

## Creating groups by uploading from an Excel file and setting extra time for groups

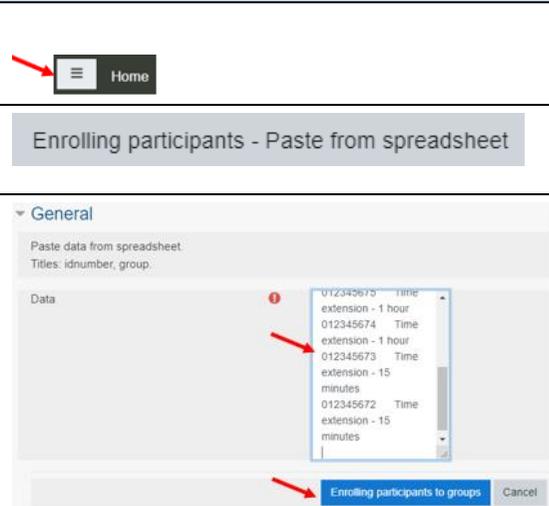
You can create groups in the course website by uploading the groups from an Excel file, and then set extra time for these groups as needed.

<b>Step 1 - Prepare the Excel file</b>																												
1.	Create an Excel file with two columns: <ol style="list-style-type: none"> <li>1. Column of ID numbers - First column header: <b>idnumber</b></li> <li>2. Column of the group's name - the title of the second column: <b>group</b></li> </ol> (Each line in this file will consist students ID number and group name)																											
<div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <b>Example: file as it is ready to upload:</b> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th></th> <th style="text-align: center;">A</th> <th style="text-align: center;">B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>idnumber</td> <td>group</td> </tr> <tr> <td>2</td> <td>012345678</td> <td>Time extension - 30 minutes</td> </tr> <tr> <td>3</td> <td>012345677</td> <td>Time extension - 30 minutes</td> </tr> <tr> <td>4</td> <td>012345676</td> <td>Time extension - 30 minutes</td> </tr> <tr> <td>5</td> <td>012345675</td> <td>Time extension - 1 hour</td> </tr> <tr> <td>6</td> <td>012345674</td> <td>Time extension - 1 hour</td> </tr> <tr> <td>7</td> <td>012345673</td> <td>Time extension - 15 minutes</td> </tr> <tr> <td>8</td> <td>012345672</td> <td>Time extension - 15 minutes</td> </tr> </tbody> </table> </div>			A	B	1	idnumber	group	2	012345678	Time extension - 30 minutes	3	012345677	Time extension - 30 minutes	4	012345676	Time extension - 30 minutes	5	012345675	Time extension - 1 hour	6	012345674	Time extension - 1 hour	7	012345673	Time extension - 15 minutes	8	012345672	Time extension - 15 minutes
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2.	Copy the columns from the Excel file (Select the relevant cells -> Ctrl c)																											

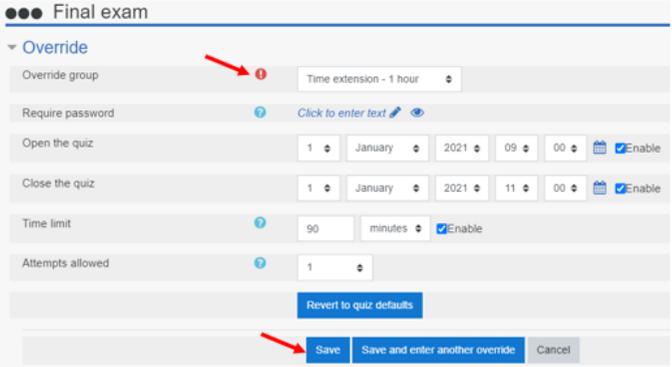
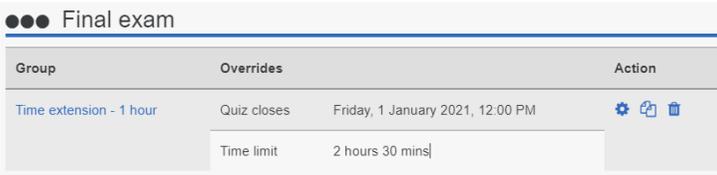
<b>Step 2 - Uploading participants to groups on the course website</b>	
1.	On the course website, click the "Groups" button in the menu on the left. (If you do not see the menu on the left, click the gray button in the top left corner of the screen)
2.	On the next page, scroll down a bit and click on the " <b>Enrolling participants - Paste from spreadsheet</b> " button
3.	In the window that opens, paste (Ctrl V) the columns in the Data box and click on the " <b>Enrolling participants to groups</b> " button

**Note:**

- If the group listed in the file already exists in the site, students will be added to the existing group.
- If the group does not exist - a new group will be created, and the students will be added to it.





Step 3 - Setting time extensions for the groups in the quiz/assignment											
1.	Enter the exam on the course website (quiz/ assignment)	For example: 									
2.	In the menu on the left, click on "Group overrides"										
3.	In the window that opens, click on the button "Add group override"										
4.	<p>In the next window:</p> <ol style="list-style-type: none"> <li>In the "Override group" field, select the group to which you want to extend the time.</li> <li>The following fields show the general exam settings of the whole class. You can now set the times of the group you selected.</li> <li>Click "Save" button</li> </ol> <p><b>Please note</b>, in the <u>quiz</u> component - if you set "Time limit" as well as the "Open/Close the quiz" time, you will need to override and adjust the Time Limit to the time extensions as well.</p>										
5.	<p>After saving, you will see the group settings, note that in the "Overrides" column, only the differences between the group and the rest of the class will be displayed.</p> <p>For example - if we updated extra hour for a group, we would see only the "Quiz closes" indicator (and the "Time limit" if we set it)</p>	 <table border="1"> <thead> <tr> <th>Group</th> <th>Overrides</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Time extension - 1 hour</td> <td>Quiz closes Friday, 1 January 2021, 12:00 PM</td> <td> </td> </tr> <tr> <td></td> <td>Time limit 2 hours 30 mins</td> <td></td> </tr> </tbody> </table>	Group	Overrides	Action	Time extension - 1 hour	Quiz closes Friday, 1 January 2021, 12:00 PM			Time limit 2 hours 30 mins	
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6.	The times for each group are set separately.										