

3.0

Creating groups

Introduction

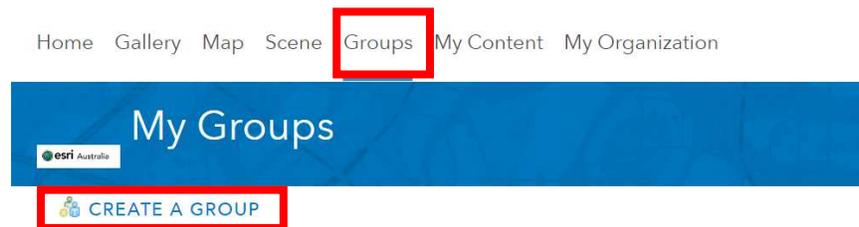
This activity explains how to create groups. We recommend that you create a group for each individual class – that way, students within each class can view, save, and share maps, without everyone in your Organisation seeing those maps. This is especially important when you have multiple classes using the same ArcGIS Online account.

Topics covered

- Create groups
- Add users to each group

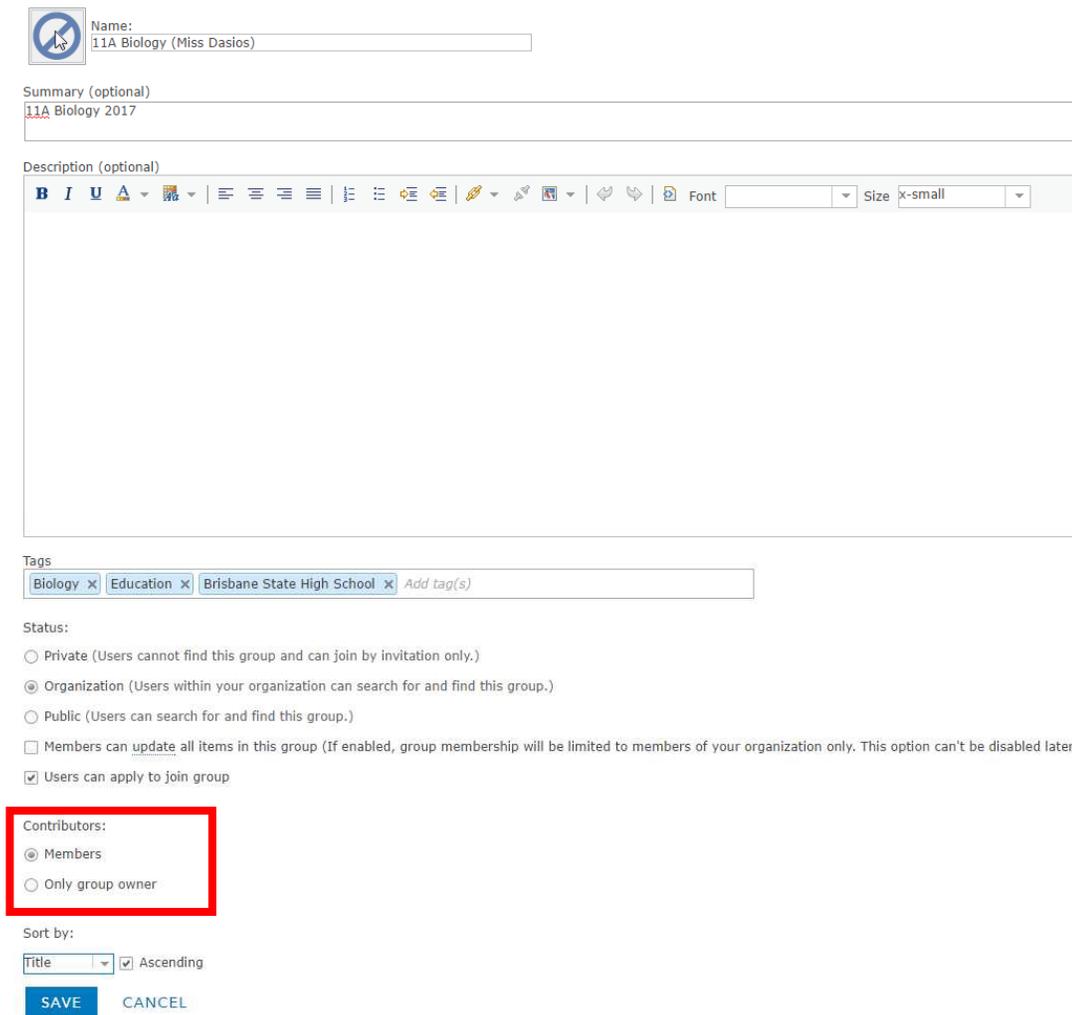
The steps below outline how to create a group for your students.

- 1: Go to www.ArcGIS.com and login using your credentials.
- 2: Select the "Groups" tab
- 3: Select 'Create a group'



- 4: Name the group according to the name of your class.
 - **Name** your group according to the class, and the teachers name.
 - Provide a **summary** and short **description** to clarify the purpose of the group, if you wish. These fields are not compulsory.
 - You must provide some **tags** to categorize your group. Simple tags such as "education" and the subject will suffice.
 - The group **status** determines the privacy and visibility of the group.
 - We recommend selecting the status of **Organization** – this means anyone in your Organization can request to join your group.
 - However, you can determine a more appropriate status if you wish.
- 5: Ticking the checkbox "Members can update all items in this group" means any approved group members will be able to edit all items. This status is **NOT recommended**, as students may accidentally edit each other's work. If the teacher is sharing maps to the group for students to edit as a task, they you can select this option.
- 6: We recommend you tick the checkbox "Users can apply to join this group." This means when students are added to the schools ArcGIS Online Account, they can request to join their class group. This means, as a teacher, you do not have to add students to each group manually.

7: Press the **SAVE** button to create the group.



The screenshot shows the Esri group creation interface. At the top, there is a 'Name' field containing '11A Biology (Miss Dasios)'. Below it is a 'Summary (optional)' field with '11A Biology 2017'. The 'Description (optional)' field is empty and includes a rich text editor toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, and font size. The 'Tags' section shows three existing tags: 'Biology', 'Education', and 'Brisbane State High School', with an 'Add tag(s)' button. The 'Status' section has four radio button options: 'Private (Users cannot find this group and can join by invitation only.)', 'Organization (Users within your organization can search for and find this group.)', 'Public (Users can search for and find this group.)', and a checkbox for 'Members can update all items in this group (If enabled, group membership will be limited to members of your organization only. This option can't be disabled later.)'. The 'Contributors' section, highlighted with a red box, has two radio button options: 'Members' (selected) and 'Only group owner'. The 'Sort by' section has a dropdown menu set to 'Title' and a checked checkbox for 'Ascending'. At the bottom are 'SAVE' and 'CANCEL' buttons.

8: Your new group tab will now open.

9: Select **Invite Users** to add users already within your Organisation.

Alternately, once students have been added to your School account, they can search and request to join this group.

NB: You can edit all details at a later stage if required.

You are now ready to make and share maps with your students.