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Create Student Groups

To access the CHAMP Student Groups module, you can log in to: <https://ilios.ttuhs.edu/Champ> using your browser. The recommended browser for CHAMP is Chrome.



Figure 1

1. The system will display the login screen for you to enter your user credentials. Click on the “Log On” button to enter your username and password.
2. The system will display a window for you to type in your eraider information. In the text fields available, enter your TTUHSC username and Password.

The image shows a screenshot of a web form titled 'eRaider Sign-in' with a 'Help' link in the top right corner. The form contains two text input fields: 'Username' and 'Password'. Below these fields are two links: 'Forgot password?' and 'Forgot username?'. At the bottom of the form is a 'Sign In' button and a link for 'Set-Up Account'.

Figure 2

3. After the login screen, the system will display the CHAMP homepage. In the Menu Bar, click on the Student Groups tab to display the module you would like to work with.

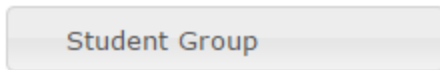


Figure 3

4. Next you will see the Student Groups window showing Student Group Details. To create a new student group, ensure the 'Single Group' radio button is selected.

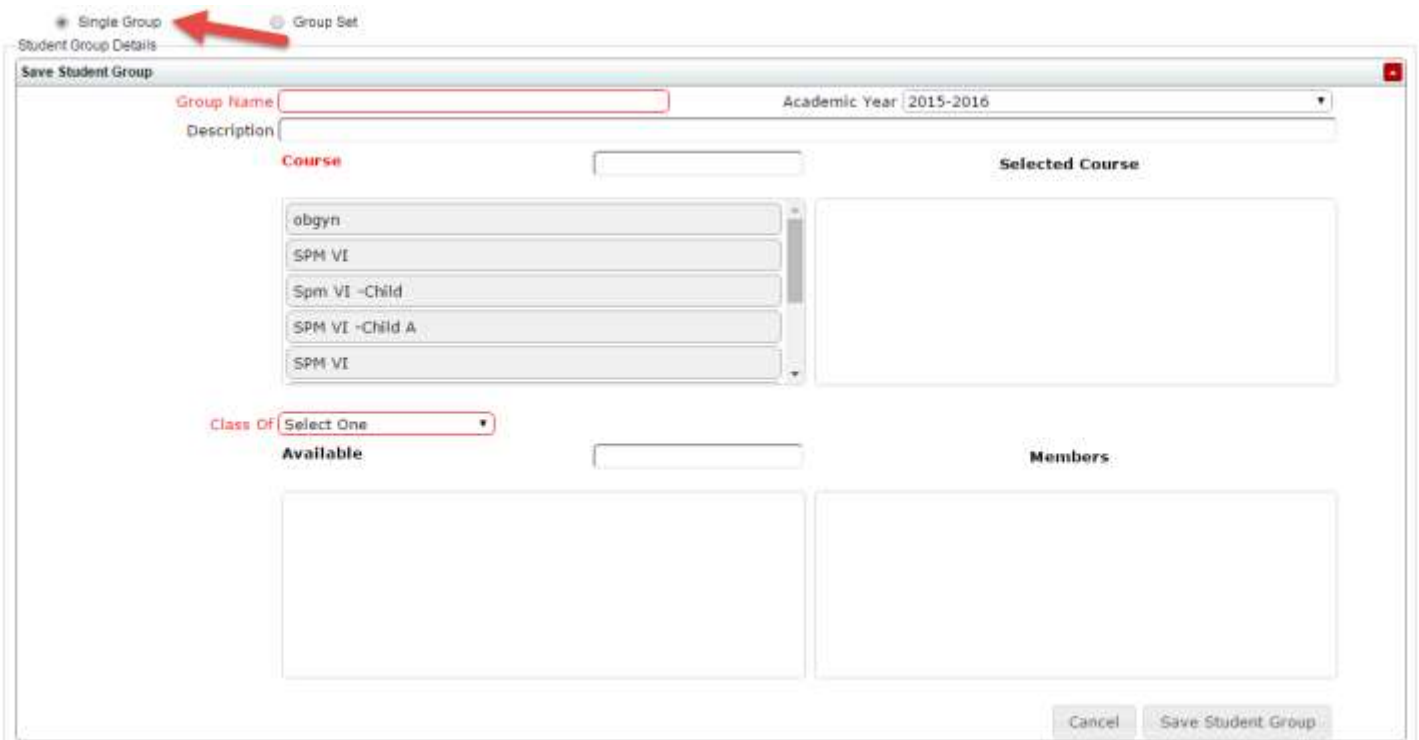


Figure 4

5. Begin by typing the Group name and selecting the Academic Year. The Group Name cannot be longer than 50 characters. From this menu, you have the option of entering a group description but it is not a required field to save the student group. When entering the description, it should be no longer than 100 Characters.
6. Select a course by dragging it from the column on the left into the column on the right. You can select to attach more than one course to this student group. If there is a specific course you are looking for, the Course text box (in red) serves as a text search. Simply type in the title of the course and the system will display courses with the closest match.



Figure 5

7. Select a 'Class Of' to select the students that will be associated with the student group you are creating. *You can only associate students from one class year to groups. If there is a specific student you are looking for, the Available text box (under 'class of') serves as a text search. Simply type in the name of the student and the system will display students with the closest match.



