

Sharing Small Groups Across Courses/Years

This feature will allow Administrators to share Small Groups across different Courses or throughout different Years.

Path: Home > [Course Screen] > People > Groups > Small Group Sets

The screenshot shows the Leo User Guide interface. At the top, there is a navigation bar with 'Calendar', 'Courses' (highlighted with an orange box), and 'Search'. Below this, a sidebar on the left contains a menu with 'Messages', 'Mapping', 'Assessments', 'People' (highlighted with an orange circle), 'Students', 'Faculty & Staff', 'Faculty Contribution Tracking', 'Groups' (highlighted with an orange circle), 'Standard', 'Default', and 'Small Group Sets' (highlighted with an orange box). The main content area displays details for 'Section: Pediatrics Clerkship R1 SOM 2021/2022'. It includes a 'Begin Date' of 2021-01-04, 'End Date' of 2021-07-02, 'School Year' of MED Third Year, 'Campus' of Main Campus, 'Your Role' of Director, and 'Course Director' of Karen Drake. A 'Description' section below indicates 'No description available'.

Small Group Screen

The screenshot shows the 'Small Groups for Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center' screen. At the top, there is a 'View' dropdown and an 'Options' dropdown (highlighted with an orange box). Below the 'Options' dropdown, a list of group types is shown: 'New' (highlighted with an orange box), 'Individual', 'Exceptions', 'Delete Empty', 'Deleted', 'Unused', 'Affiliation', 'Resequence', and 'Active'. The main content area displays a table with columns for 'Assigned Users' and 'Un-Assigned Users'. The table lists various group types and their corresponding user counts.

Group Type	Assigned Users	Un-Assigned Users
Small Group N	44	10
A/B Peds group	43	11
Basic Small Gr	0	54
Lab Groups	0	54
New Small Gro	0	54
Small Study G	0	54
Sub-Track	1	0

- Select the **New** link.

New/Edit small groups

- After creating a name for the group, click **Save Record. (1)**
- From the Small Groups screen, click on the new group you created
- Choose either **Add Groups** or **Add Groups By Year. (2)**

Select small groups

- Move the **Available Small Groups** to the **Selected Small Groups**.
- You can search for specific groups using the **Filter**, begin typing the Group's name.
- Click the square in the upper right hand corner to close and save.

Small Groups for Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center


View ▾ Options ▾

Viewing 1 to 7 of 7

Search:

Small Group Name	Min Group Size	Max Group Size	Assigned Users	Un-Assigned Users
A/B Peds groups	3	7	44	10
Basic Small Groups	2	5	43	11
Lab Groups	3	6	0	54
New Lab	1	10	44	10
New Small Group	2	6	0	54
Small Study Groups	2	5	0	54

- The new small group is now ready.
- Click on the Name to edit the Small Group.

 These Groups will be truly shared and not cloned; so if a Student is removed from the Small Group, they will be removed everywhere that Small Group is used.