

HOW TO:

Set up the Student Signup Manager (SSM)

This guide will show you how to automatically create groups in D2L, based on user preferences with a balanced distribution towards ranked choices.

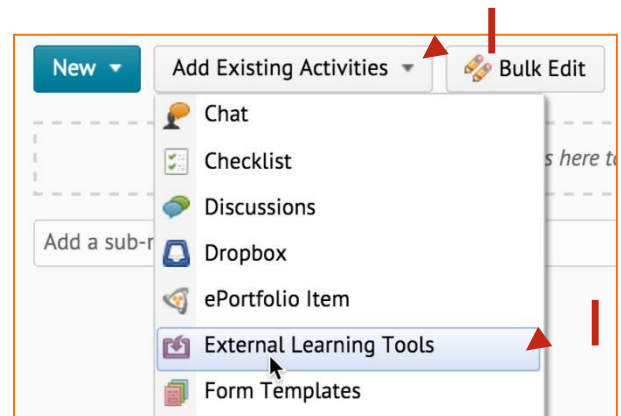
NOTES:

- This guide assumes you have a basic working understanding of Groups and D2L.
- SSM is a 3rd party tool integrated into D2L. It is currently in a functional BETA stage. Its use is limited to populating groups in D2L on a one-time export per use.
- After it has exported the created lists to D2L, additional changes will be done in D2L groups as you would if you created them there in the first place.
- SSM uses the same terminology that D2L uses for creating groups (Categories, and Groups that make up one Category).
- There are a couple things that need to be done in the D2L course, rather than in SSM settings:
 - Change Start/End dates of student ability to submit rankings. [Done by editing the Start and End Dates in course Calendar. These will be first created in SSM.]
 - Delete SSM Categories. [Done by deleting the created Category in the D2L groups section]

Step 1: Enable SSM in your course

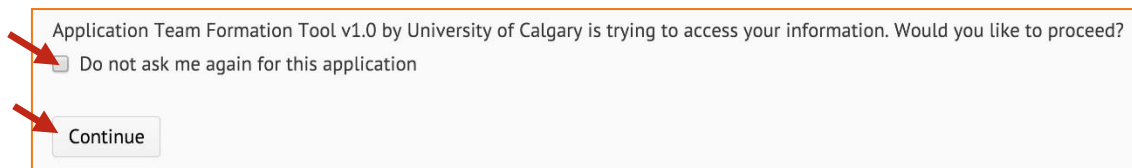
- A) Create a content module that you wish to place the link that you and your students will use to access the tool.
- B) When you are in the module, click on <Add Existing Activities>, <External Learning Tools>, then choose <Student Signup Manager>.

The link that is created can be moved and modified (name, date restrictions, etc.) just as any other content link can be edited.



Step 2: Go to SSM settings (Will open in a new tab)

- Click on the content link that you created. By default, it will be called <Student Signup Manager>.
- You may be asked to give permission for the application to access D2L. It is safe to give permission (and chose not to again). Click <Continue>. Note: It may say "Team Formation Tool" or "Student Signup Manager"
- IMPORTANT: Students may see the same message, be sure to advise them that it is safe to proceed.



- Click on  [Configure Student Signup Manager](#) in the top right of the content frame.

Step 3: Create new (or modify) Category

- Click on <Configure Student Signup Manager, then click on <Create New Category>.
 - NOTE: If you wish to modify a previously created Category, chose that category from the list.
- Fill out the appropriate details.
 - NOTE: For student selection times, the opening date starts at 12:01am and the closing date ends at 11:59pm of the dates chosen. See Step 5 for creating times less than one day.

Create/Modify Categories and Groups

The Student Signup Manager allows students to indicate their top choice, can list, determine the minimum and maximum number of students assigned to each choice. Not every student will be assigned to their first choice, but the

1. Select or Create Category

-- Select a category --

Create New Category

New Category Information

Category Name *
Design Project

Description
In your groups you will create a futuristic model for the vehicle assigned.