Figure 6

8. Once you have selected the 'Class Of', the members of that class will populate into the 'Available' column. Add students into the group by dragging them into the 'Members' column. If there is a specific student you are looking for, the Available text box (under 'class of') serves as a text search. Simply type in the name of the student and the system will display students with the closest match.

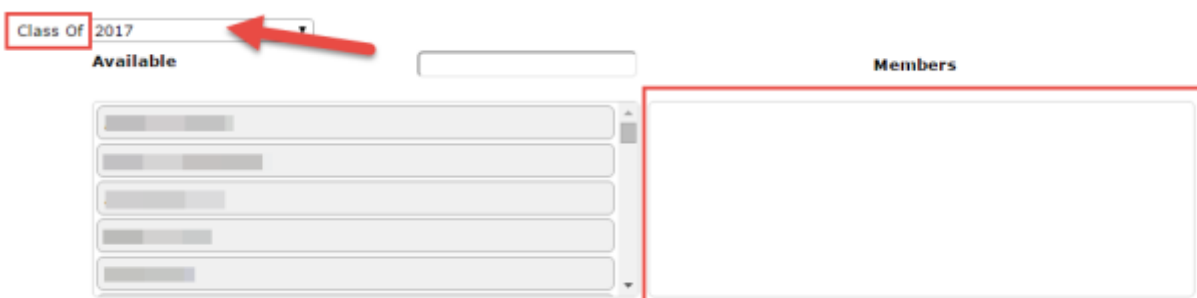


Figure 7

9. Once you have completed the required information for each field, click on the save button.

The screenshot shows a software window titled "Save Student Group". At the top, there are two dropdown menus: "Group Name" with the value "Summative Group B" and "Academic Year" with the value "2015-2016". Below these is a "Description" text field. The main area is divided into two columns. The left column has a "Course" label above a list box containing "SPM VI", "Spm VI -Child", "SPM VI", "spm 7 a", and "SPM I + T". The right column has a "Selected Course" label above a list box containing "obgyn", "SPM VI -Child A", and "SPM 7". Below the course lists is a "Class Of" dropdown menu set to "2017". Underneath, there are two more list boxes: "Available" and "Members". At the bottom right of the window, there are two buttons: "Cancel" and "Save Student Group". A red arrow points to the "Save Student Group" button, which is also enclosed in a red rectangular box.

Figure 8

10. After "Saving", the system will display a confirmation that the Student Group was successfully saved. This notification will appear in the top right corner of the window.

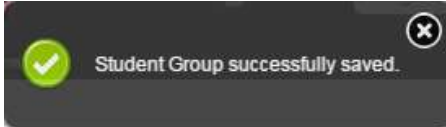


Figure 9

4. To filter a category (narrow your search), you can use any of the filters to display only the student groups that fit your criteria.



Figure 13

The screenshot shows a web form titled "Save Student Group". At the top, there are two input fields: "Group Name" containing "31_test_group_Summative_Remediation_c/0_2021" and "Academic Year" with a dropdown menu set to "2016-2017". Below these is a "Description" field with the text "This is a test to see if the description will allow me.". The form is divided into two main sections. The upper section is for course selection, with a "Course" list on the left containing "Test Champ course" and "Scientific Principles of Medicine I", and a "Selected Course" list on the right containing "KE Test Course". The lower section is for student selection, with a "Class Of" dropdown set to "2018" and an "Available" list on the left, and a "Members" list on the right. At the bottom left, there is a checkbox labeled "Active" which is checked. At the bottom right, there are two buttons: "Cancel" and "Save Student Group". Five red arrows point to the Group Name, Academic Year, Description, Selected Course, and Members fields.

Figure 16

4. After you have made revisions to the student group, click on the 'Save Student Group.' The system will give you a notification that the group was saved successfully.

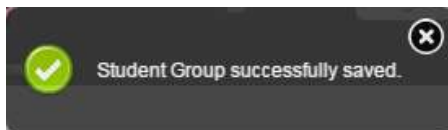


Figure 17

How to Create Group Sets

To access the CHAMP student group module, log in at: <https://ilios.ttuhs.edu/Champ>

1. Click on the Student Group Tab to view the menu.

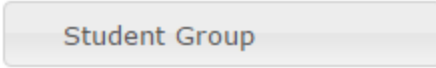


Figure 18

2. To create a Student Group **Set**, click on the 'Group Set' radio button. This will populate the appropriate menu.

Figure 19

3. To create a group set, you must create a group set name, the number of groups, and the Class Year that this group set will be assigned to. By default, the system is set to the current academic year.
4. The Group Name cannot be longer than 50 Characters, and the number of groups must be equal or less than 16. **The randomize tool is to associate students into the groups on a random basis after the selected students are linked to the set. (Please see Figure 28 for view of group sets that do not need to be randomly populated.)*

Figure 20

5. Select a course from the left menu and drag it into the 'Selected Course' menu on the right side. You can select as many courses as you prefer to have the group set associated.

