

What are Groups?

Groups are collections of learners who have something in common and who, because of that similarity, should be organized together. Learners in a group might study the same language, be in the same class, work in the same department, or work in the same building or region. Groups should be permanent structures, not structures that change periodically. For this reason, groups should be broad, general, and inclusive, rather than narrow, specific, and exclusive.

Home Groups

There are three different types of groups. The first, called a Home Group, provides a way to organize and restrict learners and administrators from moving from group to group. When designating a Home Group, learners and administrators are restricted to that group and its Subgroups. For example, if Location 1 and Location 2 are designated as Home Groups, administrators and learners assigned to Location 1 as their Home Group can't also be assigned to Location 2. Home Groups are necessary if there is a complex group structure.

Parent Groups

The second type of group is called a Parent Group. A Parent Group can hold groups of learners or a selection of Subgroups, but not both. For a simple structure, one Home Group and several Parent Groups may be sufficient. For example, if everyone in the organization is learning German, Chinese, or French, and monitoring the progress of those respective learner populations is desired, a Parent Group for each of those languages could be set up with no Subgroups.

Subgroups

If the group structure is more complex, there may be a need for Subgroups. Subgroups can further split out learners, and are always housed under a Parent Group. For example, there may be learners studying several different languages that fall under the same classification, like a department or graduating class. If so, Parent Groups that organize learners by department or graduation year may be created, with Subgroups that organize the learners by language added beneath each one.

Set-Up

It is recommended that groups be set up prior to registering learners or administrators. Doing so will help in properly assigning learners and administrators to the correct group upon registration.