How many choices can students make? *
3

Submit Cancel

Step 4: Creating individual Groups for the Category.

- Click on <New Group>
- Fill in the group settings.
 - Note: When SSM creates the final group lists, it will attempt to fill groups to the max. If your max students per group are too high (for the number of students you have in your class), so groups may not be filled.
- Click on <Submit>.
- Repeat as necessary. You must have at least the number of groups that was inputted for student choices. Be sure to check that the groups sum can hold all the students needed.

Group Information

Group Category

Group Name *
Car

Description

Number of Students per Group
Min * 2
Max * 3

Submit Cancel

Step 5: Change/close submission dates

Before you can generate group lists, the submission date must be added.

- To set the dates that students can submit a choice:
 - At the bottom of the page, enter the dates and times under Activity Details. This information will appear in student calendars.
 - Dates can be updated as needed.
- If you wish to force an immediate close of submission time (for example in the middle of the day), simply set the close date to a prior date when you are ready for it to be closed.

You will see these two items in the Calendar:

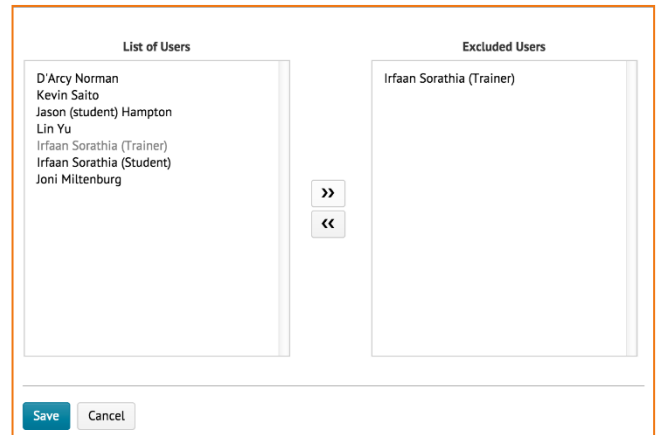
all day Student Signup Manager - Project Selection for Design Project closes Today

all day Student Signup Manager - Project Selection for Design Projects begins today.

NOTE: Click on the <Configure Student Signup Manager> button first for the next 3 steps. This button will only be available after you have created enough groups to fulfill the min student choices.

Step 6: Manually include/exclude users from groups

- Exclusions: SSM will put Instructors and TAs into the generated group lists in the preview, but they will not be included in the groups in D2L (Groups in D2L does not include those rolls).
 - Therefore, it is recommended that you chose those individuals (and any students if necessary) to be excluded. Click on <Exclude Users> to select members.
- Inclusions: Click on <Manually Assign Students> to override any students' preferences and put them into a group.



The screenshot displays the SSM interface with two columns: 'List of Users' and 'Excluded Users'. The 'List of Users' column contains the following names: D'Arcy Norman, Kevin Saito, Jason (student) Hampton, Lin Yu, Irfaan Sorathia (Trainer), Irfaan Sorathia (Student), and Joni Miltenburg. The 'Excluded Users' column contains the name: Irfaan Sorathia (Trainer). Between the columns are two arrow buttons: a right-pointing arrow (>>) and a left-pointing arrow (<<). At the bottom of the interface are 'Save' and 'Cancel' buttons.

Step 7: Generate Groups (Submission ability must be closed)

- Click on <Propose Group Teams> to get a preview of a list generated by SSM. If you wish, you can cancel and click through again to get another randomly generated list.

Step 8: Submit SSM groups lists to D2L Groups

IMPORTANT: After completing this step, you cannot make any changes for this Category in SSM settings. All group modifications must then be handled through D2L groups.

- When you are happy with the proposed lists, click <Submit> for that list to populate the Groups lists in D2L. This action cannot be undone, and no changes can be made to the Category in SSM.
- Any changes to be made after this point must be done in D2L Groups using regular group manipulation.