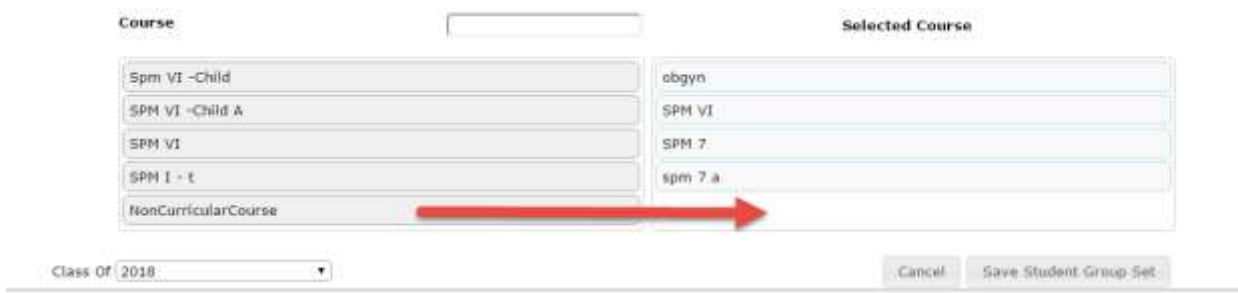


Figure 21

6. The last step before saving is to select a 'Class Of'. If all fields are populated, click the 'Save Student Group Set' button.



Figure 22

7. Once you have clicked to save the student group, you will see a notification that the set is saved, and asks if you want to create another group set. *If you click 'OK', the fields will be cleared and you can begin creating a new group set by repeating steps 1 – 7. If you are ready to move forward adding members to the group set, proceed to the next step.

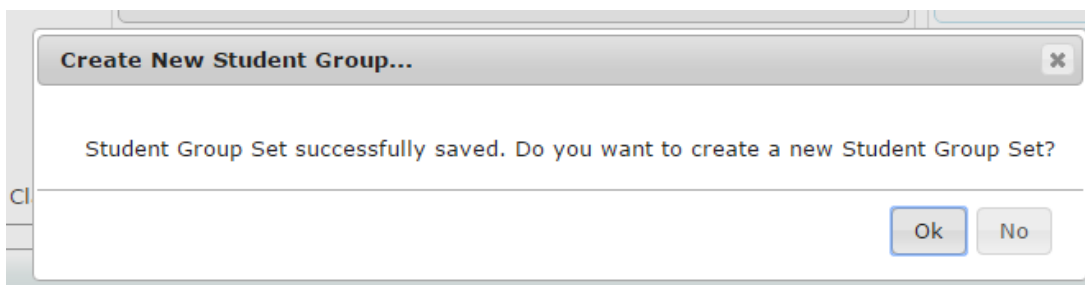


Figure 23

8. To add members to the group set, click on the red down arrow in the 'Group Set Members' Section to expand the menu options.

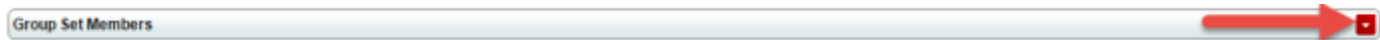


Figure 24

- Students that are available to be assigned to the group set are populated in the 'Available Students' Section. Before adding them to individual sets, you must first select the students that will be included in the exceptions section. This portion is used for students that are not going to be included in the sets for any reason.

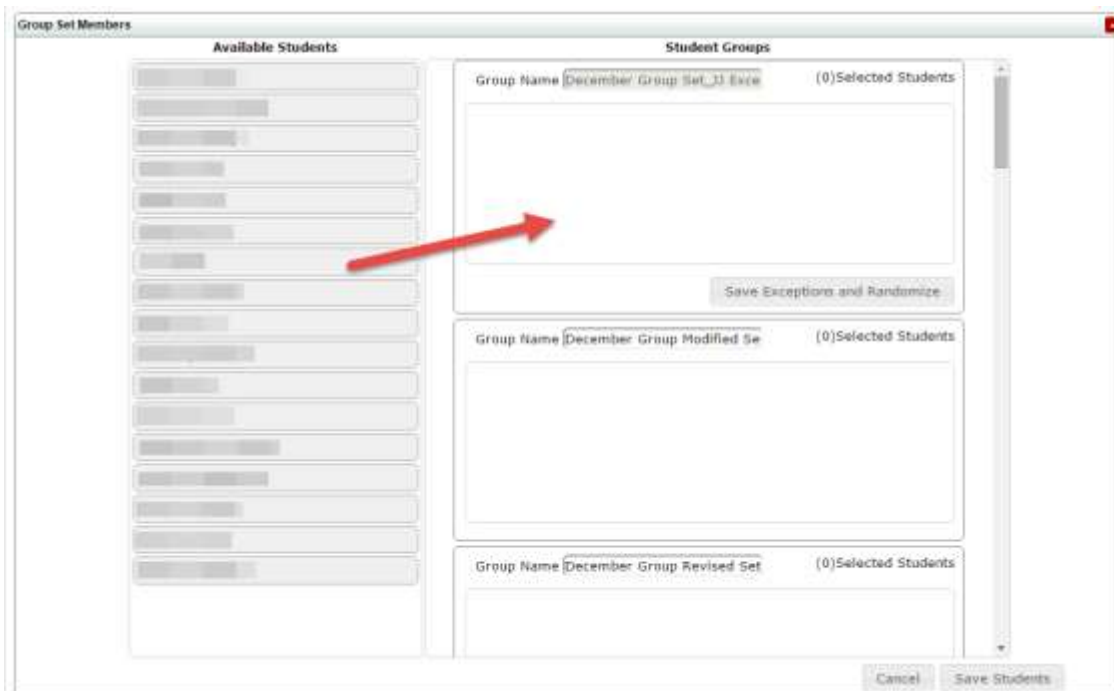


Figure 25

- Once the students are in the exception section, click on the 'Save Exceptions and Randomize' button. This will randomly place the students in the number of groups that you have created. *The randomize feature is dependent on you checking the randomize check box when creating a student group set.

