file you just created. Click Open once you find the file

#### IMPORT GROUP MEMBERS

*Click Browse to select an import file (CSV) containing group memberships. Uploading large files may take a long time.*

Attach File

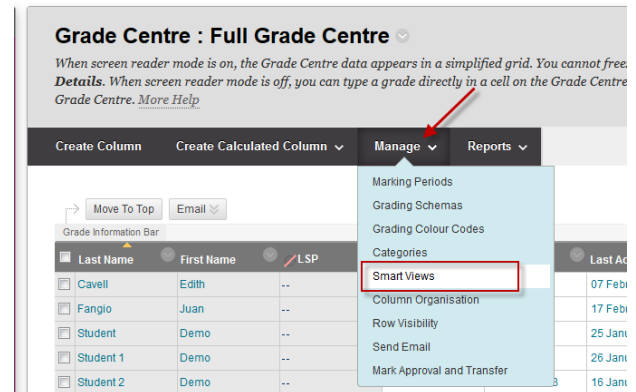
Browse My Computer

- 6) You'll return to the Import page. Click **Submit**
- 7) You'll return to the group page. The process can take a few seconds so don't panic if you see there are still not the correct numbers of students in your groups. Refresh the page or return after a minute or so to see if it has worked. You'll receive a confirmation email when the import is complete. It's usually no more than 1 minute depending on numbers

## Stage 4: Adding a SMART view to the Grade Centre

As part of Stage 1, you selected the option to create a Smart View for the group, so Grade Centre can be filtered to only show users in that group. You need to add this as a 'favourite' so it is displayed when a tutor accesses the Grade Centre.

- 1) Navigate to the module you have set up the groups for
- 2) In the **Control Panel**, click **Grade Centre > Full Grade Centre**
- 3) In the menu bar, click **Manage > Smart Views**



- 4) You'll see the existing Smart Views listed (many are created by default). Find the one that has been created for the group(s) you have set up. **Click the star icon** to save as a favourite.

Title	Description	Type	Add as Favourite
Assignments		System	
Blogs		System	
Discussion Boards		System	
Final Grade View		System	
Group: eXAM 3		Custom	
Group: test		Custom	

- 5) Click **Ok** to complete

## Troubleshooting Groups

*Groups have been set up but a tutor is unable to email them?*

- Make sure the groups have been set as 'available to students' (See Stage 1)

*Groups have been set up but importing members via a spreadsheet isn't working?*

- Make sure:
  - The group names in the spreadsheet match those in studentcentral. Ideally group names should not have spaces.
  - The students in the spreadsheet are enrolled on the module in studentcentral. You cannot add students to a group who are not enrolled.

*I created a group(s) but need to make a change to the settings?*

- See below

*I need to manually add/remove a student at a later date?*

- You can edit groups at any time:
- Login to studentcentral:  
<https://studentcentral.brighton.ac.uk/>
- Navigate to the module
- In the Control Panel, click **Users & Groups > Groups**
- Locate the group you wish to edit, and click the menu button after the group name.  
**Click Edit**