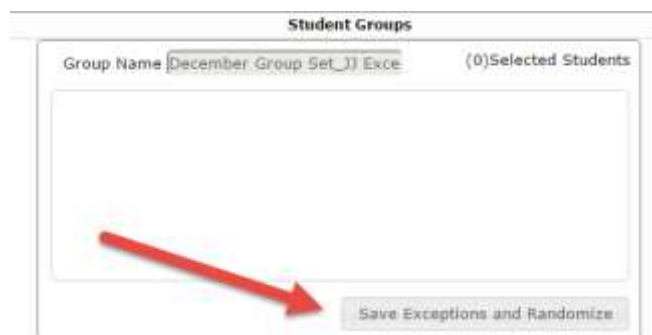


Figure 26

11. After clicking to randomize, the system will group students into the number of groups available. They will now appear in each box and no longer be available for selection. If there are no other changes, click on the 'Save Students' button to capture your group set membership. In the event that you remove a student back into the 'Available' section and leave them there without clicking the Randomize button again, the system will notify you that "The whole class should be contained within the generated groups." Only after the student is placed into the exception group or randomized again, will you be able to save the group set.

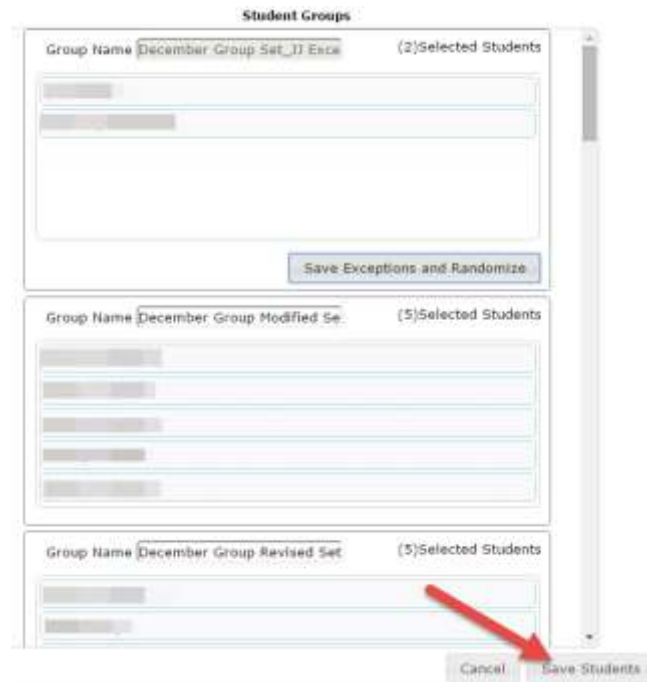


Figure 27

12. If you chose not to randomize the group sets, you will see the screen below that allows you to populate the "selected" column as you deem necessary.



Figure 28

13. Much like in the randomized group, In the event that you remove a student back into the 'Available' section and leave them there without assigning them to a group, the system will notify you that "The whole class should be contained within the generated groups." Only after the student is placed into the exception group or another group again, will you be able to save the group set.

14. After saving, you will receive a notification that the group set was captured.

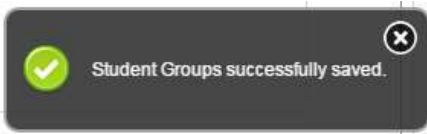


Figure 29

How to View and Filter Student Group Sets.

To access the CHAMP Student Group module to view and filter group sets, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar, click the “Student Group” tab.

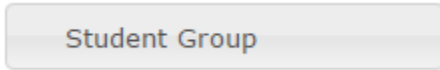


Figure 29

2. Click on the ‘Group Set’ Radio button to view Student Group Set information.

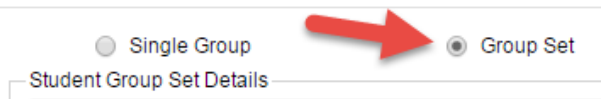


Figure 30

3. Scroll down to the bottom of the screen to the Student Set Group List. Groups that have been created are displayed, as shown below, according to Name, Description, Size, Class Of, and Academic Year.

Group Set Name	Description	Size	Class Of	Academic Year	Active
Set Test 001	Set of 3 groups	3	2015	2015-2016	Yes
Set Test Cloned 001	Testing Cloning Sets Updated	3	2015	2015-2016	Yes
Test No Group Assignment		4	2016	2015-2016	Yes
Student Group Set TC 001	Description added while editing the Student Group Set	4	2015	2015-2015	Yes
Student Group Set TC 002		3	2016	2015-2016	Yes
Student Group Set TC 003		2	2015	2015-2016	Yes
Student Group Set TC 004		4	2015	2015-2016	Yes
IT student group set 001	Champ group test phase 2 for TF	2	2017	2015-2016	Yes
TEST-GROUP T.	.DOFHAKLHDAHG	15	2015	2015-2016	Yes
RER		6	2015	2015-2016	Yes
Test Group New		6	2016	2015-2016	Yes
Test Group V oo99	Random 2	2	2018	2015-2016	Yes

Figure 31

4. You can first filter the list of groups by clicking on the drop down menu to select either the 'class year' or 'academic year' and click the 'Search' button.

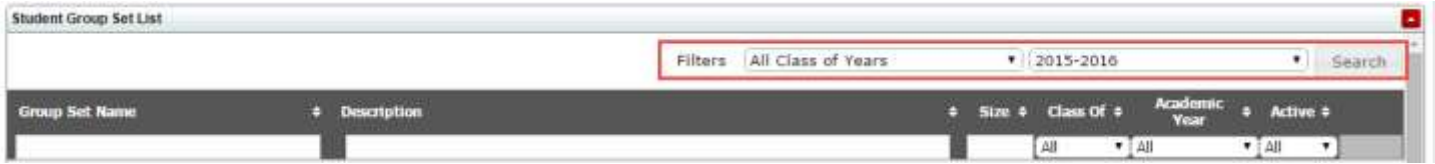


Figure 32

5. To filter a category (narrow your search), you can use any of the filters to display only the groups sets that fit your criteria.

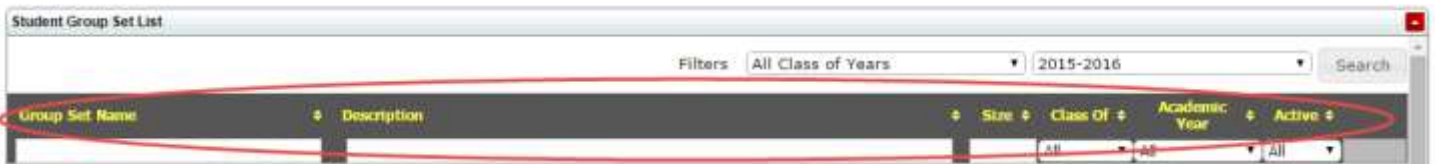

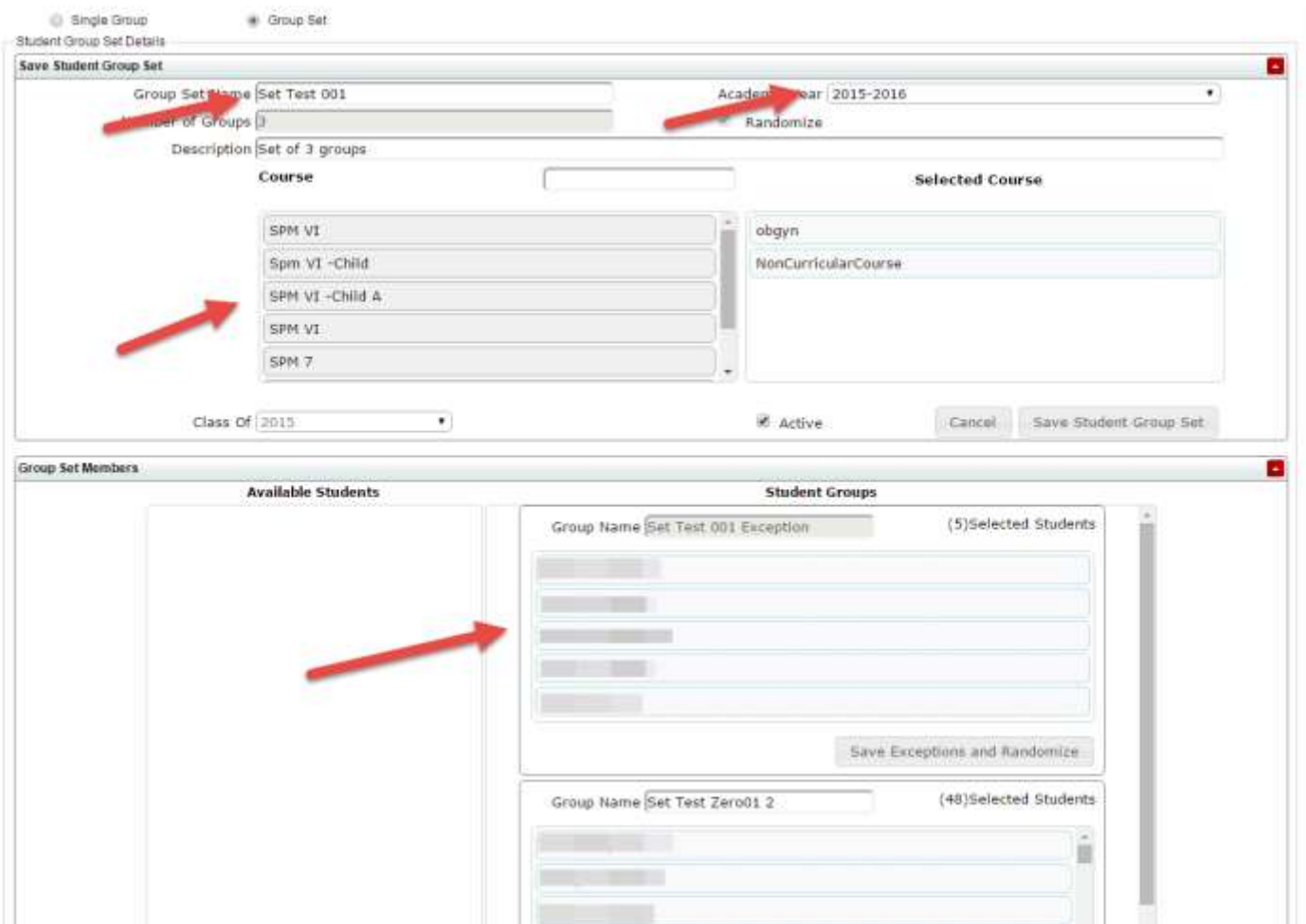


Figure 33

4. Select the student group set you would like to edit and click on the 'pencil'  tool located next to that group. Clicking on the pencil tool will populate the details of that student group as well as set membership. From this screen, you can edit most of the groups except the number of groups or students if they have already been assigned. **Note, only users with administrative rights may edit student group sets.*



The screenshot displays the 'Save Student Group Set' window. At the top, there are tabs for 'Single Group' and 'Group Set'. The main form includes fields for 'Group Set Name' (Set Test 001), 'Academic Year' (2015-2016), 'Number of Groups' (3), and 'Description' (Set of 3 groups). Below these are 'Course' and 'Selected Course' sections. The 'Course' section has a list of options: SPM VI, Spm VI -Child, SPM VI -Child A, SPM VI, and SPM 7. The 'Selected Course' section shows 'obgyn' and 'NonCurricularCourse'. At the bottom, there is a 'Class Of' dropdown (2015), an 'Active' checkbox, and 'Cancel' and 'Save Student Group Set' buttons. The bottom section, 'Group Set Members', shows 'Available Students' and 'Student Groups'. The 'Student Groups' section has a 'Group Name' field (Set Test 001 Exception) and '(5) Selected Students'. Below this is a 'Save Exceptions and Randomize' button. Another group is visible below with 'Group Name' Set Test Zero01 2 and '(48) Selected Students'.

Figure 36

5. After you have made revisions to the group set, click on the 'Save Student Group set and Save students.' The system will give you a notification that the group was saved successfully. **Please note that the changes in each section need to be saved separately. Any changes made to student membership should be saved first.*

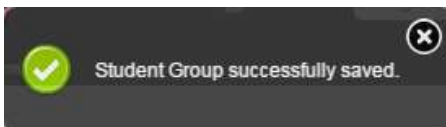


Figure 37

How to clone student group sets.

To access the CHAMP Student Group module to clone group sets, log in at: <https://ilios.ttuhs.edu/Champ> The unique characteristic about this feature is that if a group set is cloned within the same academic year, it retains the same number of group sets, course, and student assignments but the name can change. If it is cloned for a different academic year, it does not copy assignments.

1. In the menu bar, click on the 'Student Groups' Tab

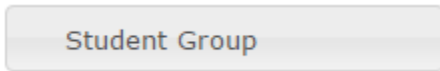


Figure 37

2. Click on the Group Set Radio button to view Student Group Set information.

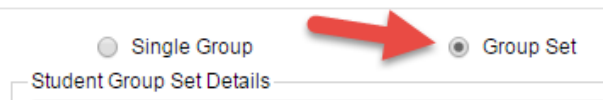



Figure 34

3. Scroll down to the bottom of the screen to the Student Group Set List. Locate the group set to be cloned and click on the paper  icon next to the set you would like to clone.
4. In the box that appears, enter a new Group Set Name and select the Academic Year. The group set name cannot be the same as another pre-existing group set.

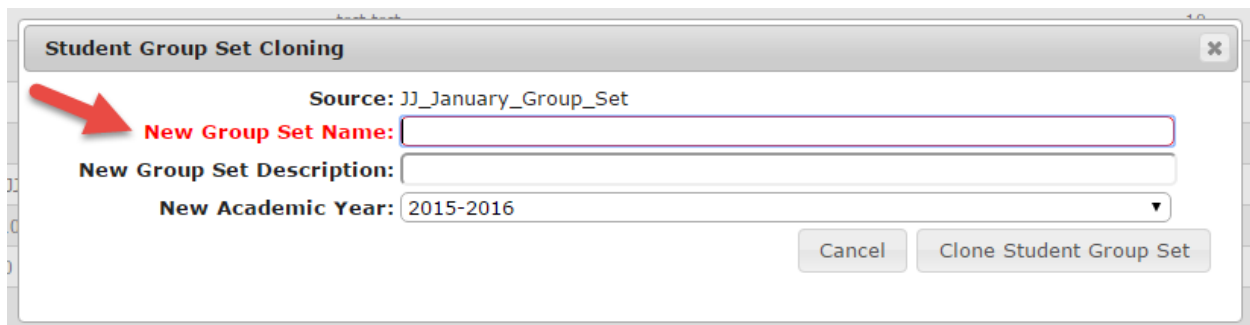


Figure 35

5. When you click on the 'Clone Student Group Set' button, you will see a notification that it has been created.

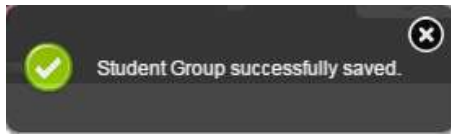


Figure 36

How to Delete Groups and Group Sets

To access the CHAMP Student Group module to clone group sets, log in at: <https://ilios.ttuhs.edu/Champ>

1. In the menu bar, click on the 'Student Groups' Tab

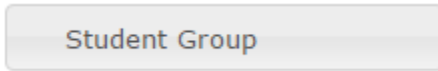


Figure 38

2. Click on either the "Single Group", or the "Group Set" radio button for the option you wish to delete.




Figure 39

3. If it is a single group that you wish do delete, scroll to the bottom of the page to the "Student Group List." From this menu, you can filter (see instructions in Filter section) to find the group you wish to delete.

Group Name	Description	Class Of	Academic Year	Active
SD Test JC 2011	SD for Session Offering Mapping	2016	2015-2016	Yes
Binary_student_group_test		2017	2015-2016	Yes
this is a test		2018	2016-2017	Yes
TF Group Name		2018	2015-2016	Yes
First anatomy group	First anatomy group	2016	2015-2016	Yes
Arizona Group Test		2015	2016-2017	Yes

Figure 40

4. Locate the Red Dash  next to the group to delete your selected group. When choosing to delete the group, the system will notify you of your request prior to deleting the group.

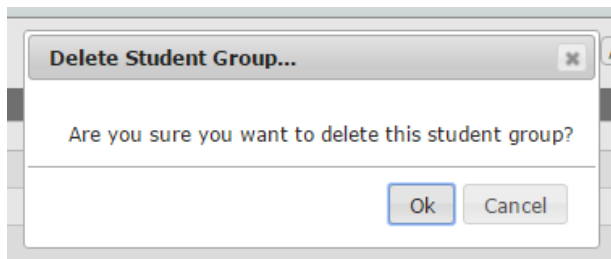


Figure 41

5. If you click “OK,” the system will delete your group and notify you that it has been deleted successfully.

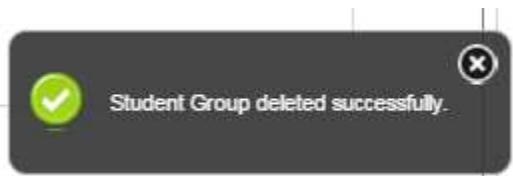


Figure 42

6. If it is a group set that you wish do delete, click on the “Group Set” radio button.




Figure 43

7. Scroll to the bottom of the page to the “Student Group Set List.” From this menu, you can filter (see instructions in Filter section) to find the group you wish to delete.

A screenshot of a web application interface showing a table of "Student Group Set List". At the top, there are filter dropdowns for "All Class of Years" and "2015-2016", and a "Search" button. The table has columns for "Group Set Name", "Description", "Size", "Class Of", "Academic Year", and "Active". The table contains several rows of data, including "test", "January_group_set", "Jan 05 JT", "TF group set name TF group set name TF group set n", "January_test_set", "Test Group Set", "test 101", and a long alphanumeric ID. Each row has a red dash icon in the "Active" column, indicating it is selected for deletion.

Group Set Name	Description	Size	Class Of	Academic Year	Active
test	test	4	2016	2015-2016	Yes
January_group_set		5	2016	2015-2016	Yes
Jan 05 JT		6	2018	2015-2016	Yes
TF group set name TF group set name TF group set n		4	2017	2015-2016	Yes
January_test_set		3	2018	2015-2016	Yes
Test Group Set	Test Group Set	3	2019	2015-2016	Yes
test 101		2	2018	2015-2016	Yes
12345678911234567892123456789312345678941234567895		15	2016	2015-2016	Yes

Figure 44

8. Locate the Red Dash  next to the group set to delete your selected group. When choosing to delete the group, the system will notify you of your request prior to deleting the group.

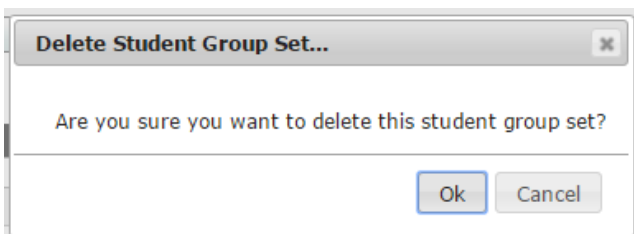


Figure 45

9. If you click “OK,” the system will delete your group and notify you that it has been deleted successfully.

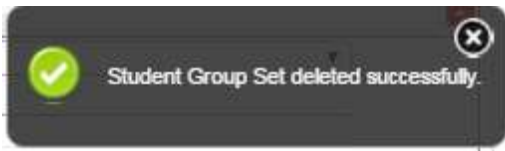


Figure 46

How to make a Group/Group Set Active or Inactive

To access the CHAMP Student Group module to clone group sets, log in at: <https://ilios.ttuhsct.edu/Champ>

1. In the menu bar, click on the 'Student Groups' Tab

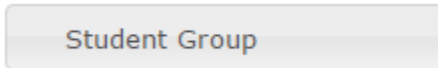



Figure 47

2. Click on either the "Single Group", or the "Group Set" radio button for the option you wish to delete.



Figure 48

3. For Single groups, scroll to the bottom of the Student group List. Locate the student group you would like to modify and Click on the Edit tool  of the respective student group.
4. The active checkbox is located at the bottom of the screen for the group you are editing. The purpose of this feature is to deactivate a group or activate a group for the purposes of making them unavailable when assigning groups within other modules like offerings.

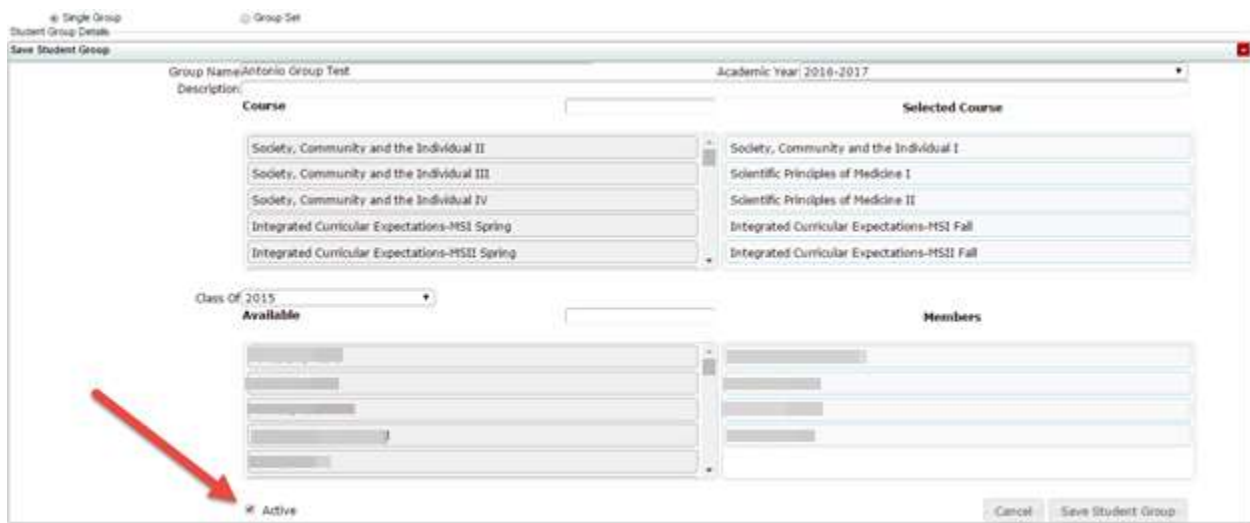


Figure 49

- To deactivate the student group, simply click on the check box Active to remove the checkmark. Capture the change by clicking the “Save Student Group” button.

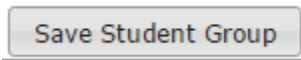



Figure 50

- The system will then notify you that the change was saved successfully.



Figure 51

- For Group sets, scroll to the bottom of the Student Group Set List. Locate the set you would like to modify and Click on the Edit tool  of the respective group set.
- The active checkbox is located at the bottom of the screen, in between “Class of” and the “Cancel” button. The purpose of this feature is to deactivate a group or activate a group for the purposes of making them unavailable when assigning groups within other modules like offerings.

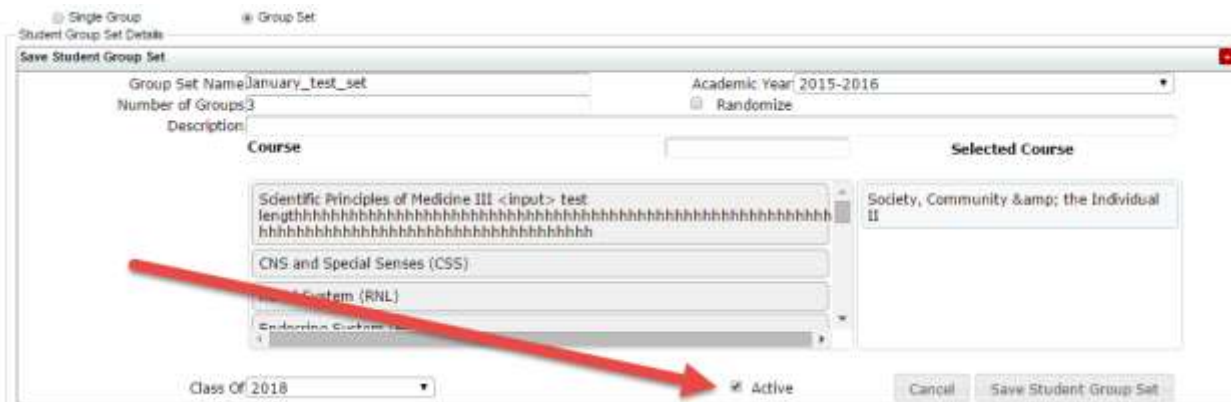


Figure 49

- To deactivate the group set, simply click on the check box Active to remove the checkmark. Capture the change by clicking the “Save Student Group Set” button.

Save Student Group Set

Figure 50

10. The system will then notify you that the change was saved successfully.



Figure 51